

**Letter of Understanding**

Between

The University of the Fraser Valley

**(the "University")**

And the

University of the Fraser Valley Faculty and Staff Association

**(the "Union")**

**(Collectively, "the Parties")**

Effective the date of ratification of this Letter of Understanding (LOU), the University and the Union agree that the Terms and Procedures for Tenure and Promotion of UFV Faculty, as amended and set out in the Appendix to this LOU apply and are incorporated into the Collective Agreement between the Parties, as follows:

1. The amended Terms and Procedures for Tenure and Promotion of UFV Faculty (the "Procedures") set out in the Appendix to this Letter of Understanding will become effective as soon as practicable, as agreed to by the parties, and no later than January 31 following ratification.
2. Candidates who were hired prior to date of ratification of the amended Procedures shall not be prejudiced by the agreed to changes to the Tenure and Promotion File (TPF) requirements. Where the agreed to changes prejudice such a Candidate's ability to meet any new TPF requirements, the previous TPF requirements will apply.
3. The Parties agree to continue the Tenure and Promotion Review Committee, as follows:
  - The Committee will be comprised of two members appointed by the Association and two members appointed by the University. The parties agree that all committee members will be familiar with the Procedures. The Advisor, Tenure and Promotion will be invited to attend and assist the parties.
  - The Committee will meet at the request of either party, to review ad hoc issues related to Tenure and Promotion, and attempt to resolve such issues.
  - At the request of either party, but no later than 5 years after ratification, the Committee will conduct a review of the Procedures. During the Review, the Committee will identify modifications the Parties agree are necessary.
  - Where the parties do not agree on a recommended modification or modifications to the Procedures, the parties agree that the relevant language set out in this Letter of Understanding will remain in effect, and that the recommendations will serve to inform the principals to this agreement with respect to future negotiations.

Signed DATE

Signatories

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## Preamble

UFV and the FSA affirm the primary importance of teaching for its Faculty and the institution; the value of diverse forms of scholarship as an integral and enriching component of university teaching; and the significance and wide range of service as essential to Faculty professional activities, community engagement, and academic governance.

Our system of promotion through academic ranks and granting of tenure respects these aforementioned principles and is in accordance with Articles 12.6 (Teaching Faculty Appointments), Article 18 (Working Conditions for Teaching Faculty), and all other applicable sections of the Agreement.

Candidates for tenure and promotion will be assessed using the standards for tenure and promotion developed within UFV academic areas and approved by the University Senate. These standards will apply to teaching; research, scholarly and/or creative activities; and service. They will reflect the working conditions at UFV, a teaching-intensive university with primary focus on undergraduate education.

In the application of these standards a minimum of 60% of the assessment will be based on teaching, a minimum of 20% on one of scholarship or service, and a minimum of 10% on the remaining component.

In order for promotion and tenure to be fair and equitable, a clear and transparent assessment process must be in place. The procedures below are meant to ensure that such a process is well understood by all concerned.

## Definitions

- (a) Candidate: a Tenure-track Faculty member applying for tenure and/or promotion to Associate Professor or a Tenured Faculty member applying for promotion to Professor.
- (b) Curriculum Vitae (CV): an up-to-date written record of professional activity which includes teaching and related activities; research, scholarly and creative or other relevant activities; and service.
- (c) Division: a primary academic unit, including a program, department, school, or interdisciplinary unit.
- (d) Division Review Committee (DRC): a committee of Tenured Faculty, formed at the divisional level, responsible for receiving and reviewing all applications for tenure and/or promotion from within the division, and which recommends to the University Review Committee (URC) whether a candidate will be granted or denied promotion and/or tenure. The composition of the DRC is outlined in Section 9.
- (e) Dossier: the material submitted by a Candidate as described in Section 6.

