



Tenure and Promotion for Probationary Faculty

Office of the Faculty Council



Introduction



What is this presentation about?

- Familiarizing candidates with the tenure and promotions process at York
- Ensuring that candidates understand their rights and responsibilities as they relate to the tenure and promotions process
- Understanding best practices for presenting accomplishments as candidates move through the process



Introduction



Eric Avery

Manager, Academic Administration

Faculty of Liberal Arts and Professional Studies

Phone: 416-736-2100 ext. 33594

Email: eravery@yorku.ca



Agenda



1. Day One: Your Appointment at York
2. Tenure and Promotion Timeline
3. Preliminary Review: Advancements to Candidacy
4. The Tenure and Promotion File
5. Strategies for Writing a Curriculum Vitae
6. Resources



Your Appointment at York



When your probationary appointment begins, you should be given three key pieces of information:

- Your letter of appointment
- A copy of the YUFA Collective Agreement (2 booklets: tenure and promotions document under separate cover)
- Your home Unit's tenure and promotion standards

Speak to the Chair/Director of your home unit if you are missing any of these documents!



Your Appointment at York



3 key pieces of information all probationary faculty members should have:

Your Letter of Appointment

- Year on tenure path at time of appointment (normally Pre-Candidacy 1)

YUFA Collective Agreement

- Contains, under separate cover, the University *Tenure and Promotions Policy, Criteria and Procedures* that guide the tenure process

Unit Tenure and Promotion Standards

- Specific criteria you will need to meet in order to successfully earn tenure and/or promotion at York



Your Appointment at York



When does the tenure process begin?

FROM DAY ONE!

YUFA Collective Agreement and Unit Tenure and Promotion Standards describe the tenure and promotions process so that you may understand the expectations required of you in order to obtain tenure.

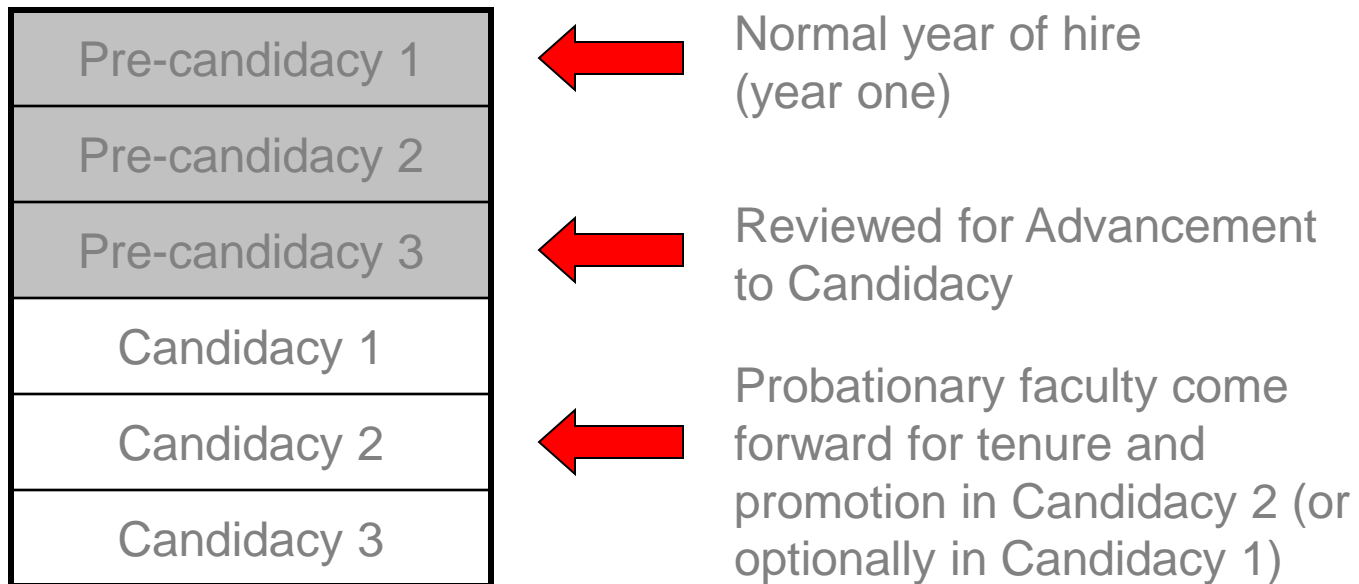
Your letter of appointment outlines any contractual obligations in order to proceed with your appointment (separate from the tenure process).



