



[DCD #11 2017-18]

**MEMORANDUM**

**To:** UTSC Academic Administrators

**Cc:** Assistants to the Chair/ Academic Director

**From:** Maydianne Andrade, Vice-Dean Faculty Affairs and Equity 

**Date:** 2 March 2018

**Re:** Promotion to Professor, Teaching Stream: Off-Cycle Timelines

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The *Policy and Procedures Governing Promotions in the Teaching Stream (December 2016)* outlines the criteria for promotion, their assessment, and the procedures to be followed. Promotion to Professor, Teaching Stream is granted on the basis of excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years. Assessment must be done in accordance with the divisional guidelines for the assessment of effectiveness in teaching. On 27 February 2018 the Committee on Academic Policy and Programs (AP&P) approved the new *UTSC Guidelines for the Assessment of Effectiveness of Teaching*, and can be found here: <http://hive.utsc.utoronto.ca/public/dean/academic%20administrators/UTSCTeachingGuidelines%2013-02-2018.pdf>

We are now in a position to undertake the first promotions of Associate Professors, Teaching Stream to Professor, Teaching Stream, on an off-cycle basis. In future years, promotions to Professor, Teaching Stream will follow the same timelines as promotion to Professor in the tenure-stream.

For the 2017-18 academic year, the following **off-cycle** timelines are in effect:

**March**

- As soon as possible, Departmental Promotions Committees meet to review CVs of all Associate Professors, Teaching Stream and identify those who should be invited to receive detailed consideration for promotion.

- **March 15** is the deadline for requests by Associate Professors, Teaching Stream for detailed off-cycle consideration for promotion to Professor to be received.
- Chairs/ Academic Directors start the process of contacting external assessors and assembling the necessary documentation.

#### **April**

- Chairs/ Academic Directors inform the U of T Scarborough Dean's Office by **April 1** of the names of individuals whose cases for promotion will be presented to the Tri-campus Decanal Promotions Committee.
- Departments/ Centres establish an Internal Teaching Evaluation Committee for each candidate being considered for promotion review.
- External referees should be confirmed and given to understand the firm deadline for the return of their letters (no later than mid-September).

#### **May**

- Candidate will prepare and submit dossier by **May 31**.

#### **June**

- Dossiers sent to external referees.

#### **September**

- Teaching Evaluation Committee undertakes classroom visit, or other teaching observation, during the second/ third week of September and submits report.
- Chair/ Academic Director finalizes promotion dossier during fourth week of September.
- Departmental Promotions Committee meets to review documentation and recommend candidates for promotion to the Chair/ Academic Director.

#### **October**

- Promotion dossiers submitted to the Faculty Human Resources Office by **October 5**.
- Tri-campus Decanal Promotions Committee meets to consider promotions cases by mid-October.
- Recommendations forwarded to Office of the Vice-President and Provost and reported to Academic Board.
- Candidate is notified by the Dean of the promotion to Professor, Teaching Stream retroactive to **July 1, 2018**.

## **Composition of the Departmental Promotions Committee**

The *Policy* requires that the membership of the Departmental Promotions Committee will consist of at least five tenured or continuing status faculty at the rank of Professor, and/or Professor, Teaching Stream, with at least one faculty member at the rank of Professor, Teaching Stream. However, the *Policy* states that, until a sufficient number of teaching stream faculty members have attained the rank of Professor, Teaching Stream, this requirement is waived and the full committee shall be constituted by five tenured faculty at the rank of Professor. Normally, the Chair of the Committee will be the Chair/Academic Director of the Department/Centre or their designate. Where the Chair/Academic Director does not hold the rank of Professor, they will appoint a designate.

If you have any questions about the process of promotion to Professor, Teaching Stream, please contact Lesley Lewis at [llewis@utsc.utoronto.ca](mailto:llewis@utsc.utoronto.ca)