- (f) Letter of Assessment: an external reviewer's written assessment of a Candidate's achievement in teaching; research, scholarly and/or creative activities; and service, as related to UFV's Standards.
- (g) Peer evaluation: a written assessment of a Candidate's teaching by a Tenured Faculty member in their division or discipline using an approved evaluation form. This entails: in-class teaching observation on a date selected by the Candidate and desktop review. Where there is no synchronous teaching or learning activity in a class, the in-class teaching observation will consist of review of learning materials and activities for one unit or module, as selected by the Candidate. The observer and the Candidate will meet to discuss the results of the observation and desktop review, and the Candidate will be provided with the opportunity to respond in writing to the peer evaluator's report within one week of the meeting; the Candidate's response will be appended to the peer evaluator's report.
- (h) Profile for Assessment: a Candidate's statement of the relative weight they wish to have applied to teaching; research, scholarly and/or creative activities; and service when the application for tenure and/or promotion is assessed.
- (i) Promotion: a change in rank from Assistant Professor to Associate Professor or from Associate Professor to Professor.
- (j) Review Panel: the subcommittee of the University Review Appeals Committee that reviews an appeal of a negative decision on tenure and/or promotion by the URC. The formation of the Review Panel is outlined in Section 11.
- (k) Standards: the standards for tenure and/or promotion, by which a Candidate will be assessed, as developed within the UFV academic areas and approved by the University Senate.
- (l) Student Evaluation: evaluation of faculty teaching completed by students in a course using an approved UFV questionnaire.
- (m) Tenure: the right to a permanent appointment which may be terminated only through resignation, retirement, dismissal for cause, or other reasons specified in Article 12.7(d)(iii).
- (n) Tenure and/or Promotion File (TPF): a collection of documents including the Dossier and other relevant materials as outlined in Section 8, and upon which a decision for tenure and/or promotion is based.
- (o) Tenure-track Faculty: A Faculty member whose appointment may lead to tenure.
- (p) Tenured Faculty: Faculty members who have tenure and normally hold the rank of Associate Professor or Professor.
- (q) University Review Appeals Committee (URAC): a committee of Tenured Faculty that receives an appeal of a negative recommendation on tenure and/or promotion rendered by the URC. The composition of the URAC is outlined in Section 11.
- (r) University Review Committee (URC): a committee of Tenured Faculty and Deans formed at the university level by the Provost/Provost's office that is responsible for receiving and reviewing all applications for tenure and/or promotion sent to them by the DRCs and

recommending to the President whether tenure and/or promotion should be granted or denied. The composition of the URC is outlined in Section 10.

- (s) Year: the Academic Year beginning September 1 annually.

## 1) General Overview

- (a) In order to apply for tenure, Faculty members must hold a tenure-track appointment and have successfully completed an initial probationary period (in accordance with article 12.7(a) (iii)). Tenure-track Faculty will normally apply during the fourth year and no later than during the fifth year of employment but may, in exceptional circumstances, apply for tenure during the third year.
- (b) Progress of a Tenure-track Faculty member through their initial probationary appointment will be assessed in accordance with article 12.7(b).
- (c) The individual probationary evaluation process provides an assessment that assists the Dean in determining whether the Tenure-track Faculty member has successfully completed their initial probationary period.
- (d) The Employer will hold a workshop for Tenure-track Faculty and Tenured Faculty members who are planning to apply for tenure and/or promotion. The purpose of the workshop will be to help Faculty members understand the process and their rights within it.
- (d) Once the application for tenure and/or promotion has been submitted, all steps will be processed in a timely manner so that the final decision is made available to the Candidate by June 1 of the review year.
- (e) A Candidate's application for tenure and/or promotion will be considered in the following stages of deliberation:
  - (i) When the Candidate is eligible to apply for tenure and/or promotion, the Candidate submits a formal letter of application to the Chair of their Division Review Committee (DRC) (see section 9) and prepares a dossier (see Section 6). The letter of application and Dossier becomes part of the Tenure and Promotion File (TPF) (see Section 8) that is opened for the Candidate.
  - (ii) The DRC reviews the TPF and makes a recommendation to the University Review Committee (URC) (see Section 10). The recommendation of the DRC may be negative or positive; it is not binding on the URC and may not be appealed.
  - (iii) The URC reviews the TPF (including the recommendation from the DRC). The URC will then make a recommendation to the President of the University.
  - (iv) If the URC makes a negative recommendation, the Candidate may appeal this decision to the University Review Appeal Committee (URAC) (see Section 11). If the URAC Review Panel determines that the grounds for the appeal have been

substantiated, then it must refer the matter back to the subset of the URC that made the recommendation, giving specific reasons and any recommendations pertaining to them. The URC must address the reasons and recommendations of the Review Panel and report to the President the actions it took.

- (v) The President of the University makes a decision on behalf of the Board of Governors, based on all the evidence and recommendations included in the TPF. The President will report that decision to the Board of Governors (see Section 5).
- (f) If academic administrators are to be considered for tenure and/or promotion, their application will be submitted directly to the URC. They may appeal a negative recommendation of the URC to the URAC. The final decision is made by the President.
- (g) No one is eligible to serve on a review committee during the year they are being considered for tenure and/or promotion.
- (h) No one will serve on a review or appeals committee without having completed the required workshop provided by the University. The purpose of the workshop shall be to foster competency and equity in the decision-making process, by making committee members and alternates aware of the Standards; the methods of assessing Dossiers using these Standards; and these Procedures.