Tenure and Promotion Timeline



The probationary period at York lasts a maximum of six years. These years are divided into two stages: Pre-candidacy and Candidacy.





Tenure and Promotion Timeline



During the probationary period, faculty members are encouraged to (where appropriate):

- Teach at the undergraduate and graduate levels
- Revise/create/convert undergraduate or graduate courses
- Supervise Master or Doctoral students
- Demonstrate an active research agenda by disseminating their work: publishing articles/books, attending conferences, etc.
- Apply for external grant funding to support research
- Participate on Unit/Faculty/University committees
- Pay attention to the Unit tenure and promotion standards

The probationary period allows faculty to build their case for tenure!



Advancements to Candidacy



Pre-Candidacy:

“The purpose of Pre-Candidacy is to allow the adjudicating unit time to determine whether it wishes the individual’s appointment to be continued into Candidacy. Normally, an individual will successfully move from Pre-Candidacy to Candidacy. This transition allows the unit to assess and advise the candidate. Units will review a candidate’s performance in the areas of teaching, professional contribution and standing, and service.”

(Taken from section D.2.1 of the University *Tenure and Promotions Policy, Criteria and Procedures*)



Advancement to Candidacy



Your home Unit will review your progress in three key areas:

- Teaching
- Professional Contribution and Standing (Research)
- Service

The Advancement to Candidacy allows the home Unit to assess an individual on the likelihood that he/she will meet the University criteria for tenure and promotion, and the tenure and promotion standards of the Unit.

If the Advancement to Candidacy is successful, the individual will proceed to Candidacy 1 the following year.



Advancement to Candidacy



Individuals will be assessed according to the following evidence (at a minimum):

- A curriculum vitae
- Available course evaluations
- A personal statement by the candidate (if provided)

You will be asked to provide this information to your Unit in the Fall term of your Pre-Candidacy 3 year.

(i.e.) If you enter Pre-Candidacy 3 as of July 1, 2010, your Unit should ask for this information in August or September.



Tenure and Promotion File



If a tenure and promotion file is not successfully brought forward in Candidacy 1, all individuals must come forward for tenure and promotion in their Candidacy 2 year. (Candidates also have the option of coming forward in the Candidacy 1 year.)

Normally, the process of assembling a tenure and promotion file will begin in January/February of the Candidacy 1 year. It takes approximately 8 months to prepare a file. The file will then undergo review during the Candidacy 2 year in accordance with the University *Tenure and Promotions Policy, Criteria and Procedures*.



Tenure and Promotion File



In January/February, your File Preparation Committee (FPC) will be formed:

- Responsible for assembling a file that fairly and accurately reflects the candidate's academic career at York and/or elsewhere
- Composed of three members: two normally named from the Adjudicating Committee and one chosen by the candidate



Tenure and Promotion File



What should candidates do to prepare for their tenure and promotion file?

Prepare:

- An up-to-date curriculum vitae
- A personal statement normally not more than 2000 words (optional, but encouraged)
- Copies of course outlines, assignments, handouts, and teaching dossiers
- Consider your choice of referees for each of the three criterion areas: Teaching, Professional Contribution and Standing, and Service



Tenure and Promotion File



The contents of a tenure and promotion file are determined by the FPC in consultation with the candidate.

What composes a tenure and promotion file?



