

GUIDE TO FACULTY TENURE COMMITTEE

Composition and Mandate of FTC's

Last Updated: March 2019

TABLE OF CONTENTS

MANDATE OF THE FACULTY TENURE COMMITTEE (Article 5A.2)	2
TERM OF THE FACULTY TENURE COMMITTEE (Article 5A.2.C,F,G)	2
COMPOSITION OF THE FACULTY TENURE COMMITTEE (Article 5A.2.B,D,E,F)	2
COMMITTEE OBLIGATIONS	3
INTERMEDIATE REVIEW	4
NORMAL TENURE REVIEW (Article 5A.10)	4
FINAL TENURE REVIEW (Article 5A.11)	7

Note: In the event there is a conflict between the contents of this Guide and a collective agreement provision, the collective agreement provision is the authoritative source for the information.

Article 5A applies to pre-tenure faculty members who are hired on July 1, 2015 or later and pre-tenure faculty members who are hired before July 1, 2015 and who elect prior to April 1, 2017 to have their tenure review conducted under the terms of Article 5A. These faculty members are subject to the “New Tenure Review System” found in Article 5A.10 and 5A.11.

MANDATE OF THE FACULTY TENURE COMMITTEE (ARTICLE 5A.2)

“A Faculty Tenure Committee (FTC) is established within each Faculty to consider recommendations with respect to tenure received from the Department Evaluation Committees to assess that the process was fair and that due process was followed, and to make tenure recommendations to the Vice-Provost, Faculty Affairs.” (Please see Article 5A.2 of the RFA Collective Agreement.) A difference of opinion between the two committees could occur even though the DEC may have conducted a fair process. Both recommendations will be made to the VPFA for final decision.

Pre-tenure faculty members will be assessed for transfer to the tenured faculty in terms of their demonstrated capacity for, achievements in and commitment to the Teaching, SRC and Service components of the duties and responsibilities of faculty members described respectively in Articles 10.12 A, 10.13 and 10.14. They may also be assessed in terms of

- a) their obligations as faculty members under Article 7.3,
- b) their satisfaction of such conditions of probation as were specified in their letter of appointment, and
- c) their progress in overcoming weaknesses identified in their year- end assessments, if any.

Assessment shall be based upon the criteria for tenure stated in clause A above. Any deficiencies shall be identified and explained in specific terms, supported by concrete examples, and conveyed in writing in such a way that the pre-tenure faculty member can formulate a response or rebuttal if he/she desires.

Assessment of the candidate’s SRC and teaching will take into account the principles of equity, and the diversity of the academic and professional disciplines, including the diverse career paths, ways of knowing and forms of communicating knowledge.

TERM OF THE FACULTY TENURE COMMITTEE (ARTICLE 5A.2.C,F,G)

- The term of appointment to the FTC shall commence on November 1 and terminates on October 31.
- Members typically sit on a FTC for two years.
- A faculty member may not serve on the FTC for more than 2 successive terms.

COMPOSITION OF THE FACULTY TENURE COMMITTEE (ARTICLE 5A.2.B,D,E,F)

- FTC’s are established by the Dean annually no later than May 31 for the following academic year.
- The Dean is the Chair of the FTC but only votes in case of a tie.
- No later than June 15, the Dean shall forward the names of the members of the FTC to the VPFA and to the President of the Association and posts it to the VPFA website.

- Composition of the FTC normally includes 6 tenured faculty members. In Science, the FTC will have 4 members.
- Normally members of the FTC cannot be members of the DEC, unless no other tenured faculty members are available.
- All six members of the FTC are elected by tenure stream faculty members of the department/school. Each school elects their own representative on the FTC.
- Faculties with six Schools/Departments have one member from each department. Faculties with more than 6 departments shall have rotating membership, according to a schedule that has been provided by the Administration and the RFA to the Deans.
- If the School/Department does not have enough tenured faculty members to provide a member, the VPFA in consultation with the RFA, will determine the appropriate composition.
- Each FTC will have a designated Human Resources representative. They will not participate in deliberations or attend committee meetings, unless invited to do so. They may be invited to 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 Association or Administration representatives on any matter of concern.
- The Dean 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.
- When a pre-tenure faculty member is being considered for tenure, the FTC member from the same department/school may not vote as to whether the pre-tenure faculty member should receive tenure. They may, however, participate in the discussions.
- FTC 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 FTC 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.

INTERMEDIATE REVIEW

The FTC is not involved in the new intermediate review process.

