

UTSC GUIDELINES ON CONTINUING STATUS REVIEW FOR FACULTY IN THE TEACHING STREAM

These guidelines should be read in combination with the section on Continuing Status Review in the University of Toronto's *Policy and Procedures on Academic Appointments*.¹

1 TIMING OF AND MAJOR STEPS IN THE CONTINUING STATUS REVIEW

Dates in bold are firm Provostial or Decanal deadlines, which must be adhered to by candidates and Chairs/Directors. Other dates are suggestions to ensure smooth, stepwise progress through the process.

1. It is best practice that early notification is provided to all pre-continuing status Assistant Professors, Teaching Stream that their continuing status review starts during their fifth year. It is strongly recommended that Chairs/Directors provide written notification to candidates by September 30th of their fifth year, and it is required that notification is provided **no later than January 1st, of their fifth year**. See section 2, below for further details on required content of the letter of notification.
2. Early in the Fall term of the candidate's fifth year the Chair/Director will consider the timing of in-class visit(s) to ensure that a teaching observation report is completed prior to June 30 of the candidate's fifth year.
3. Candidates must submit a teaching dossier to the Chair/Director by **June 30** of their fifth year.
4. Chairs/Directors must establish the Continuing Status Committee (section 3, below)
 - Notify the candidate of the proposed membership
 - Committee composition requires approval of the Dean
5. Chairs/Directors must appoint a Teaching Evaluation Committee (section 4, below) for each candidate being considered for continuing status
6. Near the end of the Spring term of the candidate's fifth year, Chairs/Directors must identify and write to External Assessors and request letters by **August 31 of the candidate's sixth year**.
7. The Office of the Chair/Director must assemble documentation.
8. Chairs/Directors must provide a summary of evidence to candidate and invite them to appear before Committee.
9. The review committee deliberations will **begin in September** of the candidate's sixth year.
10. The Chair/Director must submit the completed dossier, with recommendation, to the Dean by **October 31** of the candidate's sixth year.

¹ See page 21 at <http://www.governingcouncil.lamp4.utoronto.ca/wp-content/uploads/2016/06/p0625-papooaa-2014-2015pol.pdf>

11. The Dean submits the dossier to the Provost for approval.
12. Following Provostial Review, candidates will be informed in writing of the outcome of their continuing status review by **December 31 of their sixth year**.
13. An unsuccessful review will result in the extension of the candidate's contract until December 31 of the following year (year 7).

2 NOTIFICATION OF THE CANDIDATE

The letter to the candidate should include:

- The relevant text of the *Policy and Procedures on Academic Appointments*, (see page 21).
- The timing of the continuing status review.
- The UTSC *Guidelines for the Assessment of Effectiveness of Teaching (2017-2018)*.²
- A list of the proposed members of the continuing status committee, with the request that any objections to the membership, including the Chair, be registered in writing within one week stating reasons for the objection.
- A request to provide a list of up to four potential 'arms-length' reviewers from outside the unit and/or outside the University by **April 30 of their fifth year**.
- A request that the candidate communicate preferences for teaching observation visit(s), including which course(s) and class date(s), by **October 31 of their fifth year**.
- An overview of materials to be included in the teaching dossier, as described in the *UTSC Guidelines for the Assessment of Effectiveness of Teaching (2017-18)*, and the deadline for submission, i.e. by **June 30 of their fifth year**.

3 THE CONTINUING STATUS COMMITTEE

- Normally the Chair/Director of the relevant academic unit should chair the committee.
- The committee has six members, all of whom must be either tenured faculty or teaching stream faculty with continuing status. If the candidate has a budgetary cross appointment, a seventh member should be added from the cross-appointing unit.³

² Note that in 2017-18 UTSC revised the guidelines for the assessment of teaching to reflect changes arising from SJAC and the introduction of the new rank of Professor, Teaching Stream. The criteria for Excellence in Teaching remain the same as in the previous guidelines. This document can be found on the Dean's Web site at: <http://www.utsc.utoronto.ca/vpdean/academic-hr>

³ Note that all committee members must be present at the meetings and deliberations are confidential. See Section 8.2 below.

