

UNIVERSITY OF GUELPH
College of Arts

DEPARTMENT OF HISTORY

**Guidelines on Continuation of Probationary Appointment, Tenure and Promotion to
Associate Professor, Conferral of Rank of Professor, and Award of Performance
Points**

Revised by the Department of History's Tenure and Promotion Committee, October 2012

DEPARTMENT OF HISTORY

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as revised in 2008 in light of the UGFA-University Collective Agreement

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Introduction.

The Department of History recognizes and accepts the stated aims and objectives of the University which promote the development of excellence in research, teaching and service. As well, the Department encourages faculty commitment to the principles of liberal education, interdisciplinary activity, and contributions that create a collegial atmosphere. Faculty may wish to choose diverse paths of career development by which these aims and objectives are to be achieved.

This revision of our Tenure and Promotion Guidelines seeks to harmonize our practice with that of the current Collective Agreement (abbreviated in this document at "CA") which sets out the abiding terms of our working relationships. The Collective Agreement introduces significant changes in our practice of awarding tenure and promotion, and performance ratings, for example, but in other ways conforms closely to the procedures and expectations set out in earlier versions of these guidelines.

For purposes of continuation of probationary appointment, tenure and promotion to associate professor, or, conferral of rank of professor, as well as in every category recommendations for excellent pool increments, each faculty member will be evaluated in the following categories: 1) teaching at all levels; 2) research, scholarly, and other creative activities; 3) service to the University through administrative and committee duties or other professional activities which contribute to the operation or public stature of the University, and/or service to society through continuing education activities, consultation, participation in scholarly and professional organizations, or other activities which further the University's mission of service to society. The minimum and typical criteria for each category and the relative weighting of categories are outlined below.

The composition of the Department Tenure and Promotion Committee and the procedures followed by the Departmental Committee as well as the College Committee are given in the CA, Articles 21.24 – 21.35

A. Dates for Submission of Materials to the Departmental Committee

Before Early April - The Chair sends a written reminder to faculty about the **deadline** in regard to all of the following:

- study / research leave application
- annual performance report (for probationary and contractually-limited faculty)
- biennial performance report (for tenured faculty)
- tenure and promotion to associate professor
- promotion to full professor

Faculty members must respond in writing before the deadline.

On or before June 1: The Chair sends a written reminder to all faculty regarding the performance review process and its associated deadlines. Included is the reminder that the Chair will set up meetings with individual faculty in order to discuss the presentation of dossiers for the Performance Review, and to go over the dossier closely since the Chair will be speaking for their case at the College Promotion and Tenure Committee. At this point too, the Dean indicates that he or she is available to consult with or to mentor any probationary faculty so wishing.

Early June: the Chair begins to hold meetings with faculty in order to review materials to be presented as part of annual or biennial performance review.

On or before 15 August: all materials for performance review are to be submitted. Individuals may list activities scheduled to take place before end of academic year (31 August) under review.

September: Departmental Tenure and Promotion Committee carries out Performance Review

B. Information relevant for continuing probationary appointment; tenure and promotion to Associate Professor; and promotion to full Professor:

In assessing teaching, research and service performance, the Departmental Tenure and Promotion Committee follows the Collective Agreement's assertion that evaluation is based only on materials which the faculty member has access to. Here is the relevant passage:

21.33 The Faculty Member's performance will be evaluated solely on the basis of :

- (a) the material contained in the Assessment file, and therefore accessible to the Faculty member prior to the meeting of the Department Committee; and
- (b) the judgment of the members of the Committee(s) bearing on matters of which they have direct knowledge.

B.1. Teaching at all levels:

The Collective Agreement spells out faculty responsibilities in teaching:

18.5 A Faculty Member's responsibilities in the area of Teaching include some or all of the following:

- (a) making available to students knowledge of the current state of the discipline;
- (b) participation in the design of the courses and programs of the University;
- (c) performance of assigned teaching responsibilities;
- (d) assessment of the academic work of students;
- (e) being available to students for consultations and academic advising;
- (f) being available as a supervisor and/or academic advisor to students who are

engaged in research and in the preparation and defense of theses or project reports; and
(g) if applicable, supervision of teaching assistants.

