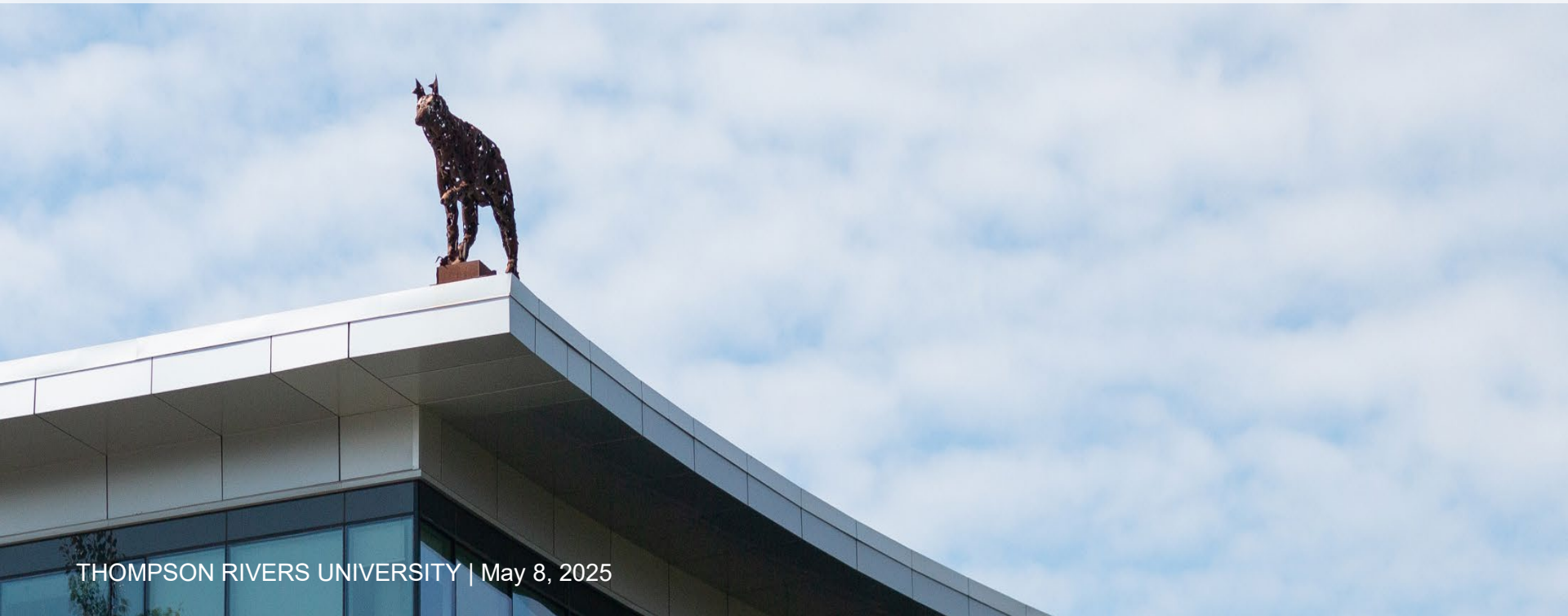




TENURE and PROMOTION

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:

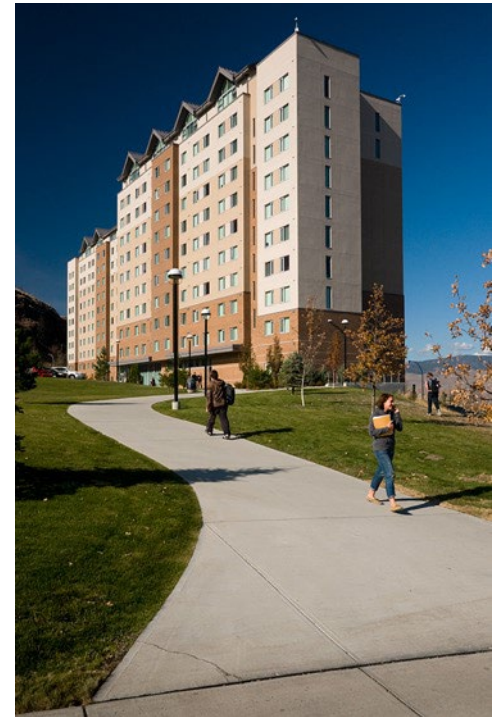
Principles and Essential Features of
Standards Documents (October 2007)
with November 2020 update

