

# TENURE and PROMOTION

## Information Session

# The Basics:

Principles and Essential Features of  
Standards Documents (October 2007)



# The Division, Faculty or School Tenure and Promotion Committee

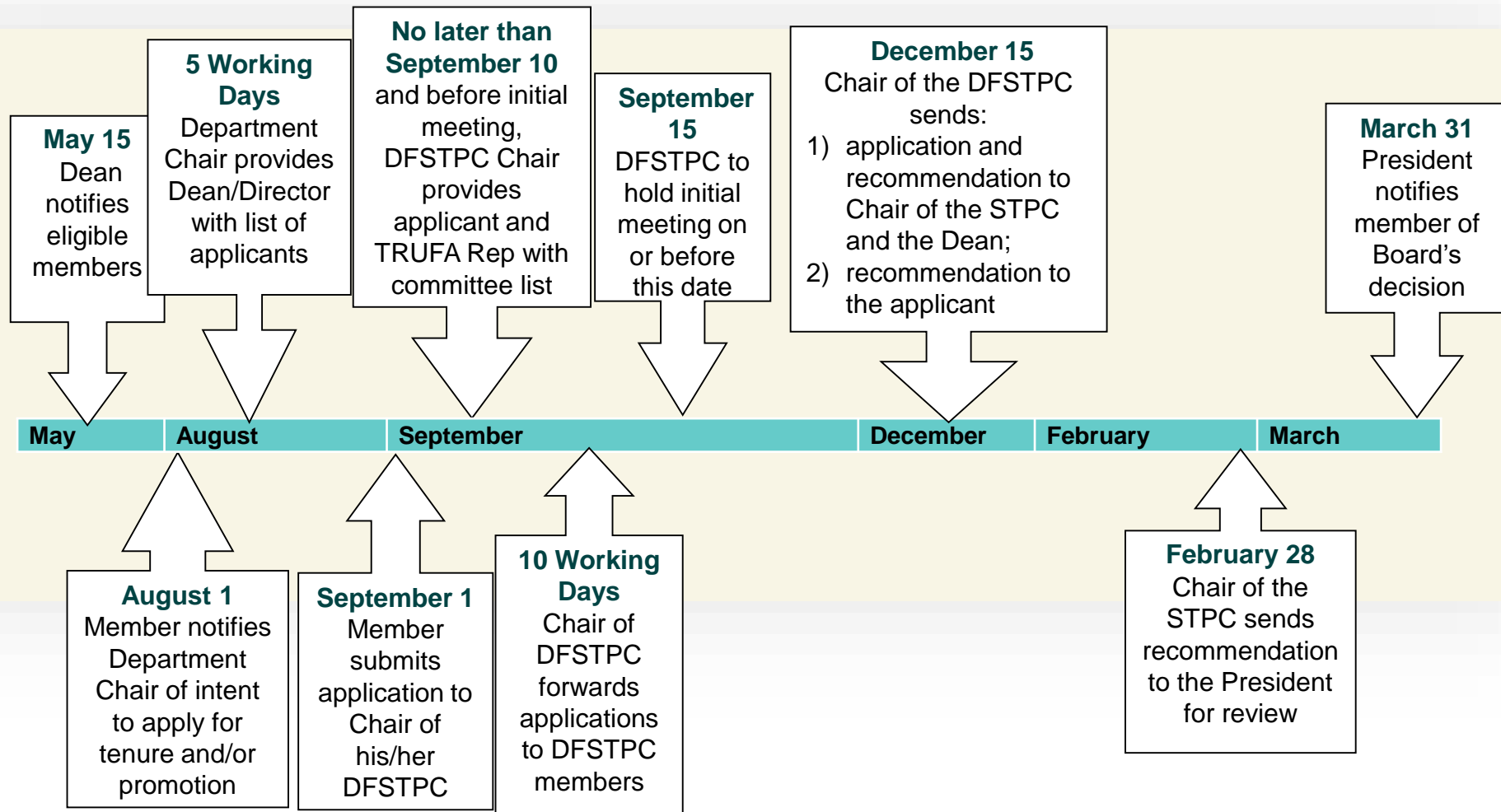
- The Role of the Chair
- Membership
- Criteria for Making a Recommendation
- Duties and Responsibilities

# The Senate Tenure and Promotion Committee

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



# Time Lines 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

- 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
- Appendix B – Letters of Understanding





# Items to note for 2018

- Deadline for submission of complete application is **September 4, 2018 by 4:30 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, 2015 – August 31, 2018)