In the History Department, faculty members provide information about their teaching activity through the College of Arts annual or biennial forms for performance review. The appendix (below) contains additional examples of items that faculty members may wish to include in this teaching dossier. Faculty members also provide on the College form a teaching statement which provides contextual commentary on teaching experiences and objectives. The teaching statement permits faculty to provide a context for student evaluations.

Student evaluations, including signed comments, will be included in the evaluation of teaching. The CA includes a “letter of understanding” which signals acceptance of different modes of evaluation (web-based; or in-class-on-paper forms). Here is the relevant passage:

The Parties agree that each Member has the option of choosing to be evaluated, during the student evaluation process, by use of either an electronic or paper (in class) evaluation instrument. Where more than one Member is associated with a particular course, there will be agreement amongst the Members as to whether the evaluation will be completed electronically or in class. Where agreement cannot be reached on one method of delivery, the Chair/Director will decide. The Provost will establish the protocol by which Student Evaluations are conducted.

As well, the Departmental Committee will take into consideration concrete evidence of individual availability for student consultation, the care with which students' work is assessed, fairness in dealing with students' academic problems, a reasonable willingness to adapt teaching schedules or to develop new teaching areas in response to changing student or departmental needs, knowledge of recent literature pertaining to courses taught, and success in stimulating student ability to think and write critically. The Committee will consider any relevant material submitted. Departmental policy is that all regularly scheduled courses are evaluated each time they are offered and the results of student evaluations are submitted annually or biennially as appropriate.

In-class peer evaluation of teaching will be conducted by trained peer observers by agreed-upon methods on the request of the faculty member by members of the Departmental Promotion and Tenure Committee selected by the Department Chair; the individual faculty member will receive at least four working days' notice before such in-class evaluation. Faculty who choose to emphasize teaching as an alternate career path (see section G, below) are encouraged to request this option.

B.2. Research, scholarly and other creative activities:

The Collective Agreement details the faculty member's responsibility in scholarship in the following three sub-articles:

18.6 A Faculty Member's Responsibilities in the Area of Scholarship include some or all of the following:

- (a) the creation of new knowledge, understandings, or concepts
- (b) creative application of existing knowledge;
- (c) the organization and synthesis of existing knowledge;
- (d) creative expression;

18.7 These responsibilities require adherence to the ethical standards of the Member's academic discipline(s) and the recognized ethical standards of the national granting councils.

18.8 Each Member shall be entitled to, and expected to, engage in, and have time available for, research, creative and scholarly activities. Subject to Article 52: Intellectual Property, it is the right of the Member to make the results of such work accessible to the scholarly and general public through publication, conference presentations, lectures, public concerts or performances, and other appropriate means.

For the History Department's purposes, evidence of on-going scholarship shall be discerned in: published books, including such items as monographs, edited collections, textbooks, and reference works; articles in refereed journals; chapters in books; review essays; scholarly contributions to electronic publications; submission of applications for and/or receipt of grants or awards; papers delivered at conferences; book reviews in scholarly journals; papers in non-refereed periodicals; editorial work of a scholarly nature; chairing sessions and commenting at academic conferences; refereeing papers and manuscripts for publishers and granting agencies; reprinting of previously published papers; and copies of manuscripts. Published works, reviews and any other relevant material can be made available to the Committee for assessing the quality of individual scholarship. (See Appendix for further guidelines.)

The College of Arts recognizes that research and creative activities frequently require extended periods of reflection and development prior to completion. Consequently, recognition for books, monographs, edited books and equivalent creative projects will be given at various points of the research, publication and exhibition/performance cycle; for example upon receipt of a research grant for the project, upon completion of the manuscript and upon publication/exhibition and review. Recognition for these points in the research/creative cycle will be clearly noted in the assessment report which the Departmental Promotion and Tenure Committee forwards to the College of Arts Tenure and Promotion committee as part of annual or biennial performance review.

