

York University 2006

T&P at York

An overview for candidates

December 13, 2006



What's this workshop about?

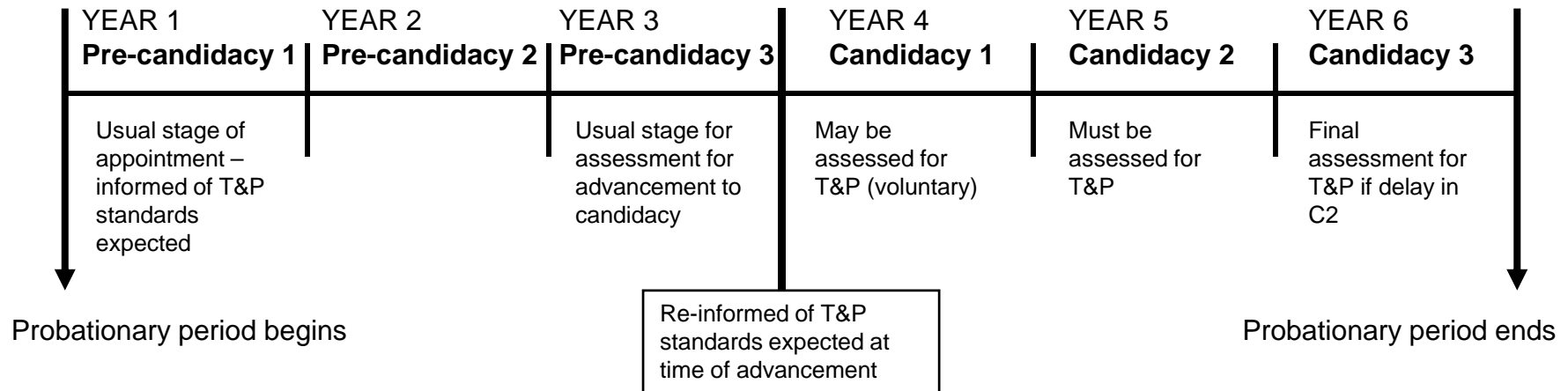


- The probationary period
- Criteria and standards
- Overview of the process
- Candidate's role
- Documenting your achievements
- File preparation and file contents
- Candidate's rights
- Timing and important deadlines
- Where to find more information

Probationary Period



- Normal progress through Pre-candidacy and Candidacy



Criteria for T&P



- Associate Professor defined:

“A matured scholar whose achievements at York and/or elsewhere has earned his or her colleagues’ respect as an individual of superior qualities and achievements.”

