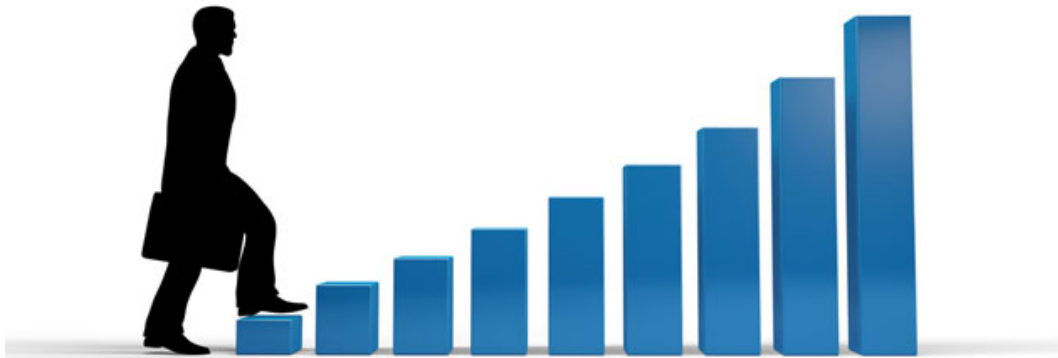


# Candidate's Guide for Academic Promotion and/or Tenure



For Members of the Bargaining Unit Of  
The University of Western Ontario Faculty Association

Last Revised: April 2020  
Dean's Office, Western Engineering

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## INTRODUCTION:

The Departmental Promotion & Tenure Committee and Dean's recommendations will be based on the evidence provided by you and by those who evaluate your accomplishments (peers, students, external referees). Take this process seriously. Recommendations must be made by the Departmental Committee and the Dean, both of which will evaluate your case against the standards required, according to the criteria below. Final decision is made by the Provost.

## INSTRUCTIONS TO CANDIDATES:

1. **CAREFULLY READ** this package which explains the process and information which you must provide for a dossier.
2. **PREPARE THE INFORMATION** following the outline given in this package.
  - a. Ensure that your Curriculum Vitae is up-to-date, accurate, and that all information requested is included.
  - b. Draft, edit and finalize your **Candidate's Statement / Research Statement** summarizing your academic contributions and how you have met the criteria in relation to your workload agreement.
  - c. Describe your activities in relation to teaching and education in your Candidate's Statement or in a separate **Teaching Dossier**. All information listed as REQUIRED in the Teaching Dossier section of this Guide must be included. You may also choose to include those items listed as "Recommended" and "Optional."
  - d. Consider carefully **your choices for students, peers and external referees** to evaluate your accomplishments.
  - e. **Choose which publications to include** for critical review by external referees, and whether you would like your Candidate's Statement to be sent to the selected external referees.
3. **SUBMIT ALL INFORMATION** to your Department Chair by the deadline provided.
4. **REVIEW THE COMPLETED DOSSIER** including reports from peers, students and external referees. **REVIEW THE DOSSIER CAREFULLY.** This is your opportunity to ensure that it is complete and accurate before the committee review process begins. You will be asked to sign off, indicating that you have reviewed the contents.

**NOTE:** The process outlined in this guide does not cover joint appointments. This guide may be used for direction for those individuals; please consult the Collective Agreement and your home department for specific information.

If you have any questions about the wording in the Collective Agreement with regards to the Promotion and Tenure process, please contact either your Department Chair, Dean (Faculty of Engineering) or the Director of Administration (Faculty of Engineering) - Christina Bobier (Email: [christina.bobier@uwo.ca](mailto:christina.bobier@uwo.ca) or Ext: 80210). Alternatively you may wish to reference the UWOFA Office and/or the Office of Faculty Relations.

## COLLECTIVE AGREEMENT: CLAUSE ON PROMOTION, TENURE & CONTINUING STATUS

Excerpted from: [https://www.uwo.ca/facultyrelations/pdf/collective\\_agreements/FCA-2018-to-2022---FINAL1.pdf](https://www.uwo.ca/facultyrelations/pdf/collective_agreements/FCA-2018-to-2022---FINAL1.pdf)

