



UNIVERSITY OF TORONTO SCARBOROUGH
*Procedures for the Promotion to Professor,
Teaching Stream*

These procedures must be read in combination with the University of Toronto [Policy and Procedures Governing Promotions in the Teaching Stream](#).¹

TIMELINE

May/June

- It is recommended that Chairs establish their departmental promotions committee at this time.
- If this is done, Chairs should notify the Dean and the Teaching Stream faculty members in the department of the composition of the promotions committee.
- Chairs notify all Associate Professors, Teaching Stream that requests for detailed consideration for promotion must be submitted in writing to the Chair by **October 15**.

September

- By this time, Chairs must have established their departmental promotions committee.
- By this time, Chairs must have notified the Dean and the teaching stream faculty members in the department of the composition of the promotions committee.
- By this time, Chairs must have notified all Associate Professors, Teaching Stream that requests for detailed consideration for promotion must be submitted in writing to the Chair by **October 15**. This is a firm deadline, mandated by the *Policy*.

October

- Departmental promotions committee meets to review, for preliminary consideration, the CVs of all Associate Professors, Teaching Stream and identify who should receive detailed consideration for promotion.
- Chairs inform the promotions committee of the names of Associate Professors, Teaching Stream who have requested detailed consideration for promotion. The promotions committee is obliged to give these faculty members detailed consideration.
- Chairs inform the Associate Professors, Teaching Stream who have been identified for detailed consideration by the promotions committee and determines whether they wish to proceed.
- Chairs must inform the Dean's Office of the names of individuals who are being considered for promotion.
- Chairs begin the process of assembling the necessary documentation (see below, and section VIII [page 19] of the UTSC [Guidelines for the Assessment of Effectiveness of Teaching](#))² 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.

¹ <http://www.governingcouncil.lamp4.utoronto.ca/wp-content/uploads/2017/01/p0105-papfgp-2016-2017pol.pdf>

² <https://hive.utsc.utoronto.ca/public/dean/academic%20administrators/UTSC-TeachingGuidelines-Feb%202012-FINAL-POST.pdf>

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.
- The Dean informs UTSC academic staff of the membership of the Tri-campus Decanal Promotions Committee.

February

- 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 mandated by the *Policy*.
- All promotion dossiers with positive recommendations from the Departmental Committees receive a second level of review by the Tri-campus Decanal Promotions Committee.
- The Dean informs the Chairs of the recommendations following a meeting of the Tri-campus Decanal Promotions Committee.
- If needed, the Tri-campus Decanal Promotions Committee will meet with Chairs who wish to support the case of any candidate they have recommended but who has not been included in the Dean's recommendations.

March

- The Dean submits to the Vice-President and Provost the names of all those being recommended for promotion, by **March 31**. This is a firm deadline, mandated by the *Policy*.
- The Chair will inform the candidates who were considered by the Tri-campus Decanal Promotions Committee of the Committee's recommendation.

April

- Candidates are formally notified by the Dean of the promotion to Professor, Teaching Stream.

PROCEDURES

1. 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, or designate, must be a member of the committee and must lead the discussion of UTSC faculty.
- There must be no fewer than five members of the academic staff on the Committee.
- All members must hold the rank of Professor or Professor, Teaching Stream. If there are Professors, Teaching Stream in the Department, then at least one must be on the committee.
- The University's [Statement on Conflict of Interest and Conflict of Commitment](#)³ 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.
- 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 consideration.
- 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.

Note:

- The deliberations of the Committee, and the dossiers presented to it, are confidential.
- Promotions decisions must be based on criteria outlined in the *Policy and Procedures Governing Promotions in the Teaching Stream* (see paragraphs 6, 8, 9 and 10) and the *UTSC Guidelines for the Assessment of the Effectiveness of Teaching* (2018, Section VI.C and Section VII).
- The Chair of the Promotion Committee must keep a confidential written record of the basis for each recommendation.
- It is best practice for the Chair of the Department to send a letter to all Associate Professors not being given detailed consideration. This letter should provide general feedback on their progress toward promotion; and briefly discuss the strengths and weaknesses of their record as discussed by the committee, along with suggestions for improvement, and an offer to meet for additional guidance.

³ <http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppfeb012007iii.pdf>

2. 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 refer to the *UTSC Guidelines for the Assessment of Effectiveness of Teaching* to be sure that all items required are included in the final dossier. A [Promotion Dossier Checklist](#)⁴ is available for Promotion to Professor, Teaching Stream. Please use the checklist to ensure the dossier is complete and include the Checklist in the dossier.

Note:

- The candidate is responsible for assembling their teaching portfolio.
- Candidates are encouraged to refer to the *UTSC Guidelines* (Section VIII.A.) when preparing their teaching portfolio.
- Candidates are advised to allow sufficient time to allow feedback on their Teaching Portfolio at an early stage from colleagues, the Chair and the Centre for Teaching and Learning and at a later stage of development from the tri-campus Centre for Teaching Support and Innovation (CTSI).
- The Chair is responsible for assembling the teaching dossier that will be part of the promotion dossier.
- All assessments received from students must be included in the promotion dossier. These letters should not be excerpted or summarized by the Chair.
- While the *Policy* requires at least three letters from external referees, it is strongly recommended that a minimum of five letters are obtained.
- Normally Professors or Professors, Teaching Stream (or equivalent rank) with expertise in teaching are chosen as external reviewers. Experts at the rank of Associate may be chosen with justification (e.g., teaching awards or leadership positions), but this would be unusual and should constitute a minority of reviewers.

3. 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 in the *UTSC Guidelines for the Assessment of Effectiveness of Teaching* and the *University's Policy and Procedures Governing Promotion to in the Teaching Stream* and indicates the level of support of members of the departmental promotions committee.
- Describes in detail the Committee's discussion of the dossier, including discussion of any adverse statements made by students, colleagues, or referees.
- Comments 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
- Comments on any significant current events taking place in the candidate's career not mentioned elsewhere in the dossier.

⁴ <https://hive.utsc.utoronto.ca/public/dean/academic%20administrators/Academic%20HR/ChecklistPromotionTeachingStream.pdf>