- The committee must include:
 - at least one teaching stream faculty member, with continuing status, from the department or a cognate area.
 - A Decanal Assessor, appointed by the Dean and communicated to the Chair/Director.
- The Chair/Director must submit the committee membership to the Dean for approval, after considering the candidate's response to the proposed members of the Continuing Status Committee (see bullet point #4 in section 2 above).
- After receiving the Dean's approval of the proposed committee, the Chair/Director appoints the Continuing Status Committee. The letter of appointment must indicate that the individuals agreeing to serve must make their decision solely on the basis of the evidence assembled and available to them in the Continuing Status Dossier.

4 THE TEACHING EVALUATION COMMITTEE

- A separate Teaching Evaluation Committee must be established.
- This committee must consist of at least two faculty members who are in a position to evaluate the candidate's teaching carefully and rigorously, and who are in a similar or closely related subject area.
- There must be no overlap of membership on the Continuing Status Committee and Teaching Evaluation Committee. However, members of the Teaching Evaluation Committee may be tasked with completing the Teaching Observation Report.
- The Teaching Evaluation Committee should not receive the reports from the external referees.
- The Teaching Evaluation Committee must prepare a single report critically assessing the Teaching Dossier, and should indicate whether and how the candidate meets the standard of teaching excellence laid out in the relevant UTSC Guidelines for the Assessment of Effectiveness of Teaching. They should **not** make a recommendation either for or against continuing status.
- One or more members of the Teaching Evaluation Committee may also conduct the teaching observation report (see *UTSC Guidelines for the Assessment of Effectiveness of Teaching, 2017-2018*), however, this must be done in time for the Teaching Observation Report to be included in the dossier sent to the external reviewers. The written evaluation of the dossier by the Teaching Evaluation Committee may refer to the Teaching Observation Report, but these must be two separate documents.

5 EXTERNAL ASSESSORS

A minimum of four letters of **assessment from referees external** to the University are required. Of these, at least one letter will be from an assessor selected from the candidate's list and at least two letters will be from assessors chosen by the Chair. Assessors must be

faculty members from external institutions with excellent undergraduate programs, who are either tenured or hold appointments that are similar to a teaching-stream appointment with continuing status. Where appropriate, one external assessor may be an expert in the field from the external community.

Assessors should be invited to assess the candidate's work against the divisional guidelines for the granting of continuing status and advise whether or not the candidate's work demonstrates the achievement of excellence in teaching and evidence of demonstrated and continuing future pedagogical/professional development. Assessors should not be asked to make a recommendation either for or against continuing status. Assessors should be sent a copy the *UTSC Guidelines for the Assessment of Effectiveness of Teaching* and a copy of the *Policy and Procedures on Academic Appointments*.

The promotion dossier should include a separate section listing the name, title, and institution/organization of each assessor and a brief statement on the assessor's expertise and why he or she was chosen.

6 DOCUMENTATION REQUIRED FOR THE CONTINUING STATUS DOSSIER

All documentation (provided by the candidate and collected by the unit) is to be organized and assembled by the Chair/Director to form the dossier supplied to the continuing status committee. The Chair/Director also is responsible for ensuring that the candidate receives assistance and advice regarding preparation of their dossier; candidates should be directed to the Centre for Teaching and Learning (see below) and the Centre for Teaching Support and Innovation.

6.1 DOCUMENTATION TO BE SUPPLIED BY THE CANDIDATE

The candidate, with appropriate assistance and advice from the Centre for Teaching and Learning or the Centre for Teaching Support and Innovation, will prepare a Teaching Dossier for inclusion in the Continuing Status Dossier that is submitted to the Continuing Status Committee. Elements to be included in the dossier are described in detail in the *UTSC Guidelines for Assessment of Teaching Effectiveness*. Candidates should be advised to review the *Guidelines* accordingly.