- 3.2 The criteria for evaluating the candidate's record shall be:
- 3.2.1 Performance in Teaching. For Members on the Tenure or Teaching Scholar Track, the evaluation of performance in Teaching shall be based on a teaching record which may include any material deemed by the candidate to be relevant to the work of Teaching. The Chair or Dean shall formally solicit the written opinions of current and former graduate and undergraduate students and members of faculty about the candidate's performance in Teaching. The teaching record shall also include any evidence of teaching effectiveness such as peer reviews of teaching, as well as information about student experience in the classroom as reflected by data from Student Questionnaires on Courses and Teaching for all courses taught by the Member, where available. For each course, such data shall consist of class size, response rates, and the distribution of ratings, as well as other factors on which the Member provides comment, for example course characteristics such as elective or required status and mode of delivery. Such data shall not contain arithmetic averages. Evaluations of a Member's performance in Teaching shall take into account factors that may bias any measures submitted. Any consideration of data from Student Questionnaires on Courses and Teaching shall take into account the possibility that they may be biased. A decision to deny Promotion and/or Tenure or Continuing status shall not solely be based on data from Student Questionnaires on Courses and Teaching
- 3.2.2 Performance in Research. For Members on the Tenure Track, the evaluation of the record of performance in Research shall take into account quality, creativity and significance for the discipline and, where relevant, for the profession in question, as well as productivity. The research record may include any material deemed by the candidate to be relevant including non-refereed articles, unpublished documents, works in progress and creative works as described in the Articles Academic Responsibilities of Members and Annual Performance Evaluation. However, in accord with Clause 3 of this Article, Promotion and the granting of Tenure by the Employer is on the basis of an established record of performance and not on the basis of potential to establish such a record; in evaluating the record of performance, unpublished documents, work in progress, and outcomes of activities in the area of Research that have not undergone peer review shall be weighted accordingly. The written opinion of at least three arm's length experts in the candidate's area of specialization who are not members of the University shall be obtained.
- 3.2.2.1 Whether and how research done before the Member's Appointment will be included as part of the research record must be stated in the Member's Letter of Appointment.
- 3.2.3 Performance in Scholarship Activities. For Members on the Teaching Scholar Track, the evaluation of the record of performance in Scholarship Activities shall take into account quality, creativity, and significance for teaching within the discipline, as well as productivity. The scholarship activity record may include any material deemed by the candidate to be relevant including documentation of curriculum development and/or educational leadership and/or mentoring, presentations and scholarship on teaching or pedagogy, mentoring, or research into the efficacy of different pedagogical approaches. Impact of educational leadership and/or achievement could be demonstrated through innovation of methods that enhance student learning; through creation and/or development of models of effective teaching; through advances in the delivery of education in a discipline or profession; through engagement in the scholarly conversation via professional activity and/or publications. Work in progress may be included in the dossier. However, in accord with Clause 3.1 of this Article, Promotion and the granting of Continuing status by the Employer is on the basis of an established record of performance and not on the basis of potential to establish such a record; in evaluating the record of performance, unpublished documents and work in progress shall be weighted accordingly. The written opinion of at least three arm's

length experts in the scholarship of teaching and learning and/or the candidate's area of specialization who are not members of the University shall be obtained.

3.2.4 Performance in Service. Such contributions may take the form of administrative committee work, or other forms of significant Service which contribute to the University's functions.

4. Each Tenured or Probationary Tenure Track candidate for Promotion and/or the granting of Tenure is expected to establish a record of performance in each of Teaching, Research and Service.

4.1 Subject to the provisions of Clause 4.2 below, the significance accorded to Teaching and Research shall be approximately equal and, in all cases, each shall be accorded greater significance than Service. The records of performance in both Teaching and Research must be sufficiently strong to warrant the granting of Tenure and/or Promotion at The University of Western Ontario. While a candidate must have achieved a satisfactory record of performance in Service, the meritorious performance of these duties shall not compensate for an insufficiently strong record of performance in Teaching or Research. However, an unsatisfactory record of performance in Service contributions may be an important factor in the denial of Tenure and/or Promotion.

4.2 The relative significance accorded to Teaching and Research by a Promotion, Tenure and Continuing Status Committee shall be subject to any arrangements described in the Letter of Appointment and any arrangements made under any of the provisions of this Collective Agreement.

4.3 The conferral of the rank of Professor shall recognize high achievement in Teaching and Research. A candidate for Appointment at, or promotion to, the rank of Professor shall have sustained the record of performance in Teaching and in Research required to warrant Appointment at, or promotion to, the rank of Associate Professor, and shall also have established a record of performance in at least one of these criteria that significantly surpasses that standard.

4.3.1 While the recommendation for Appointment or Promotion to the rank of Professor shall be based primarily on Teaching and Research, a candidate must also have established a significant record of performance in Service contributions.

4.3.2 In assessing the record of performance in Teaching, Research and Service during consideration for Promotion to the rank of Professor, any alterations achieved through the provisions of this Collective Agreement that greatly increase the balance of a Member's workload in the area of Service shall be taken into account. For example, the necessary quality and quantity of the record of performance in Research should be equivalent to that of a Member with a Normal Workload balance, but the time taken to achieve this record may be longer for a Member with a substantially higher Service workload balance.

4.3.3 Although sustained high achievement shall normally be expected of a successful candidate for the rank of Professor, length of service shall not be a criterion for Promotion.

5. Each Continuing status or Probationary Teaching Scholar Track candidate for Promotion and/or the granting of Continuing status is expected to establish a record of performance in each of Teaching, Scholarship Activities and Service.

5.1 Subject to the provisions of Clause 5.2 below, Teaching shall be accorded greater significance than Scholarship Activities and Service. However, the records of performance in both Teaching and Scholarship Activities must be sufficiently strong to warrant the granting of Continuing status and/or Promotion at The University of Western Ontario. While a candidate must have achieved a satisfactory record of performance in Service, the meritorious performance of these duties shall not compensate for an insufficiently strong record of performance in Teaching or Scholarship Activities. However, an unsatisfactory record of performance in Service contributions may be an important factor in the denial of Continuing status and/or Promotion.