## **2) Application for Tenure and Promotion**

- (a) Between February 1 and February 28 of the fourth year of a Tenure-track Faculty member's appointment, the Dean will send written notification to the Tenure-track Faculty member that they are expected to apply to be reviewed for tenure and promotion in the following year; and that should the Tenure-track Faculty member not apply, their employment at the University will cease at the end of the tenure-track appointment.
- (b) Notwithstanding paragraph 2(a) and Article 12.7(a), Tenure-track Faculty members on maternity or parental leave may elect to defer consideration of the application relating to their tenure for one year by providing written notice to the Dean no later than four weeks prior to the commencement of the leave. The four-week notice may be waived on medical grounds. For Tenure-track Faculty members on approved long term disability leave the deferral period will be two years from the date of the approved long term disability leave.
- (c) Notwithstanding paragraph 2(a) and Article 12.7(a), Tenure-track Faculty members may apply to the Dean by March 31 of the fourth year of the appointment for an extension for no more than one year due to exceptional circumstances. Such requests shall not be unreasonably denied. Tenure-track Faculty members will not be granted an extension more than once, except by expressed written permission from the President.

- (d) In cases of deferrals and/or extensions, the period of the Candidate's tenure-track appointment will be extended accordingly.
- (e) Tenure-track Faculty members who are eligible to apply for early tenure under Article 12.7(a) or Tenured Faculty members with the rank of Associate Professor applying for promotion to Professor may apply by sending written notification to the Dean between March 1 and March 31. Tenure-track Faculty members who choose to be considered for early tenure will not be required to demonstrate qualifications beyond those considered appropriate for tenure, nor will evaluators lower standards in order to accommodate such a candidate.
- (f) Candidates applying for early tenure and/or promotion who wish to withdraw their applications may do so before May 31 of the year preceding the review year by sending written notification to their Dean.
- (g) Candidates applying to be reviewed for tenure and/or promotion in the following year must submit a Dossier by May 31. Candidates applying for tenure and/or promotion directly to the URC per 1(g), above, must declare their intention by July 31 and submit their Dossier by September 10.
- (h) A Candidate denied promotion to Professor must wait two years before re-applying. A Candidate may re-apply for promotion to Professor only twice.
- (i) If a Candidate reapplies for promotion to Professor, they will submit a new application, including the submission of a new Dossier, as described in this Section. New letters of assessment from external reviewers will also be solicited.

### **3) Application Review Procedure**

- (a) In assessing applications for tenure and/or promotion, the deliberations of all evaluators will be governed by procedural fairness and the highest standards of integrity, professionalism, discretion and equity. Assessments will be based only on the information contained in the Candidate's TPF.
- (b) As noted in the Preamble, Candidates for tenure and/or promotion will be assessed using the Standards.
- (c) Prior to the meeting of the DRC as provided in (d) below, the Dean will provide the Candidate and the Chair of the relevant DRC with a written assessment of the Candidate's progress since the end of the initial probationary period. The Candidate will be given the opportunity to respond in writing to the Dean's assessment. Both the assessment, and the Candidate's response, if any, will be added to the TPF.
- (d) The Committee (DRC or URC) will meet, without the Candidates, to consider

applications. Before the initial meeting, the Chair will confirm that all members of the Committee have completed the training as per Section I(i), above, and provide each member of the Committee with a written copy of the specific Standards by which each Candidate's application will be assessed.