Prior to the first meeting of the Departmental Tenure and Promotion Committee to review performance, the Chair will review the letters sent to each faculty member in the previous review to ensure that publications for which credit was claimed in an earlier review are not presented as new material.

B.3. Service to the University and to society:

The Collective Agreement details faculty responsibilities in the area of service as follows:

18.9 A Faculty Member's Responsibilities in the Area of Service Include:

a) Members have the right and responsibility to undertake a fair and reasonable share of administrative responsibilities, including participation in the work of the University through membership on appropriate bodies; for example, Departmental or School, College and Senate committees. Where participation in such bodies is by election or appointment, a Member shall be elected or appointed only with his/her consent. The Dean shall make every effort to ensure that service commitments are equitably shared.

b) Members have the right to participate in the work of learned societies, relevant community service and professional organizations. A Member's service to such societies and associations shall be considered in the assessment of their service responsibilities, and shall be treated in the same way as similar duties performed within the university.

The degree of participation and the effectiveness of administrative and committee work for the Department, College, and University will be considered. In each instance the relative work-load and responsibilities of the particular group, along with the specific role played by the faculty member as chair or as member of sub-committees, will be considered. Reports written in whole or part by individual faculty, assessments by committee chairs of faculty performance, and any other pertinent information may be produced to help evaluate individual performance.

The extent and variety of individual professional participation in continuing education /open learning and outreach programs, liaison activities with high school or elementary level students and teachers, participation in student-related activities on campus, consultation with private or governmental agencies, involvement in professional organizations or any other activity which furthers the University's mission of service to society will be considered. (See Appendix A for further guidelines.)

C. The Department of History's expected criteria for the continuation of probationary or contractually-limited appointment (C.1), the granting of tenure and promotion to Associate Professor (C.2); and the conferral of promotion to Full Professor (C.3):

C.1. Performance Review, Tenure and Promotion Consideration for Probationary Faculty and Promotion Consideration for Contractually Limited Faculty

Section 21 of the CA sets out the performance review process for probationary and contractually limited faculty:

21.36 Each year, probationary Faculty Members at any rank and Multi-year Contractually Limited Faculty Member will submit a completed Progress Template to the Chair according to the timelines indicated in this Article. The performance of all Probationary Faculty Members and Multi-Year Contractually Limited Faculty Members will be considered by the Department and College Tenure and Promotion Committees; feedback in the form of a written Progress Report will be provided by the Dean to the Faculty Member.

21.37 The Chair shall, prior to the commencement of the Department Committee deliberations, meet with each probationary Faculty Member to review his/her assessment file. The Dean shall, upon written request by the Faculty Member and within ten (10) days of receipt of such written request, meet with the Faculty Member to review his/her assessment file.

21.38 Failure to submit the completed assessment file to the Chair by the timelines indicated in this Article, without prior written approval from the Dean and Provost, will result in the determination that progress has not been made toward granting of Tenure and Promotion to Associate Professor, and such decision shall be recorded in the Member's Assessment File.

21.38.1 In the final year of candidacy for Tenure and Promotion to Associate Professor, failure to submit the completed Progress Template to the Chair by the timelines indicated in this Article, without prior written approval from the Dean and Provost will result in the termination of the Faculty Member's Probationary Appointment.

21.39 In the final probationary review, consideration for the granting of tenure and promotion to the rank of Associate Professor will occur and the decision will be to either grant tenure and confer promotion to Associate Professor or to not grant tenure and terminate the Faculty Member's appointment.