- 5.2 The relative significance accorded to Teaching and Scholarship Activities by a Promotion, Tenure and Continuing Status Committee shall be subject to any arrangements described in the Letter of Appointment and any arrangements made under any of the provisions of this Collective Agreement.
- 5.3 The conferral of the rank of Professor, TS shall recognize high achievement in Teaching and Scholarship Activities. A candidate for Appointment at, or promotion to, the rank of Professor, TS shall have sustained the record of performance in Teaching and in Scholarship Activities required to warrant Appointment at, or promotion to, the rank of Associate Professor, TS and shall also have established a record of performance in at least one of these criteria that significantly surpasses that standard.
- 5.3.1 While the recommendation for Appointment or Promotion to the rank of Professor, TS shall be based primarily on Teaching and Scholarship Activities, a candidate must also have established a significant record of performance in Service contributions.
- 5.3.1.1 In assessing the record of performance in Teaching, Scholarship Activities, and Service during consideration for Promotion to the rank of Professor, TS, any alterations achieved through the provisions of this Collective Agreement that greatly increase the balance of a Member's workload in the area of Service shall be taken into account. For example, the necessary quality and quantity of the record of performance in Scholarship Activities should be equivalent to that of a Member with a Normal Workload balance, but the time taken to achieve this record may be longer for a Member with a substantially higher Service workload balance.
- 5.3.2 Although sustained high achievement shall normally be expected of a successful candidate for the rank of Professor, TS, length of service shall not be a criterion for Promotion.

<b>The Process</b>		
<b>WHEN</b>	<b>WHO</b>	<b>ACTION</b>
March	Dean's Office / Department /  Faculty Member  Dean's Office  Department  Faculty Member	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dean meets with each Department Chair to discuss who to invite for Promotion. As such, by <u>end of March</u>, the Dean shall review the Promotion and/or Tenure File of each Member in the Faculty who is not at the rank of Professor and who is not obliged to be considered for Tenure in the coming Academic Year. The purpose of this review is to determine whether a Member should be invited to undergo consideration for Promotion and/or Tenure in the coming Academic year. Where applicable, the Dean shall consult with the Member's Chair, and otherwise with the members of the Promotion and Tenure Committee elected from the Member's Faculty(ies). (Clause 16)</li> <li><input type="checkbox"/> A probationary Member who wishes to be considered in the fourth year of their Appointment shall make a request in writing by the <u>end of March</u> of the third year of the Appointment (Clause 16.4).</li> <li><input type="checkbox"/> A Limited Term Member at Assistant rank may request early consideration for Promotion in writing by <u>the end of March</u> of the year before consideration. (Clause 16.4.2).</li> <li><input type="checkbox"/> A Member who is a Tenured Associate Professor may request consideration for Promotion to Professor in writing by the <u>end of March</u> in the year of consideration. (Clause 16.6)</li> <li><input type="checkbox"/> The Dean will send a formal memo to only the Faculty Members to who he is inviting.             <ul style="list-style-type: none"> <li>▫ The Member should be advised he/she has two weeks to indicate, in writing to the Dean, c/o the Chair, his/her desire to be considered once they have received the Dean's invitation to come forward.</li> <li>▫ If the Member is considering going forward he/she should begin the process of compiling the information for the dossier.</li> </ul> </li> <li><input type="checkbox"/> Additionally, on behalf of the Dean, the Chair contacts all Probationary Members at the rank of Assistant and Associate and all Tenured Members at the rank of Associate, to request an up-to-date CV which must be provided to the Chair, for the Members' official files, no later than March 1. The faculty Member has the option to submit a March 1 version of their CV or submit their previously submitted CV from November in their Annual Performance Evaluation.</li> </ul>