6.2 DOCUMENTATION TO BE COLLECTED BY THE CHAIR/DIRECTOR

The Chair/Director is responsible for collecting additional documentation for inclusion in the Continuing Status Dossier, including:

- Items described in all Sections of the *UTSC Guidelines on the Assessment of Effectiveness of Teaching* which are specified as materials collected by the unit head
- Report of the Teaching Evaluation Committee
- Letters of assessment from a minimum of four external assessors.

7 SUMMARY OF EVIDENCE/INVITATION TO APPEAR BEFORE THE CONTINUING STATUS COMMITTEE

- At least one week before the Continuing Status Committee meets, the Chair/Director must provide to the candidate a written summary of the evidence (SOE), with all of the comments anonymized (without identifying individuals or institutions), which includes a narrative overview, strongly supported by direct quotes from review documents. The SOE must clearly represent the full range of commentary received, positive and negative, with minimal paraphrasing of these comments.
- The SOE letter should include an invitation for the candidate to make a written and/or oral submission to the Continuing Status Committee.
- The SOE should also specify that the candidate must provide a written response to this invitation indicating whether or not they intend to make a submission.
- The Continuing Status Committee must agree to the SOE that is drafted by the Chair/Director.
- The SOE is included in the Continuing Status Dossier submitted to the Dean.

8 DELIBERATIONS OF THE CONTINUING STATUS COMMITTEE

8.1 ASSESSMENT OF TEACHING

A positive recommendation for continuing status will require the judgment of “Excellence in Teaching and evidence of demonstrated and continuing future pedagogical/professional development.”⁴. The *UTSC Guidelines on the Assessment of Effectiveness of Teaching* include a detailed description of the criteria for Excellence in Teaching.

8.2 PROCESS

- **All committee members, including the Dean’s Assessor, must be present for a quorum**, and all are voting members. Final recommendations of the Continuing Status Committee can only be made at a meeting with quorum.

⁴ See the *Policy and Procedures on Academic Appointments, Section X, page 21*.

- The meetings are held *in camera* and the deliberations, and the dossiers presented, are confidential.
- The Continuing Status Committee should make its decision solely on the evidence available in the Continuing Status Dossier.
- A recess of up to one month is permissible, if additional documentation is required.
- The Committee may recommend only that continuing status in the Teaching Stream be granted or denied.
- The vote should be by signed, secret ballot and then the Chair of the Committee will announce the tally of the votes, without reference to member identity.

9 RECOMMENDATION OF THE CONTINUING STATUS COMMITTEE

- A recommendation to grant continuing status must be supported by at least four of the six members of the Committee, or by at least five of the seven members of an expanded Committee.
- If the recommendation is positive, the Chair/Director conveys the Committee's recommendation to the candidate.
- If the recommendation is negative, the Chair/Director 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.
- For either a positive or negative recommendation, the Committee must agree to a statement of the reasons for the decision that is drafted by the Chair/Director.
- The statement of reasons is included in the Continuing Status Dossier sent to the Dean.
- A positive recommendation should indicate explicitly that the candidate is being recommended for promotion on the basis of demonstrated excellence in teaching and evidence of demonstrated and continuing future pedagogical/professional development.

10 APPROVAL PROCESS

- The Chair conveys the continuing status committee's recommendation and dossier to the Dean by **October 31** of the candidate's sixth year, who forwards it to the Vice-President and Provost for approval.
- The Dean, Chair/Director and candidate will be notified of the Provost's decision by **December 31** of the candidate's sixth year.
- Approval of continuing status and promotion to Associate Professor, Teaching Stream is forwarded to the Academic Board for information.
- In the event of a negative recommendation, no further contracts will be offered to the candidate. A negative recommendation may be appealed following the Grievance Procedure set out in Article 7 of the *Memorandum of Agreement*, commencing at Step 3.