- (e) The Committee (DRC or URC) may, at any time the majority deems necessary, ask the Dean or Candidates to provide clarification of any information and/or material contained in the TPF. Both the request for, and response to, clarification should be provided in writing, and will be added to the TPF.
- (f) The Committee (DRC or URC) may, at any time the majority deems necessary, request that the Dean or the Candidate appear before the Committee to answer questions about the application for tenure and/or promotion. A written record of the questions and answers will be added to the TPF.
- (g) The TPFs and the deliberations of all committees considering tenure and/or promotion applications will be treated as strictly confidential. Candidates will communicate with committees only through the chairs. Committee members who discuss cases with any persons outside the committee, except as specified in this Article, may be found in breach of confidentiality.
- (h) After deliberating on an application, and determining whether or not the Candidate meets the Standards, all DRC members with the exception of the Chair will vote (with no abstentions) on a motion that is framed in the affirmative: That the Candidate be granted tenure and promotion to Associate Professor, or promotion to Professor. The Chair of the Committee will not vote except to break a tie. The Committee's recommendation will be determined by a majority of the votes cast, and each member of the DRC will, after the ballot vote has been taken, state the reasons that were persuasive in their vote. The Chair will write a report that is an accurate reflection of the committee's majority recommendation. Any member of the DRC who dissents will be required to state their reasons in writing, and the dissent will be appended to the majority report. No names will be attached to either the majority recommendation or any dissenting opinion(s).
- (i) If the recommendation of the Committee (DRC or URC) is for denial of tenure and/or promotion, the reasons shall be substantive and pertain to the Standards.
- (j) The DRC Chair shall forward the recommendation and report from the Committee to the Candidate, the appropriate Dean, and the Chair of the URC. The recommendation and report becomes part of the TPF.
- (k) If the DRC's recommendation is to deny tenure and/or promotion, the Candidate may, within fifteen (15) work days of having received the recommendation and report, provide a written response that will be included in the TPF.



- (l) The URC will review the DRC's recommendation and report and the Candidate's TPF and, after deliberating on the application, and determining whether or not the Candidate meets the Standards, all Committee members with the exception of the Chair will vote (with no abstentions) on a motion that is framed in the affirmative: That the Candidate be granted tenure and promotion to Associate Professor, or promotion to Professor. The Chair of the Committee will not vote except to break a tie. The Committee's recommendation will be determined by a majority of the votes cast, and each member of the URC will, after the vote has been taken, state the reasons that were persuasive in their vote.
- (m) If the URC's recommendation differs from that of the DRC, the URC will consult with the Chair of the DRC to consider whether all elements of the TPF have been considered and whether the discrepancy can be resolved. The Chair of the URC will reconvene the committee to take a final vote. The URC shall not capriciously overturn a recommendation of the DRC.
- (n) The Chair of the URC will write a report that is an accurate reflection of the committee's majority recommendation. Any URC member who dissents will be required to state their reasons in writing.
- (o) The URC Chair shall forward the recommendation and report from the Committee to the Candidate, the appropriate Dean, and the President. The recommendation and report becomes part of the TPF.
- (p) If the URC makes a negative recommendation, the Candidate may appeal this recommendation to the University Review Appeal Committee (URAC) on any of the grounds set out below in Section 4. The TPF is provided to the URAC.
- (q) If the URAC determines that the grounds for the appeal have been substantiated, it must refer the matter back to the URC, giving specific reasons and any recommendations to the URC pertaining to them. The URC must address the URAC recommendations and report to the President the actions it took. This report will be added to the Candidate's TPF.
- (r) The President of the University will make a decision on behalf of the Board of Governors, based on all the evidence and recommendations received. The President will report that decision to the Board of Governors (see Section 5). The President's decision is final.

#### **4) Appeals to the University Review Appeals Committee (URAC)**

- (a) A Candidate may appeal a negative recommendation of the URC on one or more of the following alleged grounds:

- (i) A material procedural irregularity or defect in the application of these procedures;
  - (ii) Unreasonableness on the basis of improper application of the Standards.
- (b) The Candidate will submit a Notice of Appeal, including the statement of their case, to the President of the University within fifteen (15) work days of having received the URC's recommendation. At that time, the Candidate must indicate whether they wish to appear before the Review Panel as described in (d) below. Such a request will not be denied.
  - (c) The President will, within five (5) work days of having received the Notice of Appeal forward it to the Chair of the URAC. The Candidate's TPF will be made available to the Chair of the URAC within the same timeframe.
  - (d) The Chair of the URAC will, within five (5) work days, invite expressions of interest from the URAC membership to form a five (5) member Review Panel, three members of which must have been elected by Faculty Members or appointed as per Section 11(c) below, and two members appointed by the President. None of the Review Panel members shall be from the Division of the Candidate whose appeal is being heard.
  - (e) The Chair of the URAC will, within five (5) work days from the invitation for expressions of interest, confirm the membership of the Review Panel.
  - (f) The Candidate will be informed of the names of the members of the Review Panel and within three (3) work days have the opportunity to challenge those names stating substantial reason. The URAC Chair will consider the challenge and within three (3) work days make a decision.
  - (g) The Chair of the Review Panel shall be selected from among its members. The Review Panel members will be given access to the TPF as soon as the Panel is constituted.
  - (h) As may be needed, or on request of any panel member, the Review Panel will invite the Candidate to a meeting to receive additional clarification on any aspect of the appeal.
  - (i) As may be needed, or on request of any panel member, the Review Panel will seek clarification from the Dean of the Candidate's Division and/or the Chair of the URC.
  - (j) The Review Panel will complete its review, and the Chair will write a report and recommendation that is an accurate reflection of the Panel's deliberations, stating its reasons with specific reference to the contents of the Notice of appeal, within twenty-five (25) work days of having received the TPF.
  - (k) The report and recommendations of the Review Panel will be added to the TPF and submitted to the President. The recommendation to the President will be either that:
    - (i) the URC's negative recommendation be upheld; or

