

UNIVERSITY OF TORONTO SCARBOROUGH
Procedures for the Promotion to Full Professor

These procedures must be read in combination with the University of Toronto *Policy and Procedures Governing Promotions*¹ and the Provostial guidelines on promotion.²

TIMELINE

September

- Departmental promotions committees established.
- Dean and academic staff in the department are notified of the composition of the promotions committee.
- All Associate Professors are notified that requests for detailed consideration for promotion must be submitted in writing to the Chair by October 15.

October

- Departmental promotions committees meet to review CVs of all Associate Professors and identify who should receive detailed consideration for promotion. The Chair also informs the promotions committee of the names of Associate Professors who have requested detailed consideration for promotion.
- Chair informs the Associate Professors identified by the promotions committee of the committee's decision and determines whether they wish to receive detailed consideration.
- Chair starts the process of assembling the necessary documentation (see below) for all candidates who will receive detailed consideration for promotion, including those who have written to request this.
- The process for deciding on and writing to external referees should begin as soon as possible after it is known that a candidate is being put forward for promotion. **NOTE:** All referees should be asked to send a copy of their response to the Dean.

December

- By **December 1**, Chairs must inform the Dean's Office of the names of individuals who are being considered for promotion. Chairs must also inform candidates for promotion of the members of the departmental promotions committee.

January

- Promotions dossiers are compiled by the Chair and presented to the departmental promotions committee for detailed review. This is the first level of review for promotion.
- Dossiers of those candidates who the departmental promotions committee is recommending for promotion must be submitted to the Dean's Office by **February 1**. This is a firm deadline.

February

- All promotion dossiers with positive recommendations from the departmental committees receive a second level of review by a Tri-campus Decanal Promotions Committee.

¹ <http://www.governingcouncil.utoronto.ca/policies/promote.htm>

² <http://www.provost.utoronto.ca/procedures/promotion.htm>

March

- The Dean informs the Chairs of the recommendations of the Tri-campus Decanal Promotions Committee. The Chair should provide formal notification to each candidate of this recommendation.
- The Dean submits a list of names of faculty recommended for promotion to the Vice-President and Provost for approval. The Provost gives this approval without further review and submits the names of those promoted to Academic Board for information.

April

- Candidates are formally notified by the Dean of the promotion to Full Professor

PROCEDURES

Preparation of the Promotion Dossier

- It is normally the responsibility of the Chair of the Department to compile the promotion dossier for each candidate being considered for promotion. Please follow the Promotion Dossier Checklist to be sure that all items required are included in the final dossier. The Checklist is appended below.

Departmental Promotions Committee

Membership:

- Normally the Chair of the Department serves as the Chair of the Departmental Promotions Committee. The Chair may appoint a designate to Chair the Committee.
- In departments or disciplines where the practice is to have a single tri-campus promotions committee, the UTSC department chair must be a member of the committee and must lead the discussion of UTSC faculty.
- The Graduate Chair must serve as a member of the Departmental Promotions Committee.
- There must be no fewer than five members of the academic staff on the Committee.
- Policy does not preclude Associate Professors from being members of the Committee.
- The University's Statement on Conflict of Interest and Conflict of Commitment should be borne in mind when assembling the Promotions Committee.

Role of the Departmental Committee:

- Step 1: Provides preliminary consideration of all Associate Professors, through the review of their C.V., and advises the Chair as to which faculty they recommend for more detailed consideration.³
- Step 2: Provides detailed consideration of each promotion dossier prepared by the Chair. These include dossiers of faculty who specifically request such consideration, and of faculty who agreed to the Committee's earlier recommendation for detailed discussion.
- Step 3: Following detailed consideration, the Committee recommends candidates for promotion to the Chair of the Department. In turn, the Chair is responsible for making recommendations to the Dean with respect to promotions.

³ Tip for best practice: some departments send a letter to all of the Associate Professors not being given detailed consideration. This letter is meant as feedback on their progress toward promotion; it discusses the strengths and weaknesses of their profile, provides suggestions for improvement, etc.

Please Note:

- The deliberations of the Committee, and the dossiers presented to it, are confidential.
- Promotions decisions must be based on the candidate's accomplishments in scholarship, teaching, and service to the University, using the criteria discussed in sections 11a, 11b, 12a, 12b, 13a and 13b of the *Policy and Procedures Governing Promotions*.
- The Chair of the Promotion Committee must keep a confidential written record of the basis for each recommendation made.

Components of the Promotions Dossier

Candidate's Curriculum Vitae

- The candidate is responsible for preparing his/her *curriculum vitae*.
- The CV should include a copy of the candidate's research and teaching statements.
- We strongly encourage the use of the standard Arts and Science CV format. A copy is appended below.
- The CV must contain the dates for all awards, research grants, and publications.
- Refereed and non-refereed publications are to be listed separately and page numbers indicated.
- With joint publications, the senior author (if one exists) should be noted, where applicable.
- See the *Policy and Procedures Governing Promotions* section 16 for further details on the preparation of the CV.

Letters from Collaborators

- For any major joint publication, the Chair should obtain a written statement of the candidate's contribution from the candidate and co-authors.
- The Chair must include these statements in the promotions dossier.

Assessments of Research

Written assessments of the candidate's work should be obtained from specialists in the candidate's field from outside the University and, whenever possible, from inside the University. These letters should be on letterhead and signed. PDF copies are acceptable. Letters should be sent to the Chair and a copy sent to the Dean. (See template letter appended below.)

Internal Assessments

- Assessments from inside the University should be drawn from colleagues who are familiar with the candidate's work and are members of the department(s) in which the candidate is appointed.
- It is best practice to create an Internal Research Evaluation Committee wherever possible.