21.40 Further to Article 21.36, a Faculty Member may apply for the early granting of tenure and conferring of Promotion to Associate Professor in either the third, fourth or fifth year of appointment. Such application, including the name and full contact information of six (6) external assessors, shall be made in writing by the Faculty Member to the Dean through the Department Chair by May 15th the information indicated in Article 21.21 (f) (2, 3, 4 and 5) shall be provided by the faculty member to the Dean by June 8. Updated materials to the Member's Assessment File may be submitted by the Member by August 15th.

The probationary or contractually-limited faculty member must demonstrate competence in teaching, must complete the Ph.D. or its equivalent within two years of initial appointment, and must show evidence of good scholarly potential in the form of publications, such as articles in refereed journals or manuscripts of works accepted for publication. There should be some service to the University through participation in administrative or committee work as well as some service beyond the University.

C.2. Tenure and Promotion to Associate Professor:

The UGFA-University Collective Agreement sets out the following with respect to the granting of tenure and promotion to Associate Professor:

21.5 Faculty have the right to know explicitly the criteria which are used for tenure, promotion, and review purposes as well as reasons for the decisions. The process must be fair and equitable.

21.6 The conferring of tenure and promotion to Associate Professor is a very important step in the relationship between the University and a Faculty Member, and it should be decided upon only after careful consideration and attention to due process. The granting of tenure and promotion to Associate Professor to a Faculty Member recognizes academic competence and maturity, and, significant scholarly achievement demonstrated by contributions to the academic functions of the University and to the member's discipline within and outside of the University. The conferring of tenure and promotion to Associate Professor obliges the University to support the career of the Faculty Member and it obliges the Faculty Member to continue to perform in a manner deserving of that support.

as well as

21.9 Consideration for the conferring of tenure and promotion to Associate Professor or promotion to Professor will be given to the individual Faculty Member's lifetime contribution in the areas as defined in Article X: Academic Responsibilities of Faculty.

21.10 Each candidate for tenure and promotion to Associate Professor or promotion to Professor is expected to establish a record of performance in each of Teaching, Research and Service.

21.11 The distribution of effort accorded to Teaching, Research and Service by a Tenure and Promotion Committee shall be subject to any arrangements described in the Letter of Appointment and any arrangements made under any of the provisions of this Agreement.

21.12 While a candidate must have achieved a satisfactory record of performance in Service, the meritorious performance of these duties shall not compensate for an insufficiently strong performance in Teaching or Research. However, an unsatisfactory record of performance in Service contributions may be an important factor in the denial of Tenure and/or Promotion

The Collective Agreement also contains a provision for the use of **External Assessors** in evaluating the scholarship presented for tenure and promotion to Associate Professor, as well as for promotion to the rank of Professor, as follows:

21.22 Written opinions of the Member's research and other scholarly activities by experts in the Member's field are required to support a recommendation for the granting of tenure and promotion to Associate Professor and for promotion to Professor. External assessments are very important as part of the deliberations process but are not determinative. The Provost in consultation with the Deans, and through consultation with the College Tenure and Promotion Committee, will devise the process by which external assessment will be sought for the conferring of tenure and promotion to Associate Professor and the granting of promotion to Professor within their college. However, the following principles will apply:

- a) Normally, assessors will be persons who have an 'arms length' relationship to the Member and who are not members of this University.
- b) The normal number of external assessments to be obtained will be three;
- c) The Department Chair and the Member will agree as to which individuals are acceptable assessors and will forward this list to the Dean. If agreement cannot be reached, the Department Committee will decide on the acceptable assessors.
- d) The Dean will be responsible for communicating with assessors as per c). The information sent to the assessor will be accompanied by a standardized University of Guelph cover letter, developed and approved by the Provost, from the Dean of the Faculty Member's College.
- e) All assessments will be in writing.
- f) The following information will be provided to the External Assessors:
 - (a) Applicable Guidelines/Criteria for Tenure and Promotion;
 - (b) the Faculty Member's curriculum vitae;
 - (c) a copy of the Member's distribution of effort;
 - (d) a selection of reprints of the faculty member's published work, chosen by the Faculty member; and
 - (e) any other evidence of scholarship as determined by the Faculty Member.
- g) It is the responsibility of the Dean to ensure that external assessment letters are provided to the Chair prior to the commencement of the Department Committee deliberations process.
- h) It is the responsibility of the Chair to ensure that external assessment letters are included in the Faculty Member's Assessment file prior to the commencement of the deliberations process.