<p>Department</p> <p>Department</p> <p>Dean’s Office</p> <p>Faculty Member</p>	<p>The CV must be complete. A template form is attached to the Candidate’s guide.</p> <p><input type="checkbox"/> Departments post public solicitation (on Department and Dean’s Office Bulletins with an August 15<sup>th</sup> closing date). Copy to go in dossier</p> <p><input type="checkbox"/> Departments email current students (in classes taught by member) and the list provided by Member with their former students to gather comments on performance in teaching. Copy of emails and distribution list to go in dossier</p> <p><input type="checkbox"/> Faculty and staff (peer) recommendation requests are sent via email by the Department Chair directly. All letters and/or emails received from peers or students may be returned directly to the Department Chair(s)* *Joint Appointees.</p> <p>o <u>Note:</u> At minimum an email with information on the public solicitation should be emailed to entire department (faculty, staff, undergraduate and graduate students, other Department Chairs).</p> <p><input type="checkbox"/> If the candidate holds a cross, joint or affiliate appointment in another department or Faculty, the Chair of that Department must be asked to comment on the candidate’s contributions within that unit by the Chair of the home unit.</p> <p><input type="checkbox"/> Dean’s office to arrange annual meetings by email (to occur in March/early April with all probationary/limited term (with Research) members, Dean and Chair present. For joint appointment both Chairs and Deans are required to be present.</p> <p><input type="checkbox"/> By March 31<sup>st</sup>, the Dean’s office sends letters, the Candidate P&amp;T guide and an invitation to the Faculty’s Promotion &amp; Tenure workshop to all those who have been identified as going forward for Tenure or Promotion and to start process of collection of materials (as per clause 7.4).</p> <p><input type="checkbox"/> By March 31<sup>st</sup>, Candidates must confirm in writing they plan to go forward and <u>must provide</u> their CV by this deadline as well.</p>
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April	<p>Dean's Office</p> <p>Faculty Member</p>	<ul style="list-style-type: none"><li><input type="checkbox"/> Annual Interviews for all Probationary Members are scheduled to be completed prior to April 30. The Dean's office will provide a list of all Probationary Members to the Departments for scheduling purposes.</li><li><input type="checkbox"/> A Promotion &amp; Tenure workshop will occur with topics including: How to put your CV together, pick external referees, create a candidate statement and the value of peer letters.</li><li><input type="checkbox"/> April 30 is the deadline for Candidate to submit:<ul style="list-style-type: none"><li>• Clause 7.4 b) a Teaching Dossier,</li><li>• Clause 7.4 c) a Research Statement,</li><li>• Clause 7.4 e) (ii) and (iii) – list of names supplied by the Member shall include a description of the qualifications of each referee, and of any previous interactions with the referee that might lead to a perception of bias in the referee's assessment of the Member's performance in Research, and</li><li>• Clause 7.4 f) any written submissions you wish to include with the File (optional).</li><li>• List and copies of up to 10 publications (please send electronically)</li><li>• List of colleagues/peers to be solicited for support letters</li><li>• List of students (graduated or current) to be solicited for support letters</li><li>• Candidate's statement (optional, but highly recommended) list of external referees, colleagues &amp; student names</li></ul></li></ul>
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<p>May</p>	<p>Dean's Office/ Department</p> <p>Department</p> <p>Dean</p> <p>Department</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Chair and Dean will discuss the list of potential external referees for faculty members going forward for Promotion &amp; Tenure and promotion to Full Professor, which should include three times the number of potential referees than the Department wishes to solicit. If the Dean adds names to the list, the Member will receive the amended list and will be given the opportunity to provide any objections in writing within 1 week, and will sign off on the final list of referees. These objections must be added to the P&amp;T file.</li> <li><input type="checkbox"/> Administrative Officer (AO) to update referee list as advised by the Dean/Chair and once the list is finalized, the Candidate must sign off for final approval (not via email). Dean and Member need to agree on list of referees.</li> <li><input type="checkbox"/> The Department Chair prepares the external referee letters, signed by the Dean, to be sent out. Please use the standard format provided (Appendix C) and include any accompanying documentation (noted below)</li> <li><input type="checkbox"/> The Dean will provide this list of reviewers for the Department Administrative Officer to contact.</li> <li><input type="checkbox"/> Administrative Officer (AO) to contact a minimum of five (5) referees and provide them: <ul style="list-style-type: none"> <li>* Curriculum Vitae (CV)</li> <li>* Sample Publications (10)</li> <li>* Guidelines</li> <li>* Research Statement and Candidate Statement (opt)</li> <li>* Cover Letter requesting a response due date</li> </ul> </li> </ul>
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June	Department	<ul style="list-style-type: none"> <li>• Organization of the dossier will happen throughout but do not forget to include the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Edit the sample Index of Contents / Signature Page as necessary.</li> <li><input type="checkbox"/> Add the Letter of Appointment</li> <li><input type="checkbox"/> Add the report of each annual interview with the Dean, along with the Member’s response to the reports, if any (if applicable).</li> <li><input type="checkbox"/> Add any documentation concerning arrangements made under the provisions of this Collective Agreement that alters the balance between the Member’s duties in the areas of Teaching, Research and Service, (e.g. Alternative Workload, cross/affiliate appointments, etc.)</li> </ul> </li> <li>• Copies of external referee letters (and/or emails) are put in P&amp;T dossier along with response from external referees (whether a response letter or a decline in writing a letter).</li> </ul>
July / August	Dean’s Office / Departments	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dean’s Office will hold times in Dean’s calendar for P&amp;T meetings (scheduled for mid-to-late September) for each member going forward). P&amp;T cases are prioritized and then promotion only cases.</li> <li><input type="checkbox"/> Department to contact their P&amp;T Committee to confirm meeting dates with committee members. Quorum consists of the Committee chair and four of the seven voting members, including the Chair/Director of a Department or School, if applicable (Clause 15.2).</li> <li><input type="checkbox"/> Departments are to check if there are conflicts of interests. Members who feel they may be in conflict need to write to the Dean.</li> <li><input type="checkbox"/> Departments are to submit original binders for review by Dean’s office prior to member signing off (on sanitized version).</li> <li><input type="checkbox"/> Department submits to the Dean’s Office the OWL Confidentiality and Conflict of Interest forms for all P&amp;T Committee members (where applicable) to have access to the candidates dossier. This is to be done at least one month prior to the meeting.</li> </ul>