External Assessments

- Although the *Policy and Procedures Governing Promotions* states that a minimum of three referees is required, it is **strongly advised that at least five letters** from external referees be obtained for each candidate.
- Referees normally should be full Professors who are senior scholars and have international standing in their field.
- Former supervisors, current or former co-authors and/or collaborators, or former students should not act as referees.

- The candidate should be asked to provide a list of potential external referees and at **least one letter** must be from a referee identified by the candidate.
- The promotion dossier must contain a list of the names of all external referees, shown in two categories – persons suggested by the candidate and those suggested by the Chair. This list should be included with the letters of appraisal from the external referees.
- The names, academic rank and institution, as well as a description of their qualifications, should be provided for those referees who have provided an assessment.
- All letters received from referees must be included in the promotion dossier.

Assessment of Teaching:

- The assessment of teaching must be done in accordance with the *UTSC Guidelines for the Assessment of Effectiveness of Teaching in Tenure and Promotion Decisions*. The candidate is responsible for assembling his/her teaching portfolio. The Chair is responsible for assembling the teaching dossier that will be part of the promotion dossier.
- All candidates for promotion must be shown to demonstrate continued competence in teaching. Candidates being put forward on the basis of “excellent teaching alone sustained over many years” must demonstrate excellence in more than classroom performance. Where a candidate is being put forward on the basis of “excellent teaching alone sustained over many years”, efforts should be made to contact at random at least 200 undergraduate students.
- All assessments received from students must be included in the promotion dossier. These letters should not be excerpted or summarized by the Chair.
- The promotion dossier must include course evaluations for every course taught by the candidate over the past five years – including those taught in cross-appointed departments/divisions. Where a candidate is being put forward on the basis of “excellent teaching alone sustained over many years”, evaluations should be obtained on their teaching throughout their entire career at the University. The years in which a candidate was on sabbatical should be stated explicitly.
- An internal Teaching Evaluation Committee should be established to assess teaching according to the *UTSC Guidelines for the Assessment of Effectiveness of Teaching in Tenure and Promotion Decisions*.
 - The teaching evaluation committee must consist of at least two faculty members who are in a position to evaluate the candidate’s teaching carefully and rigorously. Normally, only tenured professors may be members of the teaching evaluation committee. In exceptional circumstances, and with permission of the Dean, a Senior Lecturer may serve on the teaching evaluation committee. In which case, the second member of the committee must be a tenured professor.
 - The department chair or any member of the departmental promotions committee normally should not be a member of the teaching evaluation committee. Only in exceptional circumstances, and with the permission of the Dean, may a member of the promotions committee serve on the teaching evaluation committee.
 - The teaching evaluation committee will be given the candidate’s teaching dossier, as described in the *UTSC Guidelines for the Assessment of Effectiveness of Teaching*.
 - The teaching evaluation committee’s report should:
 - be a critical assessment of all material included in the teaching dossier.
 - review explicitly the success of the candidate’s supervision of graduate students.
 - identify any evidence of the impact of the candidate’s teaching on the discipline or profession (beyond his/her own courses), or of how his/her teaching is innovative.

- take into account Article 5 of the Memorandum of Agreement which states that:

A faculty member shall carry out his or her responsibility for teaching with all due attention to the establishment of fair and ethical dealings with students, taking care to make himself or herself accessible to students for academic consultation, to inform students adequately regarding course formats, assignments, and methods of evaluation, to maintain teaching schedules in all but exceptional circumstances, to inform students adequately of any necessary cancellation and rescheduling of instructions and to comply with established procedures and deadlines for determining, reporting and reviewing the grades of his or her students.

Chair's Report

- Makes the recommendation to the Dean for promotion, provides a detailed discussion of the basis for the recommendation, with specific reference to the major criteria for promotion and indicates the level of support of members of the departmental promotions committee.
- Should include:
 - A detailed report on the Committee's discussion of the dossier, including discussion of any adverse statements made by students, colleagues, or referees. (Any comments of particular concern should be investigated in advance and addressed fully in the report.)
 - Comment on the quality of the journals in which the candidate has published and impact on the field
 - Comments on the qualification of the external referees
 - Any significant current events taking place in the candidate's career not mentioned elsewhere in the dossier.

Promotion Dossier Checklist

- The Promotion Dossier Checklist is included below to assist in the assembly of the dossier. Please include the Checklist with the dossier.

UNIVERSITY OF TORONTO SCARBOROUGH
PROMOTIONS TO FULL PROFESSOR

Please provide a copy of each promotion file in PDF format on a CD-ROM or USB key in the following sequence:

Main Folder: = [SURNAME], [Firstname] – [full name of department/institute]

Sub Folders:

- Chair's Report
- 1. CV – followed by attachments in sub-folders in this order:
 - 2. Research Statement (submit as a separate file)
 - 3. Teaching Statement (submit as a separate file)
 - 4. Co-author statements (submit together as one file)
- Internal Assessments (submit each letter as a separate file; name each file by the surname of the assessor and number them in the order in which they should appear)
- External Assessments (submit qualifications list and each letter as a separate file; name each file by the surname of the referee and number them in the order in which they should appear)
- Teaching Evaluation
 - 1. Report (submit as a separate file)
 - 2. Teaching Evaluation Summaries - beginning with a list of teaching assignments over past five years (submit altogether as one file)
- Student Opinion
 - 1. Graduate Students letters (submit together as one file)
 - 2. Undergraduate Student letters (submit together as one file)

All files must be submitted in PDF format.

Ensure your files are numbered as noted above. Please review the files you have scanned onto the CD-ROM or USB key against the original dossier to ensure that none of the materials have been missed. If you are submitting more than one dossier, please include them on a single CD-ROM or USB key.

Do not write or label the CD-ROM in any way since marking the surface of the CD often causes technical difficulties (i.e. makes it unreadable).