In the History Department, Tenure and Promotion to Associate Professor should entail concrete evidence of teaching competence, dedication, and experience in a reasonable variety of subject areas ranging from introductory to honours-level courses, and if practical, some experience with graduate students. There also must be a demonstrated capacity for independent scholarship of substance. This should include publications since the candidate's promotion to the rank of Assistant Professor which extend beyond research associated with the dissertation. For these purposes, it needs to be noted that in the discipline of history it is generally accepted that the publication of a monograph based on dissertation research constitutes research beyond the dissertation. There should also be specific evidence of commitment to and involvement in long-term research programs. Additional experience with administrative or committee work at the departmental, college or University-wide level should be expected, and there should be ample evidence of service beyond the University.

C.3. Conferral of rank of Professor:

The Collective Agreement has the following to say about promotion to rank of full Professor:

21.41 Consideration for promotion to the rank of Professor will occur only on application of the Faculty Member. Such application, including the name and full contact information of six (6) assessors, shall be made in writing by the Faculty Member to the Dean through the Department Chair by May 15. The information indicated in Article 21.21 (f) (2, 3, 4 and 5) shall be provided by the Member to the Dean by June 8. Updated materials to the member's assessment file may be submitted by the Member by August 15.

In the Department of History, in order to recommend conferral of the rank of Professor, the Departmental Committee should be satisfied that the faculty member:

- a) has shown substantial evidence of scholarly achievement judged to be a significant contribution to the discipline and is a recognized authority in the field. In this instance the Committee seeks and considers reports of the external assessors.
- b) has been a diligent, conscientious and effective teacher. This should normally include some experience with graduate students as teacher, supervisor or committee member.
- c) has demonstrated a willingness and ability to discharge a fair share of administrative work for the department, college and University, and that there has been adequate service to society.
- d) Promotion to Professor is open to all career paths. Faculty choosing an alternate career path emphasizing either service or teaching must exhibit a dedication to scholarship which is subject to peer review. It is assumed that not every faculty member will have achieved the sufficient level of scholarly achievement, teaching excellence, or service to the University and community to merit promotion to Professor.

The individual seeking promotion to Professor may submit any relevant information.

The procedure for selection of external assessors for applications for promotion to the rank of Professor will be as stated in CA Article 21.22, and have already been cited in this document in Section C.2 (pages nine and ten of this document).

D. Performance ratings.

D.1 Context of performance ratings

Each faculty member will receive an evaluation of Outstanding, Very Good, Good, Improvement Required/Developmental, or Unsatisfactory for the two-year assessment.

Each faculty member's performance will be evaluated every second year, with the exception of the following:

- 1) all multi-year contractually defined faculty will be evaluated annually.
- 2) all faculty who received an evaluation of "Improvement Required" or "Unsatisfactory" automatically will be evaluated in the subsequent year.

Every faculty member must submit a College biennial report and updated College C.V. every second year. An annual College report and C.V. are required from probationary faculty, and from faculty who received an evaluation of Improvement Required, or Unsatisfactory in the previous year.

The Chair is to bring the Distribution of Effort form for each faculty member to the Committee. Each faculty member's performance will be evaluated according to CA article 18.13, quoted here:

Unless otherwise agreed to in writing by the Dean and the Faculty Member, the default DOE shall be forty percent (40%) teaching, forty percent (40%) scholarship, and twenty percent (20%) service.

Those faculty who have opted for an alternate career path will have the components weighted differently in accordance with individual agreements. Such alternative weighting will be recorded in the DOE for the period for which performance rating is sought, and will be brought to the attention of the Departmental Committee at the outset of its deliberations.