The Division, Faculty or School Tenure and Promotion Committee

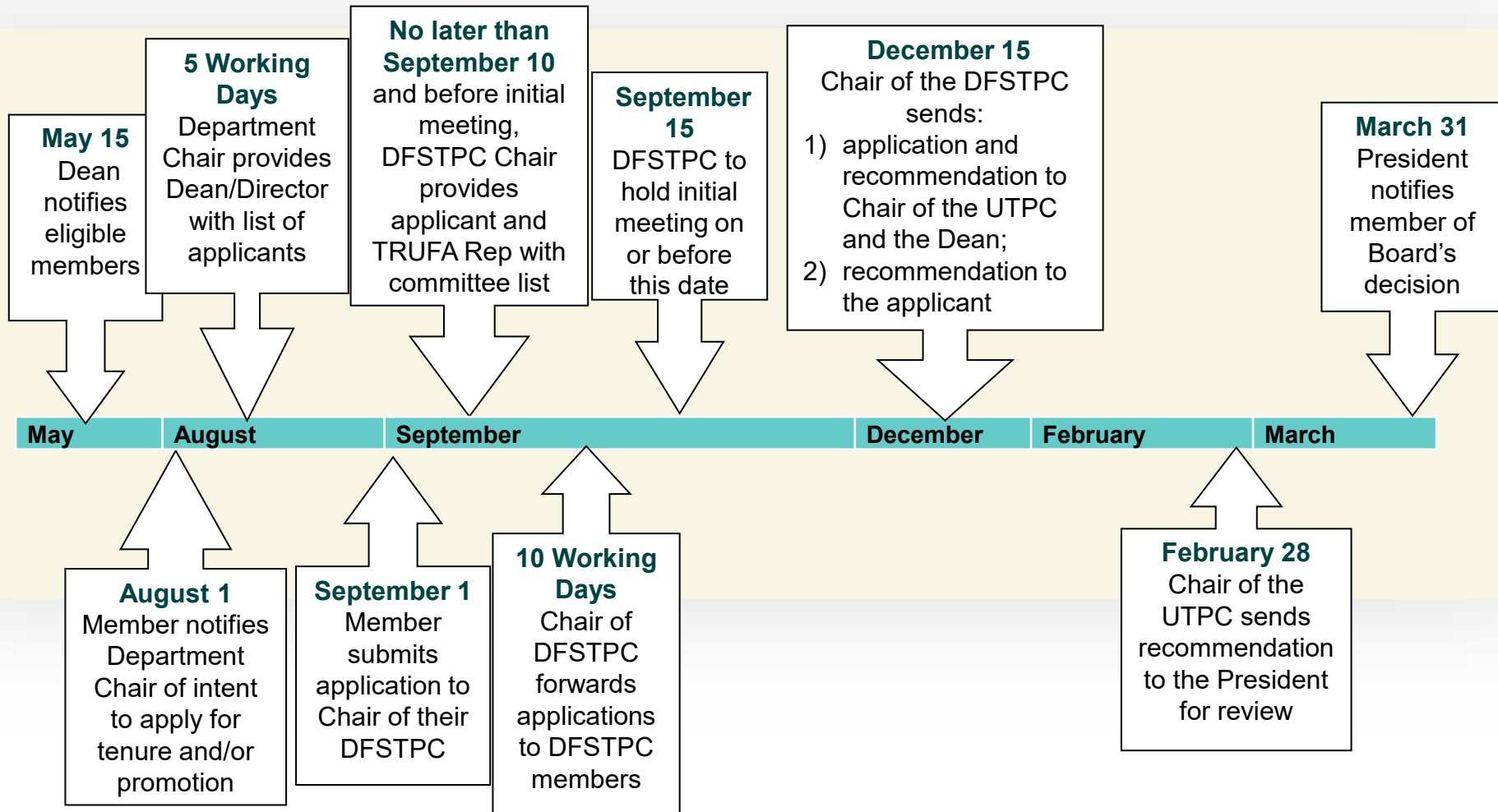
- The Role of the Chair
- Membership
- Criteria for Making a Recommendation
- Duties and Responsibilities

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 (optional)
- 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 (optional)
- D_ Teaching or Professional Dossier
- E_ Service Dossier
- F_ Scholarly/Research/ Creative Dossier
- G_ Other Documentation

****Although APARs are optional, it is recommended that those without tenure submit them**

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 2025

- Deadline for submission of complete application is **September 2, 2025 by 4:00 pm** (end of business day)
- No applications will be accepted after this date and time

Mandatory Course and Peer Evaluations

- All course evaluations and peer reviews must be dated and must have been completed within the last 40 months (May 1, 2022 – August 31, 2025)
- A minimum of 3 sets of complete formal course evaluations must be included (not portions)

Scholarly Teaching and Scholarship of Teaching and Learning

Scholarship of Teaching and Learning Discussion Paper
endorsed by Senate April 24, 2023





Resources Available

Please take advantage of the T & P resources and supports that are available to you such as through:

- CELT
- The VPR Office (Research and your CV)
- Your Department Chair

Note: It is the faculty member's responsibility to meet the standards for research with the appropriate CV presentation

Fraud Risk Management

Policy Number BRD 27-0

- “TRU expects the University Community to act honestly, with integrity, and in a manner that safeguards TRU’s resources and reputation.” (BRD 27-0)
- A portfolio should be truthful and clear
- It is the applicant’s responsibility to make sure there is no room for possible misinterpretation or misrepresentation.