September	Dean's Office / Department	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Department arranges for the candidate to review a sanitized copy of the original dossier and sign the Signature Page acknowledging that the file is complete. The Dean, also signs the Signature Page. <ul style="list-style-type: none"> <li>o The SANITIZED copy should include the lists of external referees, peers and students who were solicited but should not indicate who responded in any way. The letters and reports must be edited to delete names, addresses, letterhead, and references within the text which might identify the individual.</li> </ul> </li> <li><input type="checkbox"/> Departments to forward one hard copy of signed P&amp;T dossier to the Dean and upload an electronic version on OWL a minimum of 1 week before meeting for P&amp;T committee to review.</li> <li><input type="checkbox"/> Departmental Promotion &amp; Tenure Committee reviews the dossier and make recommendations. The Director of Administration attends all meetings as a resource to the Committee and Dean.</li> </ul>
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October	Dean's Office / Department	<ul style="list-style-type: none"> <li><input type="checkbox"/> A recommendation letter from the Committee is to be received by the Dean's Office within 2 weeks of the last meeting. The Department Administrator Officers (AO) is to ensure that all P&amp;T Committee members have signed off on the letter. The Dean's Office will ensure this is placed in the dossier.</li> <li><input type="checkbox"/> To show each member of the Committee has been provided with the opportunity to sign the recommendation (Clause 18.2), list each Committee member's name at the end of the recommendation and provide a space for his/her signature. If the member was absent for the vote or declared a conflict, include a notation to that effect on the signature line. If the member was present for the vote but away at the time of signing the letter, an e-mail from the member indicating his/her acknowledgement that the electronic copy of the recommendation is an accurate rendering of the Committee's decision may be added to the File.</li> <li><input type="checkbox"/> A recommendation letter from the Dean is created to accompany the letter from the Committee and placed in the dossier.</li> <li><input type="checkbox"/> The Dean's Office will provide a sanitized copy of both the Committee and Dean's recommendation letters to the Member and the Chair (Joint Chair/Dean if applicable).</li> <li><input type="checkbox"/> The Dean's Summary Submission Form is created and placed at the front of the dossier before the Index of Contents by the Dean's Office.</li> </ul>
November	Dean's Office / Department	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dean's Office will forward dossiers to Provost for final decision. Files going forward for Tenure are due by November 1 while those going forward for Promotion only are due by November 15.</li> <li><input type="checkbox"/> The Provost shall either approve or deny the recommendations from the Committee and the Dean and shall notify the Member. The Provost may request additional information, a consult with the Dean or return the file to the Committee if he deems it to be appropriate (19.2). Following approval by the Provost, promotion and/or change of status becomes effective on July 1st.</li> </ul>

## Key Dates

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### **TRAINING:**

- Promotion & Tenure Workshop (presented by the Dean's Office – Engineering in **late March/early April**). The Office of Faculty Relations also provides faculty members with workshops on Promotion and Tenure.

### **MEMBER PROVIDES** (Each candidate must submit the information below (listed in the Promotion & Tenure Article 7.4):

- CV - (**March 31**) \*Can use Annual Report CV submitted in November or March 1 as per the Promotion and Tenure Article, Clause 6.3 a)
- Teaching Dossier - (**April 30**)
- The Member is to provide a list of potential external referees, including a description of the qualifications of each individual. Please refer to P&T Clause 7.4 e). This list is due to the Department Chair by (**April 30**). The Dean and Department Chair review this list of external referees and prioritize the list. The Dean may request to add individuals to the list, but must also give the faculty member opportunity to object in writing to additional names. Once the external referees are agreed upon (a list of at least 15 External Referees are required) the Dean writes to selected external referees (minimum of 3) for assessments on the candidate's research accomplishments.
- A list of colleagues and students you wish to be solicited for comments. The Dean is required to conduct a public solicitation for comments on a Member's performance; however, you may wish to include the names of specific colleagues and students to be solicited for comments. – (**April 30**)
- Any written submissions from the candidate relevant to the case (i.e.: Candidate's Statement, Research Statement)\*Recommended is due to the Department Administrative Officer by (**April 30**)
- A maximum of 10 publications indicative of your research and scholarship – (**April 30**)
- You may submit an updated CV prior to the committee meeting and prior to signing off in the Table of contents in early September. You should consult with your Department Administrator as to the best date for this. Previous CV's will remain in your Promotion and/or Tenure File. As such, all CV's should be dated.
- The Promotion & Tenure Committee reviews the dossier and makes its recommendation no later than November 1 for tenure decisions and November 15 for Promotion decisions.
- It is not uncommon for faculty members to be asked to submit additional documentation to help the Promotion & Tenure Committee understand and/or clarify aspects of their dossier (17.1). Additionally, it is possible that the faculty member may be asked to meet with the Promotion & Tenure Committee in consultation (17.2). This typically would occur in October/November
- Usually the Provost decisions are made prior to the December holiday closure. Following approval by the Provost, promotion and/or change of status becomes effective on July 1st.

## **Information to be Provided by Candidates**

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**Please provide complete and accurate information as requested on the following pages. All of this information is required in order for you to be considered for promotion and/or tenure.**

1. Curriculum Vitae
2. Teaching Dossier
  - a. Evidence of Teaching Effectiveness
  - b. Teaching Summary
3. Candidates Statement (optional, but highly recommended)
4. Research Statement
5. List of Students to be contacted to comment on Teaching
6. List of Peers To Be Asked To Comment On Teaching, Scholarly Activity And Other Contributions To The University
7. Publications For Critical Review And Contribution To Each
8. List of External Referees

## **CURRICULUM VITAE**

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The Collective Agreement allows for the inclusion of both the Curriculum Vitae submitted with your Annual Report, as well as an updated version. The format can be of your choosing, but please ensure it covers the information suggested below. If you submit an updated version, it may be helpful to include a cover page outlining the changes and additions. Please DATE EACH COPY OF A CURRICULUM VITAE (CV) THAT YOU PROVIDE

### NOTES:

- Information on your teaching activities (courses, evaluation summary, curriculum development, development of new techniques) must be provided either in your Curriculum Vitae and Candidate's Statement or separately as a Teaching Dossier. It is your choice which format to use to provide this information.
- The Promotion & Tenure Committee members will not be familiar with initials and acronyms in your specialty. Please use full names for awards, granting agencies, committees, etc. You may also wish to state the purpose of awards, e.g. travel award, graduate student award, summer studentship award.
- Please be exact in outlining your role and contributions to peer-reviewed publications and grants, especially where you are not the Principal Investigator or first/senior author.