Normal activity expected of all faculty choosing to be ranked on the above scale during each period of evaluation would include:

- a) teaching responsibilities as specified by current Departmental policy, teaching or supervision of graduate students where relevant, and participation in the evening program and distance education where required.
- b) tangible evidence of scholarly activity in the form of published academic material, conference papers, reviews or review essays, editorial or refereeing work. Submission of applications for and/or receipt of grants or awards will be looked on favourably. With the exception of book-length manuscripts accepted for publication, work in progress and material accepted, but not yet published, will not be considered for time and performance

step increase except to indicate an on-going interest in research. The Department encourages faculty commitment to long-term research projects, but it suggests that conference papers, published articles or some other evidence of on-going scholarship be provided as an indication of the larger project. Activity during the past period of evaluation, as well as career performance, will be considered for award of performance points.

c) involvement with at least one administrative unit or committee within the University community, and participation in at least one professional activity which contributes to the operations or public stature of the University. Participation in at least one activity identified as being of service to society as outlined in the area of faculty responsibility above.

In evaluating faculty performance, the committee will give the same weight to interdisciplinary activities in teaching and scholarly work that it does to those directly relating to the discipline. For History faculty members with responsibility for teaching in other academic units, the Department Chair solicits letters of assessment of teaching from the Tenure and Promotion Committees of those units.

The Department recognizes that it is important to take a long-term perspective on performance evaluation. After an initial rating of performance is made, the committee will have access to the letters to faculty for the two preceding cycles.

D.2 Performance rating descriptors, as described in the Collective Agreement:

The CA's Article on Compensation introduces a new set of performance ratings: Outstanding; Very Good; Good; Improvement Required/Developmental; and Unsatisfactory. Given that in this first contract, the Collective Agreement does not elsewhere use or describe performance ratings, it has been resolved that the process developed in 2003 will continue to be used, i.e.:

PERFORMANCE RATING DESCRIPTIONS

Unsatisfactory	Improvement Required/Developmental	Good	Very Good	Outstanding
Performance is Unsatisfactory. Performance is unsatisfactory in at least two of the areas of teaching, research or service/administration	Performance Requires Improvement. Performance requires improvement in two of the areas of teaching, research or service/administration and unsatisfactory in the other area of responsibility	Performance is Good. Performance is at least good in two of the areas of teaching, research or service/administration and at least satisfactory in the other area of responsibility	Performance is Very Good. Performance is very good in two of the areas of teaching, research or service/administration and at least good in the other area of responsibility	Performance is Outstanding. Performance is outstanding in two of the areas of teaching, research or service/administration, and with international recognition, and at least very good in the other area of responsibility.

In interpreting these ratings, the Department Tenure and Promotion Committee will consider such frameworks as:

Outstanding

A performance that stands out in cross-university terms relative to the performance noted by a rating of very good. For example, an outstanding rating accorded for the completion of a book or other long-range project will normally be regarded as evidence of outstanding performance, as would the receipt of a major national teaching award or an internal university teaching award, or recognition for major national or international service to the scholarly community.

Very Good

An excellent performance relative to the high expectations of a major university recognized as a leader in the country. A significant output could include: refereed articles, chapters in books, an edited book, organizing a major scholarly conference, unusually high contributions to teaching, particularly strong student evaluations of teaching and significant committee work or community involvement are the types of things that are taken into consideration here.

Good

A good performance by the standards of a major university that is recognized as a leader in the country and maintains high expectations of its faculty members. This level of performance will show clear career progress.

Improvement Required/Developmental

There is no evidence of sufficient career progress to justify normal advancement along the grid. The performance falls short of good but cannot be deemed entirely unsatisfactory. This judgement could reflect teaching of barely acceptable quality (poor classroom performance, teaching materials less than current, persistent student complaints that have been investigated and are deemed justified), or less than satisfactory performance in assigned service/administrative duties, or minimal output of scholarly work.