NORMAL TENURE REVIEW (ARTICLE 5A.10)

- The normal tenure review commences May 1st of the candidate's fifth year of their six year probationary period. A member can elect to be reviewed for tenure commencing May 1st of the fourth probationary year and such request shall be made in writing to the Dean no later than March 31st of the fourth probationary year.
- If the DEC assesses that the faculty member does not presently meet the criteria for transfer to tenure but is expected to do so with additional time, the DEC may recommend a two year extension to the probationary period.
- The DEC will make its recommendation to transfer the faculty member to tenure, deny tenure or extend the probationary period to the FTC.
- If the Intermediate Reviews are not provided to the DEC, the DEC may find these documents in the member's PCF. The DEC can find any missing documents that are not included in the pre-tenure faculty member's dossier submission in the member's PCF.
- The pre-tenure faculty member's submission should include only the frequency distribution for the responses to each of the questions in the Faculty Course Survey and any other distribution of the summary results the member may wish to provide to the DEC and FTC, consistent with [Arbitrator Kaplan's June 2018 award](#). Ignore any previous reference to averages of FCS results and answers to Question 15. Please note that FCS results cannot be used to assess teaching effectiveness but can be used in assessing student educational experience.

Teaching effectiveness is assessed in the following ways:

1. Based on a comprehensive teaching dossier;
2. On the basis of teaching assessments of in class performance (or assessments of other modes of delivery, such as practicums) carried out by DEC members or tenured faculty members;

Faculty Course Survey results, as approved under the collective agreement, http://ryerson.ca/teaching/fcs/fcs_instructors/index.html, and modified by Arbitrator [Kaplan's June 2018 award](#), are only used to obtain student opinion about student educational experience. The Faculty Course Survey can be found in Appendix F of the Collective Agreement.

The frequency distribution of the responses to all 14 questions of the Faculty Course Survey are submitted to the DEC and FTC. However these responses can only be used

to review student opinions about their own student educational experience. In the pre-tenure faculty member's tenure dossier, they may use the FCS results as it relates to student experience only and not with respect to teaching effectiveness. DEC and FTC are instructed to review the pre-tenure faculty member's FCS submission only in the context of student experience and to disregard any references to teaching effectiveness. This applies to all materials contained in the tenure dossier including materials submitted by the pre-tenure faculty member, as well as the text of earlier annual assessments by the DEC.

With respect to educating faculty members about his award, Arbitrated Kaplan provided the following:

“With proper contextualization and consideration of the possibility of bias (e.g. where questions are subjective in nature), FCS results may be used to assess the following aspects:

- Student Educational Experience
 - Whether students were treated with fairness and respect (Article 7.3.B) [See also Question 9 and Article 7.3B “Consistent with Article 11 (Academic Freedom), faculty members shall make every attempt to create an equitable, diverse and inclusive atmosphere of mutual respect in which students may learn. Faculty members shall make every effort to stimulate intellectual curiosity and enthusiasm for learning.”
 - Whether the class met as scheduled and on time (Article 10.12.A.4 and FCS Question 10)
 - Whether faculty were available during office hours (Article 10.12.A.3 and FCS Question 12)
 - Whether the Course Management Policy was adhered to with respect to providing feedback in response to student work (Article 7.3.F, FCS Questions 5 & 7)
- Pre-tenure faculty members are required to include in their tenure dossier the names of five potential external referees who are tenured faculty members and/or experts in the pre-tenure faculty member's discipline, from which at least two shall be chosen by the Dean and DEC to solicit evaluative letters from. The Dean solicits evaluative letters from three external referees in total. These evaluative letters will form part of the pre-tenure faculty member's tenure file.
 - In cases where the DEC is recommending termination or an extension, the faculty member shall have the right to address the FTC concerning his/her record of employment. (Note: the FTC may not request a faculty member to address the FTC.)

- The FTC shall meet within three weeks of receipt of the pre-tenure faculty member's response to the DEC's recommendation to review the tenure file.
- If the FTC has no questions, they will have one week from their meeting to provide their written recommendation and rationale to the VPFA, copied to the member and the DEC.
- If the FTC has any questions of the DEC, the FTC will ask these questions in writing within three weeks of receiving the pre-tenure faculty member's response to the DEC's recommendation. The DEC will respond within two weeks of receipt of these questions. These communications will be added to the file and copied to the candidate. The candidate will have the opportunity to respond within two weeks of the DEC's response.
- The FTC will prepare the recommendation letter and all members will sign it to confirm that their views are reflected in the letter.
- The FTC will send its written recommendation to the VPFA within two weeks of receipt of the DEC's response or the pre-tenure faculty member's response, whichever is later. This will be copied to the member and the DEC.
- Along with the FTC's recommendation, the FTC will also forward the pre-tenure faculty member's tenure file, including the dossier, the recommendation of the DEC, the external referees' reports and any responses of the member.
- If the DEC has recommended immediate transfer to tenure or an extension, the FTC can recommend:
 - That an extension be granted, or
 - That the member be transferred to the tenured faculty
- If the DEC has recommended that tenure be denied and that the member's employment be terminated, the FTC can recommend:
 - That the member be transferred to the tenured faculty, or
 - That an extension of one year be granted, or
 - That employment be terminated.
- The pre-tenure faculty member and the DEC will be provided a copy of the FTC's letter and have the opportunity to provide comments. If they wish to respond they will have two weeks to provide their comments in writing to the VPFA.
- If the VPFA does not require additional information before making a final decision he/she will make the final decision within four weeks of receipt of the FTC's recommendation or the pre-tenure faculty member's response, whichever is later.

- If the VPFA requires additional information he/she shall write to the DEC, FTC or the member, copying all parties, within four weeks of receipt of the FTC's recommendation or the candidate's response to the FTC's recommendation. The party will have two weeks to respond to the VPFA. The VPFA shall make a final decision within two weeks of receipt of the last written response.
- If the DEC and FTC have both recommended termination, the VPFA may:
 - Terminate the faculty member's employment, or
 - Transfer the faculty member to the tenured faculty, or
 - Extend the probationary period for two years
- In every other scenario, the VPFA may,
 - Transfer the faculty member to the tenured faculty, or
 - Extend the probationary period for two years.

FINAL TENURE REVIEW (ARTICLE 5A.11)

- Final tenure review applies when a faculty member has not been transferred to tenured faculty at their normal tenure review.
- If the Intermediate Reviews and Normal Tenure Reviews are not provided to the DEC, the DEC may find these documents in the member's Performance and Conduct File (PCF). The DEC can find any missing documents that are not included in the pre-tenure faculty member's dossier submission in the member's PCF.
- The pre-tenure faculty member's submission should include only the frequency distribution for the responses to each of the questions in the Faculty Course Survey and any other distribution of the summary results the member may wish to provide to the DEC and FTC, consistent with [Arbitrator Kaplan's June 2018 award](#). Ignore any previous reference to averages of FCS results and answers to Question 15.
- The frequency distribution of the responses to all 14 questions of the Faculty Course Survey are submitted to the DEC and FTC. However, these responses can only be used to review student opinions about their own student educational experience. In the pre-tenure faculty member's tenure dossier, they may use the FCS results as it relates to student experience only and not with respect to teaching effectiveness. DEC's and FTC's are instructed to review the pre-tenure faculty member's FCS submission only in the context of student experience and to disregard any references to teaching effectiveness. This applies to all materials contained in the tenure dossier including materials submitted by the pre-tenure faculty member, as well as the text of earlier annual assessments by the DEC.
- With respect to educating faculty members about his award, Arbitrated Kaplan provided the following:

“With proper contextualization and consideration of the possibility of bias (e.g. where questions are subjective in nature), FCS results may be used to assess the following aspects:

- Student Educational Experience
 - Whether students were treated with fairness and respect (Article 7.3.B) [See also Question 9 and Article 7.3B “Consistent with Article 11 (Academic Freedom), faculty members shall make every attempt to create an equitable, diverse and inclusive atmosphere of mutual respect in which students may learn. Faculty members shall make every effort to stimulate intellectual curiosity and enthusiasm for learning.”
 - Whether the class met as scheduled and on time (Article 10.12.A.4 and FCS Question 10)
 - Whether faculty were available during office hours (Article 10.12.A.3 and FCS Question 12)
 - Whether the Course Management Policy was adhered to with respect to providing feedback in response to student work (Article 7.3.F, FCS Questions 5 & 7)
- If the VPFA has determined teaching is satisfactory and not the cause of the extension, the requirement for additional teaching assessments may be waived. Otherwise, the DEC will conduct at least one teaching assessment per semester of the extension.
 - The process for the consideration of tenure is the same as the normal tenure review, with the following exceptions:
 - The option for an extension is not available,
 - The VPFA can terminate even if the DEC and the FTC have recommended transfer to tenure.