## CV TEMPLATE

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NAME: \_\_\_\_\_, 20XX

RANK, STATUS:

DEPARTMENT:

REVISION DATE:

ADDRESS:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

EDUCATION:

- University Degrees - University, Department, Date Conferred, Thesis Title, Supervisors
- Internship
- Post Graduate and/or Postdoctoral Training
- Specialty Qualifications and Licenses Held

ACADEMIC / EMPLOYMENT HISTORY:

- Academic Appointments (Dates, Rank & Position, Department, Institution)
- Administrative Appointments (Dates, Rank & Position, Department, Institution)
- Leaves / Absences
- Summer Studentships and Fellowships Held

AWARDS, HONOURS, FELLOWSHIPS, SCHOLARSHIPS:

(include those awarded during your University education)

- Provide a brief description of each and its purpose

CONTINUING EDUCATION: (list under separate headings)

- Conference and professional annual meeting attendance
- Continuing Education attended (in your discipline)
- Faculty Development attended

GRADUATE STUDENT (MASTERS & PhD) and RESEARCH TRAINEE SUPERVISION:

	Student Name / Year / Program	Successfully Completed / Awards	In Progress
Doctoral Thesis			
Master's Thesis			
Post-Doctoral Fellows			
Total Number of PhD Committees Served On			
Total Number of Master's Committees Served On			

\*Note any awards won or held by students whom you supervise. Please note precise role on any student advisory committees (supervisor, co-supervisor, advisor) as well as the students' program (MSc, MA, PhD, etc.)

CONTRIBUTIONS TO TEACHING AND EDUCATION: (list under separate heading)

- Titles of courses taught, number of hours taught, number of students per year, years taught
- Continuing Education presentations given (distinct from abstracts, paper presentations and invited lectures)
- Additional roles in education (e.g. course coordinator, program director, mentor, interviewer)
- Educational materials developed (e.g. course manuals, audio/visual materials, software)

INVITED LECTURES:

- List scholarly presentations given by invitation

RESEARCH FOCUS:

- Describe areas of research interest and current projects

PUBLICATIONS: (list under separate heading, in order of publication)

- Books authored
- Books edited
- Chapters in books and symposia
- Articles in peer-reviewed journals
- Peer-reviewed conference proceedings
- Articles in unrefereed journals and conference proceedings
- Technical Writings
- Abstracts and Paper Presentations
- Other (eg. book reviews, letters to editor)
- Accepted for publication (optional and indicated as such)
- Submitted manuscripts and work in progress (optional and indicated as such)

\*Note: Within each category, please supply details in chronological order and give full citation, including page numbers for books, chapters and journal articles and names of authors in the order in which they appear on the publication. Highlight your name in bold font, and placed according to authorship.

PATENTS:

- Name, Year, filed or granted

RESEARCH FUNDING:

For each grant or contract provide the information required in table format. If there are co-grants or group grants, list the total amount of the grant and, in brackets, the amount that is your component.

Start Date	End Date	Principal Investigator	Co-Investigator	Your Role	Granting Agency	Peer Reviewed	Grant Title	Annual Amount	Total Amount

- Include external salary awards and start-up funds received. You may also list grants applied for but not awarded, marked clearly as such.
- Please be exact in outlining your role and contributions, especially where you are not the Principal Investigator.

SCHOLARLY AND PROFESSIONAL ACTIVITIES:

- Professional Society Memberships and Offices Held
- Roles on Review Boards of Journals and Granting Agencies
- Visiting Professorships
- Roles in Conferences (e.g. organizer, workshop leader, chair)
- Consulting and Professional Activities
- Service to the Community as part of your Profession, e.g. public lectures and presentations, community outreach, innovative health care delivery

COMMITTEE MEMBERSHIPS:

- University
- Faculty
- Departmental
- External – Professional, Hospital, Research Institute, Community, etc.

## TEACHING DOSSIER

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1. The University of Western Ontario has approved the use of standard information on teaching and educational contributions in promotion files. Please refer to the following website from the Centre for Teaching and Learning Office for information on how to construct a teaching dossier. Samples of teaching dossiers are also available on the website <https://teaching.uwo.ca/awardsdossiers/teachingdossiers.html>. The following information is excerpted from the website and is not considered inclusive.
2. Please note that the maximum length of the Teaching Dossier is **limited to 35 pages**, including a maximum of 20 pages of Appendices.
3. A Teaching Summary template is provided as Appendix I. **\*Do NOT include copies of course outlines**

### Teaching Responsibilities

1. List of all courses or segments of courses taught since your initial appointment, plus a description of your role therein. (In the case of promotion to Professor only, the dossier should cover the period since the last promotion.) **REQUIRED**
2. List of all students supervised, including graduate and undergraduate theses. **REQUIRED**
3. List of academic advising duties for the past 5 years. **OPTIONAL**

