

Tenure and Promotion to Associate Professor

Criteria	Standard of Performance
Scholarship	<ul style="list-style-type: none"> • Demonstrated significant results for which s/he is largely responsible, 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 consistent competent teaching and a commitment to good teaching, 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 record of activity with AAU and demonstrated record of service to the broader University 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.

NOTES: The criteria and standard of performance are the same for tenure and promotion to associate professor.

Candidates may follow the criteria and standards in place at the time of their initial appointment or later.

Performance Review by AAU Head

- Must follow the candidate's 5th full year of employment or, at the request of a candidate who wishes to be considered for tenure and promotion to Associate Professor, at any time after the 2nd full year of employment. In the event that an application for tenure prior to year 5 is unsuccessful, the application can be resubmitted at a later date.
- Materials considered by the Head include the candidate's eC.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 tenure and 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

- Follows the candidate's 5th full year of employment (or earlier, if requested by the candidate).
- 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 tenure and promotion with reasons. No unsubstantiated information is considered.
- Recommendation for tenure and promotion is determined by secret ballot. In the event of a tie vote, a positive recommendation is forwarded to UCAPT.
- Proceedings are confidential.

Timelines:

December 15 – 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 tenure and promotion if submitted prior to end of candidate's probationary period.
- 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 5th 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 tenure and 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 tenure and promotion if submitted prior to end of candidate's probationary period.
- 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 tenure and promotion may be challenged through the WUFA grievance and arbitration process
- Candidates who are promoted are entitled to a pay increase of \$1500