



ST. FRANCIS XAVIER  
UNIVERSITY

# Evaluation Committee (EC) Rank & Tenure Committee (RTC) Workshop September 26, 2024

Academic Vice-President & Provost

Fall 2024



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## Why the EC Matters

- RTC process
  - EC and Chair/Coordinator letters with clear recommendations
- Probationary members and LTAs
  - Mentoring process
  - Encourage progression
  - Recommendation for probationary in final year of contract





## Dates & Deadlines

- September 15 - intent to apply for advancement in rank/tenure
- September 15 - Dean requests EC provide evaluations for those holding probationary appointments. LTA's shall be reviewed each year (except first year) (page 74)
- October 1 - AVP&P requests EC and Chairs to provide evaluations for those seeking tenure or promotion
- October 1 – faculty applying for promotion/tenure must submit their electronic dossier to the Chair of EC and AVP/Chair of RTC. No additions or changes are permitted after this date.
- October 1 – faculty holding probationary appointments or LTA's requesting evaluations submit dossier to the Chair of EC. No additions or change are permitted after this date (page 88)

*Karen's notes: LTA's can be evaluated outside of this timeline – can be done in the winter term if necessary – then Dossier could be due Feb 1 for LTA's*

*How do we evaluate LTA – if using towards a TT appointment need to evaluate teaching and research. Should not be negative if they did not do scholarship and research*





## Timelines

- November 1 – EC and Chairs provide their written reports with clear recommendations to the AVP&P and the Faculty member for those seeking tenure or promotion
- November 1 – The EC shall provide a written report to the Dean and Faculty member for probationary and LTA reviews and submit electronic dossier to the Dean
- December 15- President normally communicates tenure and promotion to Associate decisions
- February 28 – President normally communicates promotion to Professor decisions





## Timelines (External Referees)

- By September 15 - Candidate provides names of three (3) referees and a rationale to AVP&P – copy to Dean and Chair
- By October 1 - EC adds two additional names and submits combined list and a rationale to AVP&P
- By October 15, RTC selects two (2) referees and an alternate – majority vote
- By January 21, AVP&P sends copies of referees' letters to the EC and member
- Member has ten (10) working days to submit a response to letters to the AVP&P
- RTC makes decisions
- By February 28, President communicates the decision to the member and AVP&P





## Article 2.2.2.1 Departmental and Interdisciplinary Program Evaluation Committees (EC) (pg. 87)

- Chair (ex officio) + two other members + alternate member;
- In small departments, one or more elected members may be from another department;
- Interdisciplinary Program: Coordinator + two other members and alternate shall be members of the IP or related disciplines;
- Anyone considered by RTC cannot be on EC (except Department Chair/ Coordinator, Associate Dean, SON)





## Article 2.2.2.1 The Role of EC (pg. 88)

4.1 It is the responsibility of the EC to provide such periodic evaluations of a Faculty member as may be requested:

- a) by that individual;
- b) by the RTC to review an application for tenure or promotion;
- and,
- c) by the Dean for required review of a faculty member holding a probationary or Limited-Term appointment.





## Article 2.2.2.1 The Role of EC (pg. 88)

4.5 it is the responsibility of the EC to provide the RTC with information, evaluation of such information, and **clear recommendations** with regard to granting of tenure and promotion

4.6 It is the responsibility of the EC to provide the Dean and the AVP&P with information, evaluation of such information, and **clear recommendations** with regard to renewal of a Probationary Contract.



## Article 2.2.2.1:5.0 EC Letter (pg. 88-89)

- A statement of scope of assessment, sources of information used and summary of information gathered.
- An analysis of the information gathered and the results of the assessment. Results must be **evidentiary** in basis; that is, derived from material submitted in the dossier or documented by the EC.
- Voting patterns shall be recorded in the letter.
- The EC full, reasoned, and written recommendation in cases of tenure and promotion shall be made to the Chair of the RTC, with copies to the candidate.
- Recommendations shall bear the signatures of all members of the EC who participated in the process.

## Article 2.2.1 Evaluation Criteria (pg 84)

2.4 Three major elements should be considered in assessing teaching effectiveness:

- a) the degree to which the Faculty member is able to **stimulate and challenge the intellectual capacity** of students;
- b) the degree to which the Faculty member is able to **communicate well**; and
- c) the degree to which the Faculty member has a **mastery of their subject area**.



## Article 2.2.2.1.1 Methods of Evaluating Teaching (Pg. 89-90)

(2.0) In evaluating the teaching effectiveness of a Faculty member, EC's shall normally consider the following:

- a) course content, as set out in syllabuses for courses and laboratories;
- b) instruments devised for evaluating student performance, such as examinations and assignments;
- c) examples of graded written work;
- d) grading patterns;
- e) availability to students for consultation;
- f) supervision of honours and major students; and
- g) student attitudes to the performance of instructors as reflected in course evaluation questionnaires and in enrolment patterns.





- 3.0 In evaluating the teaching effectiveness of a Faculty member, EC's **shall** use the following methods
- a) classroom visitations by each member of the EC where possible;
  - b) where appropriate, interviewing advanced students, past and current; and,
  - c) where applicable, seeking advice from colleagues within the University and beyond.

