

Promotion to Professor

Criteria	Standard of Performance
Scholarship	<ul style="list-style-type: none"> • Demonstrated sustained commitment to her/his scholarship, sufficient in quantity to indicate that the candidate's contribution is widely recognized by academic authorities in the field, and have achieved a national or international reputation, as articulated by AAU-approved P&T criteria • Scholarship includes research or creative activity such as papers in peer-reviewed journals, monographs, invited papers, conducting or directing, and juried exhibits or performances.
Teaching	<ul style="list-style-type: none"> • Demonstrated consistently higher level of competence in teaching than for promotion to Associate Professor, as articulated by AAU-approved P&T criteria • A wide range of materials is considered, including SET reports, statement of teaching philosophy, course outlines, teaching materials, testimonials, classroom observations, teaching awards, and papers presented about teaching.
Service	<ul style="list-style-type: none"> • Demonstrated leadership in service to the AAU, broader University community and/or academic communities, as articulated by AAU-approved P&T criteria • Service includes participation on AAU or University committees, contributions to academic associations or journals, or other community services that utilize your professional expertise.

Performance Review by AAU Head

- Every 3rd year following tenure.
- In the year, a faculty member elects to apply for promotion to Professor. Materials considered by the Head include the candidate's e.C.V., teaching dossier (optional), and self-assessment statement (optional)
- Must include an assessment of the candidate's progress towards tenure and the Head's recommendation for tenure and promotion with reasons

Timelines:

July 1 – Candidate to file his/ her eCV update

October 1 – Performance Review is communicated to the candidate in writing

October 15 – Head discusses his/ her Performance Review and his/ her recommendation for tenure and promotion with the candidate. In the event of a negative recommendation, the candidate may respond in writing within 2 working days.

October 15 – Initiate process to solicit letters of reference from external examiners

Candidate's Rights:

- To be informed, in advance, about the RPT criteria and procedure.
- To be informed, in writing, of the Head's recommendation with respect to promotion
- To respond to the Performance Review in writing within 2 working days
- To be represented by WUFA when meeting with the Head

Review by AAU RPT Committee

- Selects External Reviewers from the candidate's list and Committee's list to be contacted by the Head
- Materials considered include those reviewed by the Head + the Head's Performance Review + candidate's response (if any) + letters of reference from External Reviewers
- Must include the Committee's recommendation for promotion with reasons. No unsubstantiated information is considered.
- Recommendation for promotion is determined by secret ballot. In the event of a tie vote, a positive recommendation is forwarded to UCAPT.
- Proceedings are confidential.

Timelines:

January 31 – RPT Committee's documentation including its recommendation for tenure and promotion and a summary of the proceedings of all meetings prepared by the Head and approved by the Committee is forwarded to UCAPT

Candidate's Rights:

- To be present during the Head's presentation if the Head has made a negative recommendation, and to respond immediately, before any discussion takes place.
 - In the event that a candidate wishes to make representations about the decision of the AAU PRT Committee's decision not to recommend, s/he must inform the chair of this intent within one week of written notification of RPT Committee's decision.
- To meet with the Committee and address its concerns in the event that a negative vote seems likely.
- To withdraw his/ her application for promotion.
- To be informed in writing of the Committee's recommendations
- To be represented by WUFA when meeting with the Committee

Review by UCAPT

- Follows the candidate's 3rd full year
- Files with unanimous support from the AAU PTR committee and the Dean are reviewed for procedure only. All other files are fully reviewed.
- CA provision that UCAPT must notify candidate if negative tendency vote (in writing, etc)
- CA provision that UCAPT must notify Head and candidate if intends to over-ride positive recommendation from AAU RPT Committee
- Recommendation for promotion is determined by secret ballot.
- Proceedings are confidential.

Timelines:

- UCAPT recommendations are announced when they are made.

Candidate's Rights:

- To review the documentation forwarded to UCAPT in the Dean's office. Letters of reference must be de-attributed.

- To be informed in writing of possible negative recommendation and reasons therefor, and be afforded the opportunity to make a presentation
- To address UCAPT concerning procedural irregularity or the merits of their case
- To withdraw his/ her application for promotion.
- To be represented by WUFA when meeting with UCAPT. The WUFA rep has same rights as the candidate.

Review by the President

- All UCAPT recommendations are submitted to the President who recommends to the Board of Governors
- Appeals to the President from either the AAU Head or the AAU PTR Committee or the candidate must be submitted in writing within 2 weeks.
- In those exceptional cases in which the President overrides a positive recommendation of UCAPT, s/he must provide written reasons to both the AAU TPR Committee and UCAPT and, in the case of an adverse decision, to the candidate.

Candidate's Rights:

- To appeal a negative recommendation of UCAPT to the President in writing within 2 weeks. In the event of a successful appeal based on procedural irregularity, the matter will be returned to UCAPT for reconsideration; in the case of an appeal on the merits of the case, the President's decision is final.
- Denial of promotion may be challenged through the WUFA grievance and arbitration process
- Candidates who are promoted are entitled to a pay increase of \$1500