Unsatisfactory

Performance is unsatisfactory relative to the standards of the department and the University, i.e. it falls well short of expectations within the established career path and allocation of duties. The faculty member is not meeting her or his responsibilities. In the standard career path this will mean poor work in teaching and negligible research productivity

D.3. Outcomes from the Performance Rating (as described in CA art. 53.11 – 53.16)

The award of performance rating points depends on the evaluation process completed by the Department and College Committees. The Department Committee evaluates the performance of the faculty member, and assigns her or him a rating of “Outstanding”, “Very Good”, “Good”, “Improvement Required/Developmental” or “Unsatisfactory”. The College Committee examines the Departmental recommendations, and assigns the Performance Rating Points.

In recommending the award of performance points, the Departmental Tenure and Promotion Committee will take into account previous ranking for those faculty who were recommended for, but did not receive performance increments for “excellent” or “very good” performance in the immediately preceding College evaluation.

E. Accounting for Research and Study, and other kinds of Leave

In addition to the usual supporting material submitted to the Department Promotion and Tenure Committee as part of the performance review, faculty members who have had a **Research/Study Leave will submit a report to the Department Chair and College Dean indicating the outcomes of the Research/Study Leave.** Along with the other material submitted, this report will be used by the Promotion and Tenure Committee to evaluate performance in each of the areas of Research, Teaching and Service. Faculty members whose leave overlaps performance review periods will be required to produce a progress report on leave activities at the end of the first review period, and a full report within two months of the completion of the leave (See CA Art. 22.21). The awarding of performance points covering periods of leave is under negotiation between the University and UGFA, and has not yet been clarified in the CA.

For policies with respect to parental leave, see CA Art. 44 1-24

F. Feedback to Faculty Members

Under the Collective Agreement, the Departmental Committee fills out and signs an Assessment/Progress Report for each faculty member, and forwards this report to the College of Arts Promotion and Tenure Committee. Here is the language of the Article:

21.62 The Department Committee will assess each Faculty Member's performance and will complete a Performance Assessment Report for each Faculty Member who has been considered. The Performance Assessment Report will be signed by all members of the Committee who were present for the relevant deliberations. The completed and signed Performance Assessment Report will be sent to the Chair of the College Tenure and Promotion Committee.

21.63 Following consideration by the College Committee, the Dean will provide in writing (and signed by all members of the College Committee who were present for the relevant deliberations) the assessment of the Faculty Member's performance.

The Faculty Member thus receives feedback from the COA Dean, rather than directly from the Departmental Committee.

G. Alternate career paths:

The Collective Agreement recognizes that faculty members may at some point in their careers follow an alternative path from the one set out in the standard Teaching/Research/Service model. The CA states:

18.16 Any arrangements which alter a Faculty Member's agreed upon distribution of effort must be by mutual agreement and shall be in accordance with the Faculty Member's career development and within the context of department operational requirements and consistent with the provisions of this Agreement. It is understood that any such alternative arrangements shall only alter the allocation of responsibilities between teaching, scholarship and service and shall not alter the percentage workload of a faculty Member. Requests for Reduced Workload are made in accordance with the provisions of Article 54 - Reduced Workload Appointment.

The CA goes on to indicate the process whereby such requests for changed DOE reflect the intent to pursue alternate path:

18.17 Following the meeting in 18.15, the Chair/Director of a School shall provide the written request for amendment to the Dean. The Dean, in consultation with the Chair, will decide whether to approve the request for amendment to the Faculty Member's distribution of effort. Within fifteen (15) days of receipt of the request, the Dean will notify the Faculty Member in writing of the decision and in the event of a negative decision will include reasons. Within ten (10) days of receipt of the decision from the Dean, a Faculty Member may appeal the decision of the Dean to the Provost. The Provost shall notify the Faculty Member and Dean in writing,

with reasons, of his/her decision.