### Teaching Philosophy

1. A succinct, clearly reasoned statement of your personal beliefs about teaching and how these have influenced your choice of teaching methods, i.e. an explanation of why you do what you do. Maximum length 2 pages. **REQUIRED**

### Teaching Strategies and Innovations

1. Description of novel teaching methods or curriculum material that you have developed, including textbooks, lab manuals, assignments, computer software. **REQUIRED**
2. Contributions you have made to development of new courses or revision of existing courses. **REQUIRED**
3. Evidence of impact or effectiveness of above innovations, for example, data from program evaluation studies or letters of support from colleagues, students or curriculum experts. **OPTIONAL**

## **Evidence of Teaching Effectiveness**

### Classroom Teaching

1. Summary of information on teaching effectiveness and course as a learning experience as gathered in SQCT Data. **REQUIRED**
2. Letters from students, former students or employers of former students. Letters should be designated as solicited or unsolicited, and if solicited the letter of solicitation should be included. **REQUIRED**
3. Inclusion of unsolicited letters **OPTIONAL.**
4. Evidence of student success attributable, in part, to your teaching, for example, awards, acceptance for advanced study, employment, etc. **OPTIONAL**

### Course Content and Course Management

1. Colleague evaluations based on analysis of course documents and materials such as course outlines, assignments and sample graded essays or exams. Colleague evaluators should be selected by mutual consent of faculty member and Chair or Dean, and solicited by the Chair. **RECOMMENDED**

### Student Supervision

1. Inclusion of unsolicited letters **OPTIONAL.**
2. Evidence of student success attributable, in part, to your supervision, for example, awards, appointments, publications, acceptance for advanced study and employment. **OPTIONAL**

### Prior Recognition

1. Teaching awards or nominations. **OPTIONAL**
2. Invitations to teach or contribute curriculum materials to other institutions or departments. **OPTIONAL**

### Professional Development

1. Brief description of steps taken to improve your teaching, including workshops and seminars attended, courses completed and peer consultation. **REQUIRED**

### Educational Leadership

1. Membership on curriculum/educational policy and planning committees. **OPTIONAL**

2. Membership on committees relating to evaluating or improving teaching. **OPTIONAL**
3. Delivery of formal faculty development programs, for example, running workshops, serving as peer consultant or faculty development specialist. **OPTIONAL**

Research on Teaching

1. Papers published or presented on teaching or curriculum issues, including articles proposing or evaluating new teaching methods or curriculum developments. **OPTIONAL**
2. Informal, unpublished research on teaching. **OPTIONAL**

## CANDIDATE'S STATEMENT / RESEARCH STATEMENT

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A Research statement is required and will be shared with both the P&T Committee and your External Referees.

A Candidate's statement is optional and is only shared with the P&T Committee, unless you specifically request your Department to also share this with your External Referees.

These narrative statements are your opportunity to highlight and explain the academic contributions throughout your career that you feel are significant for the committee considering your case. These statements are your opportunity to indicate your activities and your role within the department, Faculty and University. Key emphasis should be placed on your specific role and the impact your role had.

For example, you may wish to:

- Highlight and give more detail on certain items from your CV or teaching dossier, explaining the impact, e.g. administrative leadership or educational initiatives which have enhanced teaching and/or research within your department.
- Describe accomplishments that are not included in your CV or Teaching Dossier and evaluate their impact, e.g. an innovative laboratory technique, attracting postdoctoral fellows to spend time learning with you, currently being written up for publication.
- Provide a perspective on initiatives underway presently or in the near future and results that you anticipate, e.g. future directions of research, enrolment in faculty development, future leadership roles, etc.
- If applicable, mention any significant special circumstances which have arisen during your career that have affected your performance, e.g. periods of absence or reduced responsibility, unsuccessful research initiatives, geographic relocation, lab renovations/availability, etc.

### Leaves

- Where a Member has taken an Employer-approved Leave of more than 24 weeks, the Member's Probationary Appointment is automatically extended by one year for each Leave in excess of 24 weeks (Clause 16.7). However, the Member may elect to be considered for Tenure in what would have been the final year of his/her Probationary Appointment but for the Leave(s) taken, by giving written notice to the Dean before the end of March of the calendar year in which the consideration would commence. (Clause 16.7.1)

**STUDENT REVIEWERS:**

TO BE CONTACTED TO COMMENT ON TEACHING

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Please provide names and addresses of students with whom you have taught, e.g. former undergraduate or graduate (PhD and MEd, MEng and PDFs) students and/or fellows whom you've served as thesis, research supervisor and students. Please state the nature of the contact. Letters should be designated as solicited or unsolicited, and if solicited, the letter of solicitation should be included. All solicitation are to be completed by the chair and/or the Administrative Officer of your Department.

**Example Template**

POTENTIAL STUDENT REVIEWERS:

1. NAME:  
ADDRESS:  
NATURE OF CONTACT:  
TELEPHONE:
2. NAME:  
ADDRESS:  
NATURE OF CONTACT:  
TELEPHONE:
3. NAME:  
ADDRESS:  
NATURE OF CONTACT:  
TELEPHONE:
4. NAME:  
ADDRESS:  
NATURE OF CONTACT:  
TELEPHONE:

Signatures

I indicate by my signature below full and complete agreement with the above listing of potential student reviewers.

