

Guide to Faculty Promotion Committees

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Table of Contents

Introduction	3
Mandate of the Faculty Promotion Committee	3
Term of the Faculty Promotion Committee	3
Composition of the Faculty Promotion Committee	3
Committee Obligations	4
Criteria for Promotion	5
Assessment of Teaching Performance	5
Assessment of SRC	6
Eligibility and Application for Promotion	7
Assessment Procedure	7

Faculty Promotion Committees

Introduction

When a faculty member holding the rank of Associate Professor applies for a promotion to Full Professor or for salary transfer, that application will be assessed by a Faculty Promotion Committee (FPC).

This committee is typically composed of six standing members and may include an additional member nominated by the candidate. All members must hold the rank of Full Professor.

Mandate of the Faculty Promotion Committee

The Faculty Promotion Committee (FPC) is responsible for making recommendations to the Dean regarding applications for promotion from the rank of Associate Professor to Professor and for salary transfer (salary transfer is a transfer from the Associate Professor pay scale to the Professor pay scale for members hired before January 1, 1992).

Term of the Faculty Promotion Committee

- The term of standing members of the FPC is typically two years, with overlapping terms so that half of the standing membership will be up for election each year.
- The term of appointment of standing members of FPCs shall commence on September 1 and terminates on August 31.
- The nominated members only serve for the duration of the application(s) for which they have been nominated.

Composition of the Faculty Promotion Committee

- All standing members of the FPC must be from the Faculty in which the committee resides and hold the rank of Full Professor (which includes Mode I faculty members).
- Faculties with six or more departments/schools may have no more than one standing member of the FPC from a single department/school. There is an ordering for determining which departments/schools are represented in any given year; this ordering has been agreed upon by the RFA and the VPFA.
- In Faculties with fewer than six departments/schools, there must be at least one standing member of the FPC from each department/school, and no more than two standing members of the FPC may be from a single department/school. In such a Faculty, the Faculty may decide by majority vote to establish FPCs with fewer than six elected members but with at least one position for each department in the Faculty. The decision as to which departments

shall have one or two representatives shall be made according to an ordering agreed upon by the RFA and the VPFA.

- Note that the Faculty of Science is currently the only Faculty with less than six department/schools, and it has voted to have four standing members, one for each department.
- The standing membership of a Faculty's FPC's is established by the Dean of that Faculty annually no later than May 31 for the following academic year
- Each standing member is elected by his/her own department/school.
- In the unusual circumstance where a standing member cannot be elected from a department/school, the VPFA in consultation with the RFA will determine an appropriate composition.
- No later than June 15, the standing members committee shall meet to elect a Chair and the Chair of the FPC shall identify him/herself to the Dean and shall forward the names of the standing committee members to the VPFA and to the President of the RFA.
- Each candidate applying for promotion or salary transfer may name one additional member of the committee by September 30. This member's appointee must hold the rank of Full Professor at Ryerson University and will have rights equal to the standing members as it pertains to that candidate's application. By no later than October 7th, The Chair of the FPC shall forward the name of the member's appointee to the Dean, the VPFA and to the President of the RFA.
- Each FPC will have a designated Human Resources representative. This representative will not participate in deliberations or attend committee meetings, unless invited to do so. S/he will provide guidance and training as it pertains to collective agreement obligations, University policies and applicable laws and regulations.

Committee Obligations

- Committee members are responsible for declaring any conflict of interest in accordance with Article 21.
- Committee members are bound by confidentiality in their deliberations about individual candidates. They may have confidential discussions with RFA or Administration representatives on any procedural matter of concern.
- The Chair of the FPC will distribute the Rights and Obligations of University Committee Members form and confirm with members that they have read it. The Committee member's signature on the form is optional.
- The University will provide training workshops normally in October. Workshops will be conducted jointly by the RFA and the University.

- The training will cover FPC legal obligations, duties under the Agreement and University policies, including equity.
- FPC members are required to attend the workshops in order to serve as committee members. A member who does not attend a workshop will not be eligible, for the period until the next annual workshop, to be a member of the FPC unless the member who missed the workshop provides a reasonable explanation for his/her absence to his/her Chair/Director (or where it is the Chair/director of the Department who is concerned, to the Dean) in which case training will be provided.

Criteria for Promotion

- Promotion is based on a faculty member's performance in the following areas:
 - Teaching
 - SRC
 - Service and Other Professional Activities.
- Promotion or salary transfer of faculty members should be based on their performance in the three broad areas of Teaching, SRC, and Service and Other Professional Activities. Promotion to the rank of Professor recognizes a high order of achievement in both scholarship and teaching by tenured Associate Professors, together with satisfactory performance in service. Although evidence of strong teaching performance is required, normally the greatest emphasis is placed on SRC activities, including evidence of significant contribution of SRC activities at the national or international level. Nonetheless, major service contributions should be duly recognized.
- In exceptional cases, a tenured Associate Professor with outstanding teaching record with a continuing and long-standing record of satisfactory or better performance in the other areas may be promoted to Professor.
- Salary Transfer decisions can be based primarily on outstanding teaching contributions, accompanied by a continuing and long-standing record of satisfactory performance in the other areas.
- Service includes service to the University and the Association, service to the profession and the community, and outside professional activities.

Assessment of Teaching Performance

The assessment of an applicant's teaching performance shall be based on:

- The results of course evaluations conducted according to Appendix F of the RFA Collective Agreement;
- The teaching-related portions of the applicant's annual reports;

- The applicant's teaching dossier;
- Reports, if any, of in-class teaching evaluations. These are not required, but the applicant may, if he or she so wishes, ask the chair of the FPC to arrange for one or two such evaluations, conducted under the same terms as those for probationary faculty members.