Minimum Standards for Tenure and/or Promotion to Associate Professor

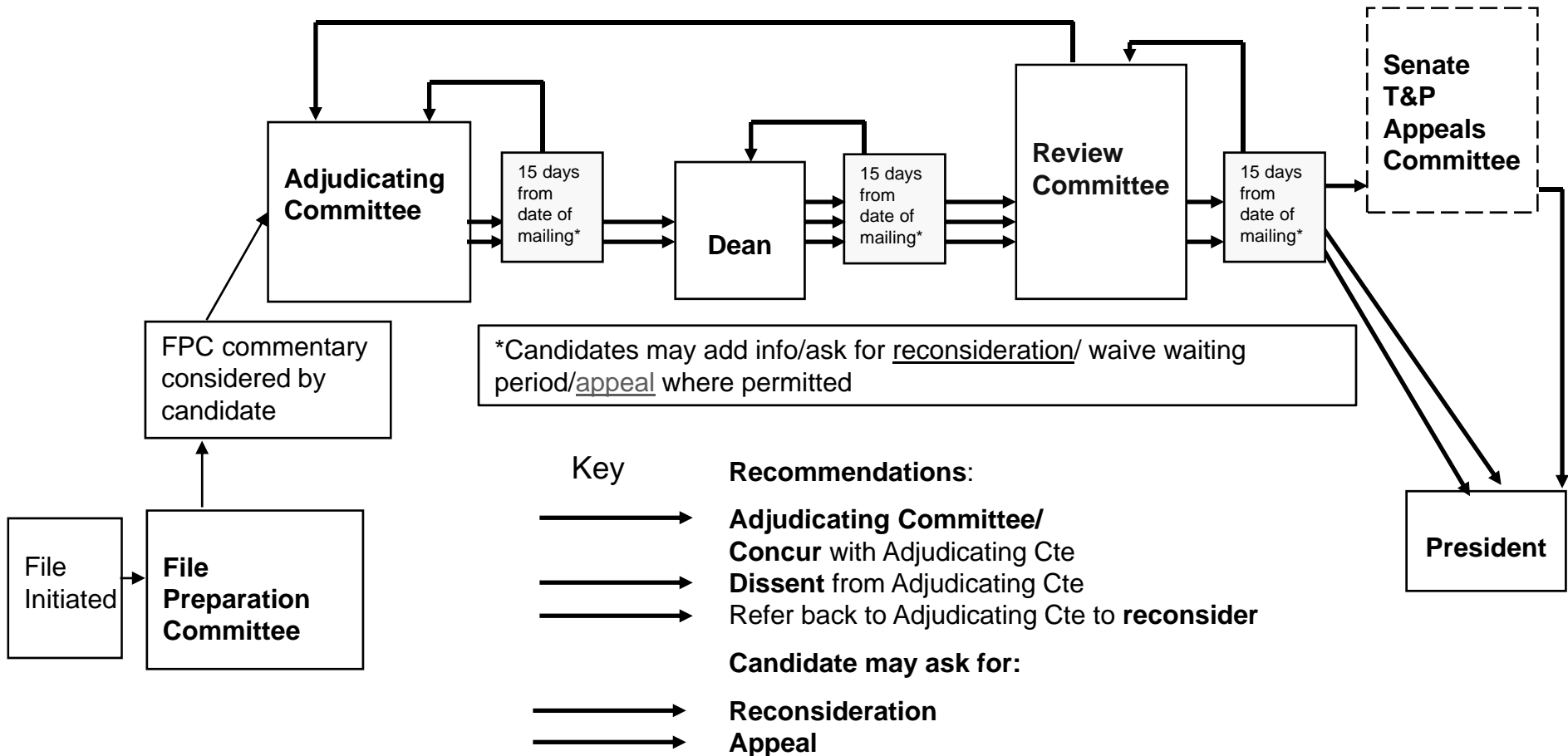


Criterion Areas	Teaching	Professional Contribution & Standing	Service
Scenario 1	Excellence	Competence	Competence not demonstrated
Scenario 2	Competence	Excellence	Competence not demonstrated
Scenario 3	Competence	Competence	Excellence
Scenario 4	High Competence	High Competence	High Competence

T&P Process - Overview

- Step 1: Committees formed
- Step 2: File Preparation
- Step 3: Adjudication
- Step 4: Decanal consideration

- Step 5: Senate Review
- Step 5A: Appeal
- Step 6: President



Committees - Overview

Committee	Membership	Function
File Preparation Committee	No fewer than 3 persons: •2 named by (normally from) Adjudicating Committee •1 named by candidate	<ul style="list-style-type: none"> •Prepares a file which fairly and accurately reflects candidate's academic career •May provide "contextualizing" commentary for certain evidence in the file
Adjudicating Committee	6-8 tenure stream faculty (majority with tenure) + 2-3 students	<ul style="list-style-type: none"> •Makes substantive recommendation on tenure and/or promotion •Writes report which outlines recommendation & provides details of vote
Dean's letter of Transmittal – concurs with or dissents from Adjudicating Committee's recommendation		
Senate Review Committee	Faculties with departments: Faculty committee + 2 members of Senate T&P committee Faculties – no departments: •Panel of Senate T&P committee (6 members)	<ul style="list-style-type: none"> •Reviews Adjudicating Committee recommendation to ensure that criteria and standards applied fairly and proper procedures followed •Recommendation concurs, dissents (with reasons), or refers file back to Adjudicating Committee where procedures not properly followed or criteria not properly/not fairly applied •May also refer file back to consider new information
Senate T&P Appeals Committee (STAPAC)	6 members	<ul style="list-style-type: none"> • Considers appeal of Review Committee recommendations: negative recommendation for tenure or delay recommendation for promotion to senior ranks Concurs with Review Committee or substitutes its judgment for Review Committee's recommendation
President's decision		

Candidates provide the following to the FPC:

- A current, clear and detailed c.v.
- Personal statement (optional)
- Names of referees for all 3 areas of assessment
- Copies of materials for the use of FPC and referees
- Teaching dossier for the use of FPC and referees (optional)
- Teaching documentation from previous institutions, if applicable
- Lists of citations or of courses where publications are used

C.V. format



- A. Personal information
 - name, degrees, employment history, honours & awards
- B. Scholarly and professional contributions
 - summary, list of publications/creative work, reports, work in progress, professional service, funding
- C. Teaching
 - summary, undergraduate & graduate teaching & supervision, other contributions, courses taught elsewhere, awards, committees, scholarly work
- D. Service
 - university & community service
- E. Current date

Personal statement



- Succinct - max 2000 words
- To provide an assessment of career progress to date
 - Summarize goals and achievements in each of the areas of assessment: professional contribution and standing, teaching and service
 - Summarize work in progress
 - Identify any new directions
- To explain any anomalies in career profile
 - Contextual information to explain any particular issues or challenges
 - Gaps in academic production that may have been affected by illness, family circumstances, etc.