Tenure and Promotion File



Teaching

- Letters of reference written by York colleagues that assess teaching in the classroom, pedagogical accomplishments, course handouts, etc.
- Letters of reference from randomly selected students and students identified by the candidate
- Statistical course evaluation data

Professional Contribution and Standing

- Letters of reference from external scholars that assesses the material sent by the FPC
- Comments from co-authors on the nature of joint contribution



Tenure and Promotion File



Service

- Letters of reference from colleagues familiar with and able to comment on/evaluate your service

Other documentation

- A curriculum vitae
- University and/or Unit standards for tenure and promotion
- Letters used to solicit referees
- Advancement to Candidacy letter

The minimum contents of the file are listed in section F.3.1.5 of the University *Tenure and Promotions Policy, Criteria and Procedures*.



Tenure and Promotion File



In **September/October**, the File Preparation Committee will complete its assembly of the file and prepare a commentary that documents how the file was assembled. It will not adjudicate the file.

Candidates will:

- Receive a copy of the file (minus contextual identifiers)
- Be given an opportunity to review and respond to the FPC commentary before the file goes to the Adjudicating Committee for assessment

You may wish to respond if something in the file does not reflect your academic career, or in response to comments made by referees.



Tenure and Promotion File



Prior to **November 1**, the file is assessed by the Unit Adjudicating Committee. They will:

- Discuss how the evidence in your file meets the criteria for tenure and promotion
- Determine whether you have met the minimum criteria for tenure and promotion according to the University *Tenure and Promotions Policy, Criteria and Procedures*
- Vote on each of the three criterion areas (teaching, professional contribution & standing, and service)
- Vote on tenure
- Vote on promotion



Tenure and Promotion File



Between **November and June**, tenure and promotion files are reviewed by:

- the Dean
- the Senate Review Committee
- the President

The President makes a final decision for each tenure and promotion application, normally by June 30 of each candidacy year.



Curriculum Vitae



The curriculum vitae is one of the most important documents in the tenure and promotions process!

Why?

- File Preparation Committee may use it to gather referees
- External referees may use it to discuss the quality of scholarly work, grant funding, research agenda, etc.
- Internal referees may use it to discuss service and teaching contributions
- The Adjudicating Committee will consider it in their assessment of the file
- It is the primary way to document your accomplishments!



Curriculum Vitae



What information should candidates include on their curriculum vitae?

Teaching

- Undergraduate courses taught (include year and number)
- Graduate courses taught (include year and number)
- Courses revised or developed
- MA and PhD supervisions (specify completed or in progress)
- Memberships on MA and PhD thesis committees (specify completed or in progress)
- The date!



Curriculum Vitae



Research

- Books and/or edited books
- Refereed book chapters
- Non-refereed book chapters
- Refereed articles
- Non-refereed articles
- Internal grant funding
- External grant funding
- Conference presentations
- Refereed conference paper proceedings
- Non-refereed conference paper proceedings
- Invited presentations
- Works in progress



Curriculum Vitae



When documenting publications:

- Specify the status of “forthcoming” works as in-print, accepted, revise & resubmit
- Specify work in progress as under submission to a specific journal, or in preparation (with approximate date of submission)
- Indicate co-authors, editors, etc.
- Include page numbers

When documenting external grants:

- Indicate year(s) received, source, amount, purpose, project title, number of grantees
- Specify your role (i.e. principal investigator, co-investigator)



Curriculum Vitae



Service

- Distinguish between unit, Faculty and University service
- Indicate committee names and specify if you were Chair or member
- Specify years of service
- Include external service commitments

Have your File Preparation Committee review your CV for clarity. Senior colleagues may also provide helpful feedback on how to organize and present information.



Resources



Council T&P Toolkit

http://www.yorku.ca/laps/council/faculty/tandp_tools.html

Secretariat T&P Toolkit

<http://www.yorku.ca/secretariat/senate/committees/tnp/toolkit/index.htm>

Chair/Director of your home Unit

- Copy of your Unit's standards for tenure and promotion

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