- (ii) the URC's negative recommendation be reconsidered.
- (l) If the Review Panel determines that the negative recommendation be reconsidered, it must refer the matter back to the URC, giving specific reasons and any recommendations pertaining to them.
- (m) The URC must then report the actions it takes in response to the Review Panel recommendations back to the President and ensure that its report is added to the TPF.
- (n) Appeals are not intended to supplant or infringe upon the Candidate's right to grieve the Terms and Procedures for Tenure and Promotion under Article 7 of the Collective Agreement.

## **5) Decision of the President**

- (a) The President reviews the recommendations of the URC, or if applicable the URAC, and by June 1 of the review year makes one of the following decisions on behalf of the Board:
  - (i) For promotion to Professor: either that the Candidate be promoted or not be promoted;
  - (ii) For tenure and promotion to Associate Professor: that tenure and promotion be granted or denied.
- (b) The President will review the TPF, including the recommendations of all committees, and make their decision based on all the available evidence. If the President's decision is to deny tenure and/or promotion, the President will specify the reasons in writing.
- (c) The President shall not capriciously overturn a recommendation of the URC.
- (d) The decision of the President is final and is not subject to appeal.
- (e) The decision of the President may be grieved on the grounds set out in Article 7.

## **6) The Dossier**

- (a) It is the Candidate's responsibility to provide committee members and assessors with sufficient information for them to make a reasoned evaluation of the application for tenure and/or promotion.
- (b) Faculty Candidates applying for tenure and/or promotion must prepare a Dossier that will be reviewed by committee members and assessors. Candidates applying in the same year for both tenure and promotion need to prepare only one Dossier. All documents in

the Dossier must be in portable document format (PDF).

- (c) The Dossier will contain materials listed in paragraphs (d) to (g) below, and will be grounded in Article 18.2 (Teaching Faculty Duties) and in the Standards.
- (d) Candidate's Profile for Assessment. In accordance with Article 12.7, the Candidates will declare the relative weight (in terms of percentage point) they wish to have applied to teaching; research, scholarly and/or creative activities; and service, when their application for tenure and/or promotion is assessed. For a total of 100%, a minimum of 60% of the assessment must be accorded to teaching; a minimum of 20% to either scholarship or service; and a minimum of 10% to the remaining component. Both the Statement of the Case for Tenure and/or Promotion (e), and the documents providing evidence of achievement (f) and (g), should reflect this profile.
- (e) Statement of the Case for Tenure and/or Promotion. This part of the Dossier will consist of a Candidate's statement of approximately 1,000 to 1,500 words, written in the form of a case made to a jury of one's peers, as to why the Candidate should receive tenure and/or promotion, and should reference material in the Dossier. The Candidate may include information on any special factors that have limited the Candidate's productivity in teaching, scholarship or service.
- (f) Curriculum Vitae. The Candidate will provide an up-to-date curriculum vitae (CV).
- (g) Further documents which provide evidence of the Candidate's achievements in meeting the Standards in the following areas:
  - (i) Teaching:
    - a. A Statement of Teaching Philosophy of approximately 500 to 1,000 words that outlines the Candidate's objectives in teaching and learning, as well as the methods and means of achieving and evaluating those objectives;
    - b. A list of courses taught, along with the most recent syllabus for each undergraduate and graduate course taught in the last five years (or parts of courses taught as a member of a team); a representative sample of assignments and exams; and other instructional material designed, and as deemed relevant to the application, by the Candidate. Previous syllabi may be included;
    - c. A list of individual student projects, or theses, supervised or mentored (at UFV and other universities), whether completed or in progress, and outlining the nature of the Candidate's involvement;
    - d. Further evidence of achievement in teaching, which may include:
      - contribution to curriculum development;

- description of awards or special recognition for teaching excellence;
- a description of relevant professional development;
- evidence of mentoring or training others in teaching;
- evidence of outstanding academic achievement by the Candidate's students;
- any other material the Candidate deems relevant.

(ii) Research, Scholarship and/or Creative Activities:

- a. Candidates facilitate access to their scholarly or creative work, including but not necessarily limited to books, articles, reports, audio-visual materials, case studies, professional handbooks, and any other research or creative material the Candidate deems relevant.
- b. In cases of collaborative work, the Candidate will make clear the extent of their contribution to the works produced in cooperation with others.
- c. Candidates may include further evidence of achievements, such as:
  - description of the most significant contributions to their professional field;
  - description of awards or special recognitions;
  - invited publications, presentations, and exhibitions;
  - research grants;
  - successful research collaborations;
  - evidence of outstanding scholarly or creative achievement by the Candidate's students;
  - any other material the Candidate deems relevant.

(iii) Service:

- a. A list of the Candidate's record of university, Faculty, Senate, divisional, and FSA committees, task forces or working groups, and brief description of the role of the Candidate in that service work;
- b. Additional evidence of achievement in service, such as university administrative work; active participation in professional organizations; peer reviewing activities; significant service in community organizations and public service and any other material the Candidate deems relevant.

## 7) External Reviews for Promotion to the Rank of Professor

- (a) All TPFs to be reviewed for the promotion to the rank of Professor shall include letters of assessment from two external reviewers.

- (b) Each Candidate for promotion will submit the names and contact information for two external reviewers to the Dean of their Faculty. In addition, the Dean will consult with the head of the Candidate's Division to obtain the names and contact information for two external reviewers. These will be compiled without consultation with the Candidate. Each name must be accompanied by a brief description of the individual's qualifications to serve as a reviewer. The Dean will select from each list one external reviewer who will be asked to provide the letters of assessment for the Candidate. If none of the reviewers are able to provide an assessment, the Dean will ask the Candidate and the head of the Candidate's Division to provide a supplementary list of two potential reviewers each (including names, contact information, and brief description of their qualifications to serve as reviewers). If the Candidate and the head of the Candidate's Division are unable to provide supplementary names that are available to serve as external reviewers, the Dean will make all reasonable efforts to identify and secure two suitable reviewers.
- (c) All potential reviewers must be at arm's length. No individual may act as an external referee where there is a real or perceived conflict of interest. They cannot be the Candidate's family members; have served as the Candidate's graduate or postdoctoral supervisor; have collaborated in any meaningful or direct way with the Candidate in the last five years; or hold or have held appointments at the University of the Fraser Valley.
- (d) The Candidate will be informed of the names of the potential reviewers and have the opportunity to challenge those names stating substantial reason. The Dean will consider the challenge and make the decision. The Candidate will not know the identity of actual reviewers. The Candidate will receive a copy of the assessments, with all of the external reviewers' identifying information removed, and have an opportunity to comment in writing prior to consideration of the assessments by the review committees, and to have such comment included in the TPF.
- (e) All reviewers should normally be recognized academics who hold or have held the rank of Professor. In exceptional circumstances, the Dean may consider up to one external reviewer with equivalent expertise of Professor. For disciplines where appropriate external reviewers do not normally hold the rank of Professor, the Dean may consider reviewers with appropriate expertise.
- (f) The Dean will provide the Candidate's Dossier to external reviewers, along with the collated, numeric results of the Candidate's teaching evaluations.
- (g) Letters to reviewers will make clear that UFV is a primarily undergraduate and teaching-centered institution, and that they shall evaluate the dossier using UFV's Standards. Reviewers will not be required to evaluate any area of the application (teaching; research, scholarly and/or creative activities; or service) if they do not feel qualified to do so. The letters will not request that the reviewer make a recommendation either for or against promotion, but that they assess the Candidate's record as described

below.

- (h) Letters of assessment from external reviewers will make reference to the Candidate's material provided by the Dean, and comment on the Candidate's performance in teaching; research, scholarly and/or creative activities; and service as they relate to the Standards. Such letters of assessment shall normally provide information on:
  - (i) whether the reviewer knows the Candidate and, if so, in what capacity and for how long;
  - (ii) the significance and influence of the Candidate's teaching on its own merits and/or in comparison to instructional achievements of other leading teachers in a similar career stage in the same or related fields;
  - (iii) the significance and influence of the Candidate's scholarship, research or creative work and the degree of national/international recognition on its own merits and/or in comparison with the accomplishments of other leading scholars, researchers or creative practitioners at a similar career stage in the same or related fields;
  - (iv) the significance, reach and commitment of the Candidate's service achievements.
- (i) If any external assessment is not submitted by the time the DRC begins its deliberations the lack of assessment will not prejudice the Candidate and the DRC will proceed with the review.

## **8) The Tenure and/or Promotion File (TPF)**

- (a) Each Candidate's TPF is distinct from their other employee records, and it will normally be housed in the office of the Dean of the candidate's Faculty separately from their other employee records.
- (b) The TPF will include all information which the tenure and promotion committees will assess to determine whether to recommend that a Candidate be granted tenure and/or promotion. The TPF will include:
  - the Candidate's Letter of Application
  - the Dossier
  - the Dean's summary report of the Candidate's individual probationary evaluation
  - the Dean's written assessment of the Candidate's progress since the completion of the initial probationary period;
  - for tenure and promotion to Associate Professor, student evaluations for each undergraduate or graduate section or cohort per semester taught since appointment as a Tenure-Track Faculty member up to the application for tenure; two (2) peer evaluations of two (2) different courses or modules in one (1) year for each year in

the period between the end of the initial probationary period and the application for tenure. For semester-based programs, the evaluations will occur in two (2) different semesters. In programs where a desktop review is not practical (e.g., clinical teaching), an in-class teaching observation will suffice.

- for promotion to Professor, student evaluations from the two (2) most recent sets of evaluations per Article 13.5 (or the most recent if only one (1) Article 13.5 evaluation since the award of tenure); peer evaluations of two (2) different courses or modules in one (1) year in two (2) of the three (3) years preceding application for promotion. For semester-based programs, the peer evaluations will occur in two (2) different semesters. In programs where a desktop review is not practical (e.g., clinical teaching), an in-class teaching observation will suffice.
  - any records as described in Section 3 (c), (e), (f), (k) or (q) above;
  - for promotion to Professor, letters of assessment by external reviewers.
- (c) Except where provided for in the Collective Agreement and these Procedures, no material will be placed in the Candidate's TPF by anyone other than the Candidate without the written consent of the Candidate.
- (d) A TPF will be closed five (5) work days before the DRC (or in the case of applications from administrators direct to the URC) meets to consider the application. No additional material will be added to the TPF except as otherwise provided in these procedures.
- (e) Up to the point when the TPF is closed, the Candidate may add materials relevant to the decision-making process, including awards for outstanding work updates to scholarly works in progress, new commitments in service, etc.
- (f) The contents of the TPF will be available for review only by the Candidate, the Dean, the members of the relevant DRC, the members of the URC, the members of the URAC (if applicable), and the President of the University. With the exception of administrative personnel supporting the Tenure and Promotion process, no other person will have access to the TPF without the written permission of the Candidate. At the appropriate stages of deliberation, the office responsible for the TPF will ensure that the individuals named in this Section have convenient, secure, and unprejudiced access to the TPF.
- (g) A Candidate's TPF shall be retained intact for one year following the completion of the promotion and/or tenure process, including any appeals, and any resulting grievance and/or arbitration process. At the conclusion of the one year period, any material submitted in non-electronic format will be returned to the Candidate. The remainder of the TPF, with the exception of the materials in Section 8(h), below, will be destroyed. Candidates will be notified of the date that the TPF will be destroyed.
- (h) The curriculum vitae and the President's decision will be retained permanently in the Candidate's personnel file.