Teaching section of personal statement



- **1. Approach to Teaching**
 - Goals - what you are trying to achieve in your teaching
 - Strategies - how you advance your teaching goals
 - Professional development - your commitment to ongoing teaching improvement
- **2. Contributions to teaching**
 - Courses taught - roles and responsibilities as a teacher
 - Teaching related activities - other contributions to teaching
- **3. Evaluation of teaching**
 - Evidence from various sources

Teaching documentation in file



- C.V. and optional personal statement
- Letters of reference – colleagues
 - evaluation based on a review of
 - course materials
 - teaching section statement
 - classroom observations
- Letters of reference from those with whom the candidate has taught
 - faculty colleagues and/or TAs, as appropriate
- Letters of reference from undergraduate and graduate students
 - random sampling
 - graduate students supervised by candidate
- Student evaluations
 - statistical summaries
 - signed commentary, if available

Professional contribution and standing documentation



- C.V. and optional personal statement
- Letters of reference
 - 3 - 6 references - external and arm's length
 - candidates will be advised what material is being sent to external referees and may add other material they believe is relevant
- Statements from co-authors on the nature of the candidate's contributions to work written or produced as part of a team or group in a research project
- Published reviews of candidate's works, if available

Service documentation



1. C.V. and optional personal statement
2. Letters of reference (normally not more than 3, unless candidate has extraordinary breadth of service)

File Preparation



- File Preparation Committee is responsible for preparing a file which is complete and which fairly and accurately reflects candidate's academic career
 - Committee solicits letters of reference
 - **Teaching:** 3 referees + random sample of students from most recent grad/undergrad classes + grad students supervised by candidate
 - **Professional Contribution and Standing:** minimum of 3 referees, normally external to York and at arm's length from the candidate
 - **Service:** normally not more than 3 references
 - Committee obtains teaching evaluations
 - Committee does not adjudicate the file, but may provide factual commentary to contextualize evidence in the file

Candidates' Rights



- All candidates are entitled to:
 - Review all material in their file, except for original copies of letters of reference or signed student comments from course evaluation questionnaires.
 - Receive copies of confidential referees' letters and student comments from teaching evaluations with signature, name, address and all contextual information removed
 - A 15-day waiting period between each stage to add information or ask for reconsideration of a negative or delay recommendation
 - Add information to their file (normally during the 15-day waiting period)

Candidates' Rights, continued



- A 15-day waiting period between each stage to add information or ask for reconsideration of a negative or delay recommendation
- Appear before any adjudicating or reviewing body in the tenure and promotion process
- Receive clear and detailed reasons for the Adjudicating Committee recommendation
- Where those reviewing the file dissent from the Adjudicating Committee recommendation, receive reasons for the dissent

Candidate's Role during the process



- Candidates may wish to:
 - Update their c.v. (at any time during the process)
 - Respond to any commentary by the File Preparation committee
 - Provide additional information or evidence, normally during the 15-day waiting period, or waive the waiting period
 - Ask any of the following persons/offices about aspects of the new procedures which may be unclear:
 - members of their File Preparation Committee
 - members of the Adjudicating Committee
 - the department chair
 - designated members of the decanal administration
 - YUFA
 - Academic Employee Relations

- Important Deadlines
 - Advancement to candidacy for tenure:
 - By November 1 of pre-candidacy 3 year
 - Adjudicating Committee’s recommendation on T&P:
 - Must be communicated to candidate by **1 November** of year in which the file is considered
 - “Deny” decision on tenure files:
 - President’s decision must be made and candidate notified by June 30

Timing Issues, continued



- When to start preparing a tenure and promotion file
 - it is recommended that file preparation commence the preceding January
- Appointments on dates other than July 1
 - normally for these candidates, the schedule commencing the next July 1 will apply

More information



- The T&P Toolkit contains:
 - T&P Policy, Criteria and Procedures
 - Application status form & checklist
 - Process overview – flow charts
 - Frequently asked questions
 - Questions to guide units in developing T&P standards
 - Steps in the process
 - Suggested timeline for typical files
 - Guidelines: candidate's statement, sample letters to referees
- Find the toolkit at
<http://www.yorku.ca/secretariat/senate/committees/tnp/toolkit/index.htm>