

UTSC GUIDELINES: PROCEDURES FOR PROMOTION FROM LECTURER TO SENIOR LECTURER

These procedures should be read in combination with the Paragraph 30 of the University of Toronto's *Policy and Procedures on Academic Appointments*¹ and the Provostial guidelines on Promotion to Senior Lecturer.²

PROCEDURES

1. Timing of the Promotional Review

- In May the Unit Head must notify all Lecturers about to enter their fifth year of the promotion process.
- Lecturers should be requested to submit a teaching portfolio for promotion by 1 August of their fifth year.
- The Teaching Stream Promotion Committee should be established by 30 June.
- The review committee should meet before 1 October of the fifth year of the appointment.
- A final decision should be communicated by 31 October.

2. Notification of the Candidate

The letter to the candidate should include the following:

- The relevant text of the *Policy and Procedures on Academic Appointments*
- The timing of the promotional hearing
- The UTSC teaching guidelines and procedures to be used to evaluate teaching.³
- A list of the proposed members of the Teaching Stream Promotion Committee, with the request that any objections to the membership, including the Chair, be registered, in writing, within two weeks stating the reasons for the objection.
- The timing of the assembling of documents
- The requirement to provide an updated and complete CV
- The requirement to provide a teaching portfolio
- The requirement to provide a list of possible assessors.

¹ http://www.governingcouncil.utoronto.ca/Governing_Council/Policies.htm

² <http://aapm.utoronto.ca/promotion-senior-lecturer>

³ Note that UTSC introduced new guidelines for the assessment of teaching in July 2012. Those Lecturers appointed prior to that date must be evaluated according to the 2004 teaching guidelines, unless they explicitly choose to be assessed under the 2012 guidelines; appointments from 1 July 2012 onwards must be evaluated under the 2012 guidelines. Both documents can be found on the Dean's Web site at: http://www.utsc.utoronto.ca/~vpdean/chairs_manual.html

3. The Teaching Stream Promotion Committee

- Normally the Head of the relevant academic unit should chair the committee.
- The committee has six (or seven) members all of whom are tenured professors or Senior Lecturers. If the candidate has a budgetary cross appointment, a seventh member should be added from the cross-appointing unit.
- The committee should include at least two members of the candidate's home department, one member from a cognate department, and a Dean's representative. At least one member must be a Senior Lecturer.
- All committee members must be present for a quorum, and all are voting members.
- The Dean informs the Unit Head of the name of the decanal representative.
- The Unit Head recommends the membership to the Dean for approval.

The Unit Head, after considering the candidate's response to the proposed members of the Teaching Stream Promotion Committee (see bullet point #4 in section 2 above) and after receiving the Dean's approval of the proposed committee, appoints the Teaching Stream Promotion Committee. The letter of appointment must indicate that the individuals agreeing to serve must make their decision on the basis of the evidence assembled and available to them in the promotion dossier.

Appointment of Teaching Evaluation Committee

At the discretion of the Unit Head, a separate Teaching Evaluation Committee may be struck to prepare a single written evaluation of teaching effectiveness and the potential for future pedagogical/professional development. This committee must have at least two members. There must be no overlap of membership on the Teaching Stream Promotion Committee and Teaching Evaluation Committee. If a Teaching Evaluation Committee is struck, it should not receive the external referees' reports. One or both members of the Teaching Committee must observe the candidate in the classroom prior to submitting the report. This committee should not make a recommendation either for or against promotion. The committee should assess whether excellence or competence in teaching is met in accordance with the divisional guidelines.

4. Documentation to be Supplied by the Candidate

The candidate, with appropriate assistance and advice from the Unit Head, will prepare a Teaching Dossier in accordance with divisional practice for submission to the Promotions Committee. In general, each Lecturer should maintain a teaching portfolio that can be used in their promotional review.

The dossier should include the following materials:

- A curriculum vitae.
- A statement of teaching philosophy and plans for professional development.

- Representative course outlines, sample assignments, and teaching assessment activities.
- Summaries of annual student evaluations and letters or testimonials from students regarding teaching performance.
- Details of any pedagogical grant applications.
- Details of any professional development undertaken.
- Awards or nominations for awards for teaching excellence, where applicable.
- Evidence of teaching innovations, curricular development, or professional contributions to teaching more broadly in the discipline (e.g. publications, service on professional bodies, professional development offered).
- Details of administrative or community service.

5. Documentation to be collected by the Unit Head

In addition to the candidate's portfolio, the Unit Head will request some (or all) of the following materials in forming the Promotions Dossier:

1. Course evaluations for all courses taught by the candidate.
2. Letters from current and former undergraduate and graduate students commenting on the candidate's teaching.
3. Report of a Teaching Evaluation Committee or peer teaching evaluations. If a Teaching Evaluation Committee is not appointed, a teaching observation report must be included in the dossier. The report must be prepared by one or more colleagues, based on in-class visits. See the UTSC Teaching Guidelines for further information.
4. Letters of assessment from referees external to the department. See the UTSC Teaching Guidelines for further information on external referees.
5. Letters from colleagues who have co-taught with the candidate.
6. Any other evidence which will be helpful for the promotions committee such as course enrolment data, descriptions of teaching innovations or curricular developments, information on teaching loads, etc.

6. Assessment of Teaching

Promotion to Senior Lecturer requires the demonstration of "excellence in teaching and evidence of continued future pedagogical/professional development."⁴ Examples of the ways in which these can be demonstrated are provided in the *UTSC Guidelines for the Assessment of Effectiveness of Teaching in Tenure and Promotions Decisions*.

⁴ See the University of Toronto *Policy and Procedures on Academic Appointments*.

7. Deliberations of the Teaching Stream Promotion Committee

- The deliberations of the Committee, and the dossiers presented to it, are confidential.
- Promotions decisions must be based on the candidate's accomplishments in teaching, future pedagogical development and service to the University, using the criteria discussed in the *Policy and Procedures on Academic Appointments* and the *UTSC Guidelines for the Assessment of Effectiveness of Teaching in Tenure and Promotions Decisions*.
- The Teaching Stream Promotion Committee should make its decision solely on the evidence it has before it.
- A recess of up to one month is permissible, if additional documentation is required.
- A written summary of the evidence, without identifying individuals or institutions, must be provided to the staff member. In addition, the Chair should write to the candidate inviting them to make a written and/or oral submission to the Teaching Stream Promotion Committee. The candidate also should be asked to provide a written response to this invitation.
- The Teaching Stream Committee **MUST** meet to make its final decision. The committee quorum is full membership.
- The Committee may recommend only that promotion and a continuing appointment in the Teaching Stream be granted or denied.
- The vote should be by signed private ballot and then the Chair of the Committee will announce to the Committee how each member voted.
- A recommendation to promote must be approved by at least four of the six members of the Committee, or by at least five of the seven members of an expanded Committee.
- In the event of a proposed negative recommendation, the Unit Head must write to the candidate with a statement of reasons for the proposed decision and with an invitation to respond either in writing or orally within 15 days. The Committee must meet again to make its final decision.
- The Committee agrees to a statement of the reasons for the decision and a summary of the evidence, which are included in the dossier sent to the Dean.

8. Data for Evaluation

The *UTSC Guidelines for the Assessment of Effectiveness of Teaching in Tenure and Promotion Decisions (2012)* contain a detailed description of the information and documentation that is to be provided by the candidate or collected by the Chair.