

Tenure and Promotion Workshop for APUO Members



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Agenda

- When to apply for tenure/promotion
- Promotion to associate professor
- Evaluation of teaching
- Outside evaluators
- NOT criteria for tenure and promotion according to the collective agreement
- What to include in your application
- Procedures
- Member's file requirements
- In case of negative recommendation(s) and/or decision
- Grievance Process

Agenda

- Mostly a review of the requirements for promotion and tenure, and processes as set out in the collective agreement
- Unofficially, different faculties may have practices
- The APUO and members do negotiate exceptions on occasion
- Most profs are successful in their promotion applications

Quand faire une demande de permanence (article 25.1.7)

- Permanence est automatique lors de la promotion au rang de professeure agrégée;
- Dépôt d'une demande au plus tard la 6^{ième} année en tant que professeure adjointe;
- Dépôt d'une demande possible lors de la 2^{ième} année avec un minimum de 4 années reconnues d'expérience régulière de niveau universitaire (AENU) (RULE);
- Demande déposée le 1^{er} septembre (réponse de l'employeur due le 1^{er} avril suivant).

Promotion to Associate Professor (article 25.3.2)

- Doctorate or equivalent;
- Teaching must “meet expectations”;
- Academic service activities of “satisfactory quality”;
- 4 years of RULE;
- French and English requirement as per letter of appointment.

Promotion to Associate

- Scientific, Literary, artistic or Professional works deemed of “good quality” confirmed by external evaluators;
- “good” research=
 - work in addition to doctoral thesis
 - continuous progress in development of research activities
 - Contribute to advancement of knowledge in field of specialization

Evaluation of Teaching (article 24)

- Teaching deemed either:
 - Outstanding;
 - To meet expectations;
 - Unsatisfactory.
- In relation to tenure and promotion applications, a formal evaluation of teaching must be done prior to Dean soliciting recommendations from DTPC, chair or FTPC.

Evaluation of Teaching (article 24)

- Dean initiates the Direct Peer Review of Teaching (DPRT) process if teaching may be unsatisfactory due to:
 - Pattern of weak A-reports;
 - “other preliminary indications of unsatisfactory teaching”;
 - Or opposite for belief of outstanding teaching;
- Member chooses 1 name from list of Teaching Evaluators (TEs) and FTPC chooses 2;
- TEs write anonymous report to Dean.

Evaluation of Teaching (article 24)

- Dean and FTPC make a determination about teaching relying on:
 - Report from DTPC;
 - Reports from TEs;
 - A-reports;
 - And any info added by member about his/her teaching;
- If no DPRT is done teaching must be deemed satisfactory.

Évaluateurs externes (article 23.3.2)

- Promotion au rang de professeure agrégée: 3 évaluateurs externes;
- Promotion au rang de professeure titulaire: 4 évaluateurs externes;
- Doivent être:
 - Externes à l'Université d'Ottawa;
 - D'un rang égal à celui du membre devant être évalué;
 - Aptes à faire une évaluation équitable et valable d'une partie ou de la totalité des activités savantes du membre.

Évaluateurs externes (article 23.3.2)

- Professeur et CPED soumettent chacun une liste avec un minimum de 3 évaluateurs externes au CPEF qui doit choisir au moins 1 nom sur chaque liste;
- Membre peut également soumettre au CPEF:
 - Une liste des personnes qui, selon lui, peuvent avoir des préjugés défavorables à son égard ou qui autrement peuvent ne pas être qualifiées pour évaluer ses activités savantes ;
 - Une description des domaines d'expertise appropriés à des personnes choisies pour évaluer ses activités savantes ;
 - Une description des domaines d'expertise qui ne sont pas appropriés aux personnes choisies pour évaluer ses activités savantes.
- Identité des évaluateurs externes choisis est confidentielle.