Assessment of SRC

- SRC can and does take on a diversity of forms. Beyond applying for grants and/or other forms of support from appropriate public and private agencies, it is understood that peer review of SRC activities constitutes a cornerstone of academic scholarship. In those disciplines where peer refereed publication is not the norm, the results of such work shall be accessible to and recognized through impartial assessment by the relevant scholarly community.

SRC shall include but not be limited to the following:

1. research, scholarly or creative projects/investigations or works conducted individually or in cooperation with others, so that the results or products/creations are (i) published in academic and/or professional journals, public reports, conference proceedings, or as patents or (ii) presented/exhibited at conferences, seminars or showings;
 2. studies, works, writings or creative productions that are published as books, chapters in books, monographs or disseminated by other suitable means;
 3. experimentation with classroom, laboratory, studio and fieldwork techniques and formats, creative works and processes, etc.;
 4. other scholarly, research or creative activities as recommended by a Department/School and approved by the Dean.
- The members of the FPC must consider the assessment of the applicant's SRC activity as judged by three external referees.
 - The applicant shall provide the names of three referees to the Dean who will select two, after consultation with the department/school. The referees must hold the rank of Full Professor. In certain circumstances, where there is a limited availability of potential referees at the rank of Professor, it is understood that the applicant may provide up to two names of internationally recognized authorities in the applicant's SRC field and will explain their inclusion and ability to judge the scholarly merits at a Professor level.
 - The final referee is appointed by the Dean after consultation with the department/school. No individual may act as an external referee where there is a real or perceived conflict of interest, or where he or she has been a research partner or collaborator with the applicant within the past five years, or a supervisor of the applicant's work at any time.
 - The Dean requests evaluative letters from the outside referees. The letter of request states the promotion action under consideration and the deadline by which a response is needed.

It asks the referee to assess only the SRC contributions of the applicant and the impact of those contributions; it will make clear that assessment of teaching and service is not asked for.

Eligibility and Application for Promotion

- For promotion to the rank of Professor, a faculty member normally must accumulate at least five (5) years of full-time experience at the rank of Associate Professor at the time of application. This provision does not apply to applicants for Salary Transfer.
- By September 30, the applicant shall provide to the Dean a promotion dossier, which contains a teaching SRC and service dossier, as described in Article 5A/B.8 C, D and E respectively, except that in-class peer teaching assessments (where available) and the Faculty Course Surveys (Appendix F) need only be provided for the last five years.

The applicant shall include an additional three copies of SRC works he or she wishes to have sent to external reviewers. The applicant shall also provide the names of their nominee to the committee pursuant to Article 5A/B.13.F and the names of three external referees pursuant to Article 5A/B.13.E.1. The applicant may also include a list of people he or she does not want considered as referees.

Reports, if any, of in-class teaching evaluations. These are not required, but the applicant may, if he or she so wishes, ask the chair of the FPC to arrange for one or two such evaluations, conducted under the same terms as those of pre-tenure faculty members.

In addition the applicant should include an overview including, but not limited to, the following documents:

- a) Table of Contents of the dossier;
 - b) Curriculum vitae, covering the member's entire professional career, in an approved University format;
 - c) The member's annual reports for the last five years;
- As soon as possible, the Dean will send an invitation letter to the external referees.
 - The Dean shall provide copies of the material to the members of the FPC by October 1st.
 - A candidate for promotion has the right to address the FPC before his or her case is considered.
 - The FPC may make a written request to the applicant for clarification of any aspect of her/his application. The applicant will reply in writing within five working days of the receipt of the request to do so.

Assessment Procedure

- The Dean will provide the FPC with application packages by October 1. Copies of the external assessments will be provided to the FPC as they become available. Any external assessments received after February 1 will not be considered. Furthermore, such late reference shall not be held against the applicant.
- By January 31st, the external referees should provide their SRC evaluation of the applicant to the Dean.
- The FPC shall meet by February 15 to decide if the candidate has met the criteria for promotion.
- Promotion decisions are based solely on material submitted by and for the applicant.
- The FPC makes its recommendation to the Dean in writing, including reasons for the recommendation. If the recommendation is not unanimous, the letter should state the vote (without names) and reasons for the disagreement.
- The FPC's recommendation and supporting rationale (including the external referees' reports with names redacted and any in class assessments) will be provided to the applicant for comment.
- If the applicant wishes to respond, he/she shall provide his/her comments in writing to the Dean within two weeks of receipt of the FPC's recommendation.
- The Dean will review the assessment and recommendation of the FPC, the faculty member's response, if any, along with the Performance and Conduct File (PCF), for each faculty member who has applied for promotion or for "Salary Transfer".
- After this review, the Dean will, not later than April 15 or two weeks following receipt of the applicant's response or the lapsing of the interval in which the applicant can respond as per 5A/B.13.G.3 above, whichever is later, forward to the Vice-Provost, Faculty Affairs the promotion dossier, the summary of assessments and recommendation of the FPC, including any response by the applicant, in-class teaching assessments, and a copy of the evaluations by the external referees, along with his/her own recommendation.
- The Vice-Provost, Faculty Affairs will examine all recommendations and documentation to ensure that a reasonable and equitable standard for promotion is applied across the University, taking into account the differing patterns of activity which characterize each Faculty. The Vice-Provost, Faculty Affairs will inform the applicant and the FPC, in writing, of the decision and, if the decision is negative, of the reasons for the decision.