OR

I am objecting to the inclusion of \_\_\_\_\_  
as potential reviewer(s) on the grounds that \_\_\_\_\_

\_\_\_\_\_  
Candidate's signature & date



**PEERS (Staff and/or Faculty) REVIEWERS:**

TO BE ASKED TO COMMENT ON TEACHING, SCHOLARLY ACTIVITY AND OTHER CONTRIBUTIONS TO THE UNIVERSITY:

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Please provide names and addresses of colleagues who can best comment on the above area. These may be individuals within your own department, in other departments at this University or, at other Universities. They must know you well and be able to comment from personal observation on your contributions in teaching, University service and leadership. Peers also have the opportunity to comment on the nature of your contributions to research. Remember, teaching includes development of course materials and examination questions and student advising, as well as direct contact teaching. Include course managers or chairs of committees to which you have made active contributions. Colleague evaluators should be selected by mutual consent of faculty member and Chair or Dean.

POTENTIAL PEER REVIEWERS:

1. NAME:  
ADDRESS:  
NATURE OF CONTACT:  
TELEPHONE:
2. NAME:  
ADDRESS:  
NATURE OF CONTACT:  
TELEPHONE:
3. NAME:  
ADDRESS:  
NATURE OF CONTACT:  
TELEPHONE:
4. NAME:  
ADDRESS:  
NATURE OF CONTACT:  
TELEPHONE:

Signatures

- I indicate by my signature below full and complete agreement with the above listing of potential peer reviewers.

OR

- I am objecting to the inclusion of \_\_\_\_\_  
as potential reviewer(s) on the grounds that \_\_\_\_\_

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Candidate's Signature & Date

## **EXTERNAL REFEREES:**

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External referees are individuals outside Western University, with expertise which qualifies them to comment in an independent and unbiased manner on your selected research papers and your reputation in research and scholarly activities. From the names you provide, and additional ones suggested by the Dean (and approved by you), at least FIVE will be selected. These reviewers will be sent your Curriculum Vitae, your publications submitted, and your Research Statement, and your Candidate's Statement (if applicable) for critical review.

**NOTE:**        **THE PEOPLE SELECTED MUST NOT KNOW YOU WELL** (i.e. not relatives, personal friends, co-authors, graduate teachers or thesis supervisors, former students, collaborators, co-workers, etc.)  
**\*\* Do not communicate in any way with a potential external referee.**

Your list should be comprised of a mix of International, National and U.S. Reviewers.

For Full Professors please ensure you list referees from the Top 100 List. The Dean is looking to find prominent schools of Engineering to seek potential reviewers.

- QS Discipline Rankings = <http://www.topuniversities.com/qs-world-university-rankings> -
- Lieden Rankings = <http://www.leidenranking.com/ranking/2015>
- Times Higher Education = <https://www.timeshighereducation.com/world-university-rankings/2016/world-ranking#!/page/0/length/25>

Please provide names, addresses and a biographical sketch (including academic rank) of the qualifications and areas of expertise of each potential external referee.

### *Sample Summary of Biographical Sketch of External Referees*

Professor \_\_\_\_\_, is a world expert in the field of bioinorganic chemistry. He is editor of the highly regarded Inorganic Biochemistry and, at present is the Chief, Laboratory of Cellular and Molecular Biology, at the National Institute of Aging, NIH. His earlier positions included professorships at the University of Louisiana and Georgetown University.

**Template: Name and Signature Page for External Referees**

POTENTIAL EXTERNAL REFEREES:

NAME:

ADDRESS:

TELEPHONE:

BIOGRAPHICAL SKETCH (include academic rank):

NAME:

ADDRESS:

TELEPHONE:

BIOGRAPHICAL SKETCH (include academic rank):

NAME:

ADDRESS:

TELEPHONE:

BIOGRAPHICAL SKETCH (include academic rank):

NAME:

ADDRESS:

TELEPHONE:

BIOGRAPHICAL SKETCH (include academic rank):

NAME:

ADDRESS:

TELEPHONE:

BIOGRAPHICAL SKETCH (include academic rank):

NAME:

Signatures

- I indicate by my signature below full and complete agreement with the above listing of potential external reviewers.

OR

- I am objecting to the inclusion of \_\_\_\_\_ as potential reviewer(s) on the grounds that \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature & Date

\_\_\_\_\_  
Dean's Signature & Date

## **PUBLICATIONS FOR CRITICAL REVIEW AND CONTRIBUTION TO EACH:**

Please select your best papers for critical review. Maximum number is 10.

1. TITLE:  
CONTRIBUTION:  
ROLE:
  
2. TITLE:  
CONTRIBUTION:  
ROLE
  
3. TITLE:  
CONTRIBUTION:  
ROLE
  
4. TITLE:  
CONTRIBUTION:  
ROLE
  
5. TITLE:  
CONTRIBUTION:  
ROLE
  
6. TITLE:  
CONTRIBUTION:  
ROLE
  
7. TITLE:  
CONTRIBUTION:  
ROLE
  
8. TITLE:  
CONTRIBUTION:  
ROLE:

