



TENURE and PROMOTION

Information Session

Thompson Rivers University campuses are on the traditional lands of the Tk'emlúps te Secwépemc (Kamloops campus) and the T'exelc (Williams Lake campus) within Secwépemc'ulucw, the traditional and unceded territory of the Secwépemc. Our region also extends into the territories of the St'át'imc, Nlaka'pamux, Nuxalk, T̓šilhqot'in, Dakelh, and Syilx peoples.



The Basics:

Principles and Essential Features of
Standards Documents (October 2007)
with November 2020 update

The Division, Faculty or School Tenure and Promotion Committee

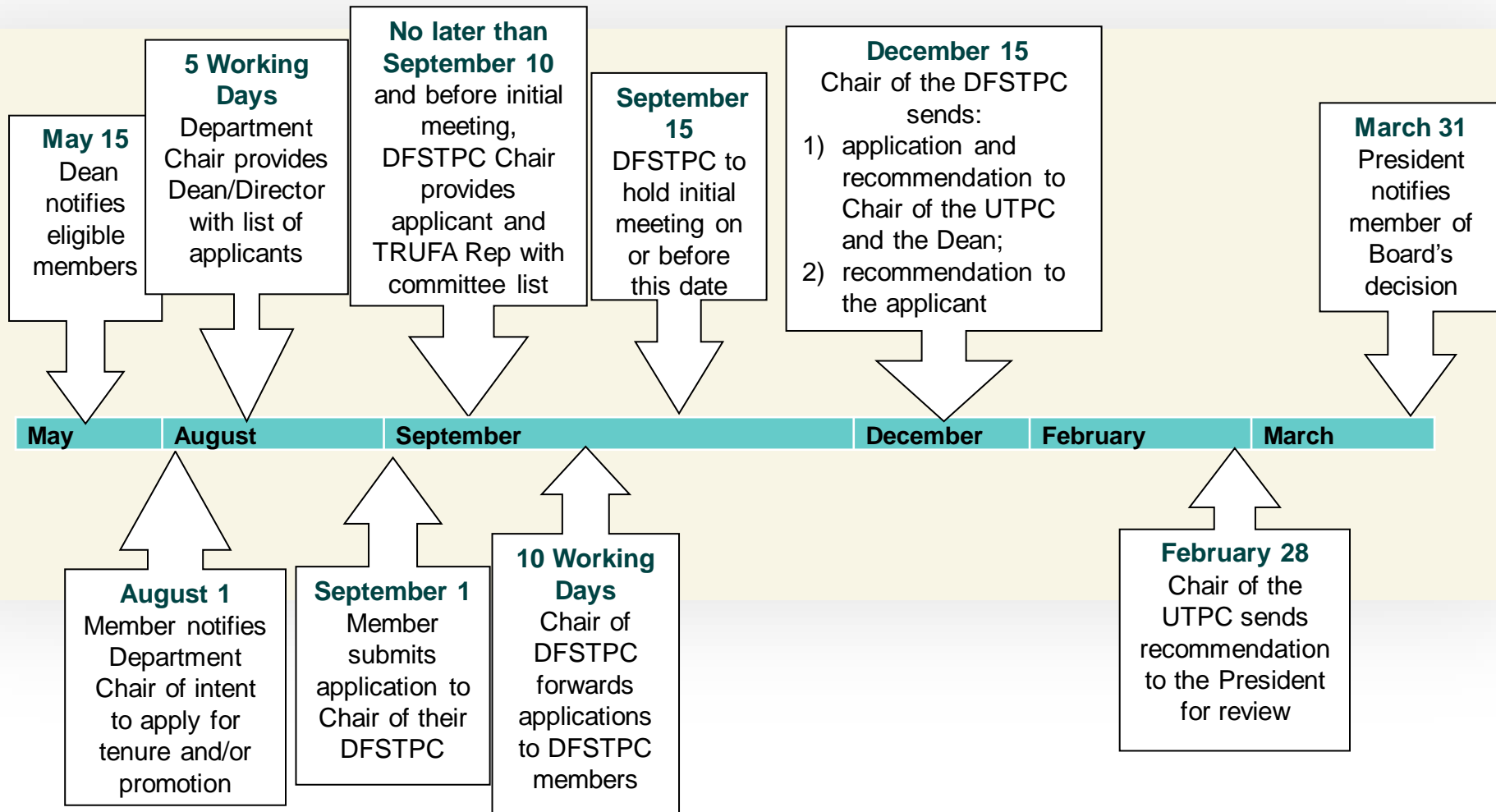
- The Role of the Chair
- Membership
- Criteria for Making a Recommendation
- Duties and Responsibilities

The University Tenure and Promotion Committee

- The Role of the Chair
- Membership
- Criteria for Making a Recommendation



Timeline for Tenure and Promotion Applications and Recommendations



Checklist and Guidelines

What and How to Submit Your Portfolio

Checklist

- Letter of Application
- Up-to-date CV
- Teaching or Professional Role Dossier **see ARTICLE 6 – APPENDIX 1 FOR MANDATORY INCLUSIONS**
- Service Dossier
- Scholarly/Research and/or Creative Dossier
- APARs
- Other Documentation
- List of Potential Reviewers

Electronic Portfolio

- Create document in .docx format and save as a pdf to retain all active hyperlinks
- Submit electronically in pdf format
- Save on portable storage device or your hard drive
- DFSTPC to upload securely to Sharepoint

Organize Folders

- A_Application Letter
- B_Curriculum Vitae
- C_APARS
- D_Teaching or Professional Dossier
- E_Service Dossier
- F_Scholarly/Research/Creative Dossier
- G_Other Documentation

Selection of External Reviewers (Minimum of 6)

Information to Provide (see template):

- Name and title(s)
- Institutional or Professional Affiliation
- Business address, phone number & e-mail address
- Brief description of credentials
- Confirming “**Arm’s Length**”

Collective Agreement Articles

Relevant to Tenure and Promotion

- Article 5
- Article 6
- Article 10



Items to note for 2022

- Deadline for submission of complete application is **September 1, 2022 by 4:00 pm** (end of business day)
- No applications will be accepted after this date and time
- All course evaluations and peer reviews must be dated and must have been completed within the last 40 months (May 1, 2019 – August 31, 2022)