NOT criteria for Tenure/Promotion as per the Collective Agreement

- It is not required to have external funding;
- No minimum amount of publications or specific journals is specified;
- No specific requirement for graduate supervisions;
- No mention of funding or graduate supervision at the time of application;
- No requirement for being invited to national or international conferences.

Éléments à inclure dans une demande de promotion (article 25.4)

- CV à jour (format COES):
 - Publications, conférences et subventions (contrats, etc.);
 - Manuscrits soumis pour publication (indiquer le stade du processus) et les demandes de subventions;
- Activités de service à la communauté universitaire, incluant la présence médiatique;
- Une liste d'au moins 3 évaluateurs externes potentiels (+ liste d'évaluateurs préjudiciables);
- Tout autre élément jugé pertinent par le membre, par exemple une lettre d'accompagnement pour les évaluateurs externes.

What to include in your Application (article 23.3.1)

- May submit any of the following to indicate results of scholarly activity:
 - Articles, books, contributions to books, presentations at conferences, portions of work in progress, reports, original works/ forms of expression;
 - In final published form, preprints of material to be published, preliminary or final drafts;
 - Material accepted for publication shall be considered equivalent to actually published material
 - Works produced with others (specify contribution in writing);
 - Descriptions of work or any documentation of work.

Procédures (article 25.4)

- Demande soumise entre le 1^{er} juillet et le 1^{er} septembre;
- CPED, directeur et CPEF soumettent leur recommandation respective au doyen;
- Membre a le droit d'être entendu par le comité CPED ou CPEF
- Doyen fait à son tour une recommandation au Comité mixte;
- Décision du Comité mixte doit être communiquée au membre au plus tard le 1^{er} avril, à savoir:
 - Promotion/permanence octroyée;
 - Promotion/permanence refusée;
 - Promotion/permanence différée (avec motifs et conditions à remplir pour décision finale).

Career Development file (article 12)

- Career Development is the only portion of file used in promotion accessible by DTTC, FTTC and Joint Committee
- Section of prof's Faculty File consists of:
 - all documents relevant to hiring;
 - all academic leave application documentation
 - all contract renewal and promotion and tenure documentation referred to in CA
 - Annual reports (not annual review or comments on annual report)
 - Workload assignments
 - DPRT documentation

Career Development file (article 12)

- All other documents are not to be seen by DTPC, FTPC or Joint Committee in the context of a promotion application
- Profs are encouraged to review the contents of their file at their Faculty Offices
- Faculties may not be aware of requirements of Member's files clauses of collective agreement

In case of a negative recommendation and/or decision (article 13)

- Contact the APUO to talk to a grievance officer;
- File a letter of disagreement after a negative Dean recommendation to Joint Committee;
- File a Grievance after a negative decision or deferral by Joint Committee.

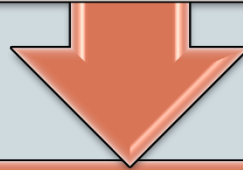
Grievance Process (article 13)

- Up to 10 working days after negative recommendation from the Dean → File a letter of disagreement → Pre-grievance Step 1 meeting;
- Up to 15 working days or after negative Joint Committee Decision → File a grievance → Step 1 meeting;
- If no resolution after Step 1 meeting, the grievance can be referred to arbitration by the APUO or the individual grievor (private grievance);
- Arbitrator makes final (no appeal) and binding (cannot be ignored or reversed) decision.

Pre- Grievance Process

Negative recommendation
from the DTPC, Chair, FTPC and/or Dean

Filing of a Letter of Disagreement (10 working days)



Step 1 Meeting (pre-grievance)

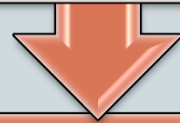
Settlement

No settlement

Grievance Process

Negative decision from the Joint Committee

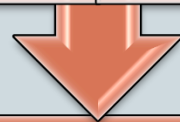
Filing of a Grievance (15 working days)



Step 1 Meeting

Settlement

No settlement



Grievance referred to arbitration

Grievance assumed by
the APUO

Private Grievance

Questions or comments ?