The specific details of any individual's alternate career path will be worked out in consultation with the Department Chair and Dean and within the context of current Departmental requirements. A letter describing the arrangements of each alternative career path, signed by the faculty member and the chair, will be part of the faculty member's dossier placed before the Committee.

It is expected that teaching patterns normally will be balanced between lower level and senior courses, with supervision of graduate students where relevant. There should also be some tangible evidence of scholarly activity in all alternate career paths. Anyone wishing to negotiate an individual development path must do so at least twelve months in advance of the year in which they wish their plan to become effective.

APPENDIX:

Examples of information which can be submitted by faculty members for consideration by the Promotion and Tenure Committee. This list is intended for guidance and is not prescriptive.

1) Teaching Activities might include

1. Development of courses new to the departmental curriculum.
2. Copies of course outlines, essay topic assignments, examinations, and other course materials distributed to students, for courses taught.
3. Unsolicited but signed letters or petitions from students regarding teaching performance.
4. Unsigned written student comments which the faculty member has specifically chosen to submit to the Chair and/or for inclusion in the tenure and promotion file.
5. In-class peer evaluation reports.
6. External examiner: degree and university
7. Team teaching, including interdisciplinary teaching (in programmes within the College or the University), with statement of degree of involvement.
8. Participation in teaching workshops.
9. Organization of academic events for undergraduates, or of graduate student conferences.
10. Advising graduate students on job searches; graduate student placement activity.
11. Writing reference letters.
12. Mentoring students.

2) Research, Scholarly and Other Creative Activities might include

1. Books published (including monographs, edited collections, textbooks, encyclopedia and reference works).
2. Book manuscripts accepted for publication or approved for subvention. Readers reports, if available, can be submitted.
3. Contracts signed for books.
4. A written statement by the faculty member regarding progress on a book manuscript.
5. Articles published - the citation should note if the article is a book review, critical notice, discussion note or reprint of an already published article
6. Articles accepted for publication but not yet published.
7. Publications in any other media, including web publications.
8. Papers read at scholarly conferences, but not published. A description of the form of refereeing, if any, practised by the conference, should be provided.
9. Papers read to scholarly groups (e.g. departments) but not published.
10. Editing or serving on the editorial board of a scholarly journal.
11. Refereeing for publishers, conferences, SSHRC, etc.
12. Copies of reviews of books and articles authored.
13. Written assessments of published scholarly work by experts in the field.
14. Grants, fellowships etc awarded for scholarly projects, with source (internal/external), amounts.
15. Honours bestowed in recognition of scholarly excellence.
16. Creative work in the arts, if published, performed or exhibited.
17. Attendance at, participation in, and organising of scholarly conferences.

18. Translations of scholarly work, or of material relevant to scholars.
19. Research into teaching methodology.
20. Contributions to encyclopedia and reference works.
21. Leadership and/or participation in collaborative research and networking.

3) Service to the University and Society might include

1. Department, college and university committees and administrative duties.
2. University representative on outside bodies.
3. Letters from knowledgeable persons regarding the faculty members contribution.
4. School liaison activities.
5. Lectures given in credit, non-history courses.
6. Lectures and talks given to university groups.
7. Written submissions to administrative officers and administrative bodies on matters of university policies.
8. Contributions of an informal nature to the life of the department, such as organising student-faculty events.
9. Service to Faculty Association.
10. Directing semester abroad programmes.
11. Recruitment of graduate students at other universities.
12. Planning or participating in continuing education non-credit courses or other outreach programmes.
13. Service on behalf of scholarly associations (e.g. executive membership, planning conferences, etc.)
14. Adjudication committees for scholarships, fellowships etc.
15. Talks given to non-scholarly groups e.g. high schools, senior citizen groups.
16. Consulting work for any off-campus organization.
17. Honours bestowed in recognition of public service.
18. Mentoring colleagues.
19. Editing or serving on the editorial board of a scholarly journal.