*Karen's notes: When someone is on medical leave– cannot do classroom visits; they can also choose to be evaluated if on leave but there would be no classroom visit*





## Article 2.2.1.3.0 Evaluation Criteria Scholarship (pg. 84-85)

3.2 Scholarship means the discovery, integration, interpretation, and/or application of knowledge related to one's discipline – normally public, susceptible to critical review and evaluation by one's peers;

3.3 Evidence for such ongoing engagement will be measured by the quality of research and creative work.





## Article 2.2.1.3.0 Evaluation Criteria Scholarship (pg. 84-85)

- Publication by a recognized publisher in print or electronic form including books, textbooks, case studies, monographs, contributions to edited books, articles in refereed journals, book reviews, and presentation of refereed papers at professional and scholarly meetings. Collaborative work or work done in partnership with other scholars;
- Recognition by one's peers including participation as an editor or as a member of an editorial board of a journal or scholarly publication;
- Major research projects; research and publication funding; developing software; contract reports, works of academic or artistic value; creative and artistic works, productions, and performances related to an academic discipline.





## Article 2.2.1.3.0 Evaluation Criteria Scholarship (pg. 84-85)

3.4 Secondary categories for consideration as evidence of scholarship include, but are not limited to, the following:

- a) non-refereed publications in print or in electronic form;
- b) participation in panels and presentations at conferences and/or professional or scholarly meetings;
- c) training of highly qualified personnel.





## Article 2.2.1:3.6 Evaluation Criteria Indigenous Scholarship – (pg.85)

- Indigenous Scholarship, as a unique and valued form of scholarship is defined within the *Collective Agreement*. Indigenous research can incorporate Indigenous knowledge systems and is recognized as a primary category of scholarship contribution. The forms that this type of scholarship may take are described and EC's are expected to evaluate such research, special qualifications and contributions through an appropriate Indigenous lens. Specific examples of the unique attributes associated with Indigenous Scholarship are provided in this section of the *Collective Agreement*.





## Article 2.2.1.4.0 Evaluation Criteria Service (pg. 86-87)

- Service to the University community;
- Service to the Academic/Professional community;
- Service to the wider community – participation in activities and organizations outside the University where the member's academic, professional, teaching and/or research interests and competencies form the basis for such participation.





## Article 2.2.3.2 Evaluation of Faculty seeking Tenure and Promotion to Associate (pg 95)

1.1 A Faculty member at the rank of Assistant who is granted tenure is simultaneously promoted to the rank of Associate.

2.1 The member shall ordinarily have the following minimum qualifications:

- a) A doctoral degree
- b) evidence of effective teaching
- c) a record of peer-reviewed scholarship consistent with disciplinary norms and/or a reasonable quantity of creative work consistent with disciplinary norms as defined in Article 2.2.1:3.0
- d) a satisfactory record of service, as defined in 2.2.1:4.0





## Article 2.2.3.3 Evaluation of Faculty Seeking Promotion to Professor (pg. 96-97)

### 5.0 Criteria for Promotion to Professor

- a) has achieved recognition as an outstanding scholar combined with a record of effective teaching and has a satisfactory record of service – sustained over time
- b) Has distinguished themselves as an outstanding teacher combined with a record of significant scholarship and a satisfactory record of service – sustained over time





## Article 2.1.5 Advancement in Rank (pg. 77)

5.0 Early promotion to the rank of Professor may be sought by a Faculty member on meeting the requirements outlined in 2.2.3.3. The application shall include a rationale (maximum 500 words) for early consideration.

5.1 Only Faculty members who are in their 7<sup>th</sup> year of service at the rank of Associate are eligible to apply for early promotion.

- Consult with your Dean.





## Memorandum of Understanding #5 (page 269)

### Equitable Hiring and Evaluation Procedures

1. The Parties agree that additional consultation is required to determine appropriate supports for equity-deserving members during the hiring and evaluation process. As such, a committee will be formed consisting of three appointees of each Party to consult and provide recommendations on appropriate methods to support these members to the Joint Committee for the Administration of This Agreement.
2. In the interim, equity-deserving members being evaluated may elect, no later than thirty (30) days prior to evaluation, to have another non-voting representative on their Evaluation Committee. The representative will be chosen by the individual and not be in a conflict of interest. The role of the representative is to provide advice during the deliberations of the Evaluation Committee on any aspect of the application that may reflect the individual's heritage and/or identity. The representative may prepare an independent report to be added to the Committee's recommendation.





## COVID-19 Considerations

- At the commencement of the probationary review, the Chair of the review committee shall verbally remind committee members of the unique circumstances of Winter 2020 and 2020-21 ; 2021-22 when reviewing the applications of all individuals who were in their probationary period during these COVID-19 impacted periods;
- No student evaluations for Winter 2020 courses that were ongoing after March 13, 2020 or for courses during the Fall 2020 academic term will be used without the Member's prior approval for the purpose of annual evaluation, tenure, and/or promotion;
- No negative conclusions will be drawn based on the absence or presence of course evaluation questionnaires from Winter or Fall 2020





## COVID-19 Considerations /2

- A document “Guidelines for Program and Evaluation Committees and Rank and Tenure Committee” was developed from the Appendix of the LOU COVID-19 Continuing Measures.





## Issues Arising

- We recommend that external referees be at the rank of Professor, where possible.
- Collaboration – must declare (Article 2.2.2.1:3.2 pg. 88).
- Conflict or conflict of interest – EC member shall withdraw and be replaced by the alternate (Article 2.2.2.1:3.3).





- Respect & Confidentiality for applicants
- Be sensitive & respectful
- Absolute confidentiality
- Consider all email public
- If integrity issues or conflict of interest issues arise, contact Dean/AVP





## Rank & Tenure Committee

- Composition – six (6) members plus two (2) Deans voting (page 92).
- What happens during a RTC meeting?





# Questions