**9) Division Review Committees (DRCs): Terms of Reference**

- (a) The Dean shall be responsible for the establishment of Division Review Committees (DRCs) in their Faculty.
- (b) It shall be the responsibility of the DRC to receive and review all applications for tenure and/or or promotion in its Division and to make recommendations to the URC. The DRC's deliberations are confidential.
- (c) Those eligible to serve on the DRC are Tenured Faculty (Associate Professors or Professors).
- (d) Those eligible to elect the DRC members shall be all Tenure-track Faculty and Tenured Faculty in the Division (i.e., Assistant Professor, Associate Professor or Professor).
- (e) A DRC may be formed for one Division, or, if a Division has five or fewer Tenured Faculty, or if an insufficient number of Tenured Faculty of the Division are eligible or prepared to serve, then the Dean will combine related Divisions for the purpose of forming a DRC, after consulting with the Divisions involved.
- (f) In the case where a DRC is formed for one Division, the composition of the DRC shall be:
  - (i) the head of the Division, who shall chair the committee, but shall not vote except to break a tie (If the head of a Division is applying for promotion and/or tenure, or is unable to serve as Chair, or if there is no one divisional head, the Dean, in consultation with the DRC, will appoint a Chair);
  - (ii) three Tenured Faculty from the Division elected by the Tenure-track Faculty and Tenured Faculty members in the Division;
  - (iii) one Tenured Faculty from the Division elected by the members of the Division to serve as committee alternate;
  - (iv) one Tenured Faculty who is not a member of the Division, appointed by the Dean, and who, preferably, has been a member of a DRC, URC, a Faculty Standards committee, or the Senate Standards Committee within the previous five years.
- (g) In the case where a DRC is formed for more than one Division, the composition of the DRC shall be:
  - (i) a Chair, appointed by the Dean, in consultation with the DRC. The Chair shall not vote except to break a tie;
  - (ii) three Tenured Faculty from the combined Divisions elected by the Tenure-track Faculty and Tenured Faculty members of the combined Divisions;

- (iii) one Tenured Faculty from the combined Divisions elected by the Tenure-track Faculty and Tenured Faculty members of the combined Divisions to serve as committee alternate;
- (iv) one Tenured Faculty who is not a member of the combined Divisions, appointed by the Dean, and who, preferably, has been a member of a DRC, URC, a Faculty Standards Committee, or the Senate Standards Committee within the previous five years.
- (h) In the case of cross-appointments, the cross-appointed Candidates will, in consultation with the Dean (or Deans), select the Division and related Standards they wish to have applied for purposes of tenure and/or promotion. Normally, the Division selected will be where the Candidate has the majority of their teaching, scholarship and service activities.
- (i) Quorum shall consist of the committee chair and three of the four voting DRC members.
- (j) All DRC members shall endeavour to participate in all meetings of the Committee. A member who misses two consecutive regular meetings will be deemed to have resigned from the DRC and will be replaced by the alternate. No DRC member present (physically or in exceptional cases by technological means) at the deliberations of a DRC may abstain from voting, even if the DRC member has not been present at all previous meetings where the application was considered. No DRC member may vote unless they are present at the meeting.
- (k) DRC members will normally serve terms of three years.
- (l) Eligible Faculty members may serve on no more than two DRCs in any year.

#### **10) University Review Committee (URC): Terms of Reference**

- (a) It shall be the responsibility of the Provost/Provost's office to form a University Review Committee (URC).
- (b) The composition of the University Review Committee (URC) will be:
  - (i) the Provost, who shall chair the committee, but shall not vote except to break a tie; if the Provost is unable to chair the committee, the Vice Provost will assume this responsibility;
  - (ii) three Deans appointed by the Provost with voting rights;
  - (iii) one Tenured Faculty member from each Faculty.
- (c) URC members representing a Faculty will be elected by the Tenured Faculty and Tenure-track Faculty members from within the Faculties; each Faculty will also elect an alternate.

- (d) If there are not enough candidates in an election to produce the required number of members and alternates, committee members will be appointed by the President. The appointments must follow, whenever possible, the distribution requirements of the Committee.
- (e) The URC will have one alternate Dean, appointed by the President, who will serve when the Candidate is from the Faculty of the Dean serving on the URC.
- (f) Quorum for the URC is two-thirds of the elected and appointed membership. The Chair of the Committee must be in attendance.
- (g) All members in attendance will be required to attest to whether the deliberations were conducted in accordance with these Procedures.
- (h) All URC members shall endeavour to participate in all meetings of the Committee. A URC member who misses two consecutive regular meetings will be deemed to have resigned from the URC, and will be replaced by an alternate. No URC member present (physically or in exceptional circumstances by technological means) at the deliberations of the URC may abstain from voting, even if the URC member has not been present at all previous meetings where the application was considered. No URC member may vote unless they are present (physically or in exceptional circumstances by technological means) at the meeting.
- (i) The President of the FSA will be informed by the Provost of the membership of the URC and any subsequent membership changes that may be necessary.
- (j) Elections and appointments:
  - (i) Tenured Faculty members elected or appointed to the URC will serve a three-year term of office beginning on September 1 (or after) and ending on June 30, with the terms staggered so as to elect only one half of the Tenure Faculty members in any one year.
  - (ii) The Provost will notify Tenured Faculty and Tenure-track Faculty members that elections will be held for the URC and that nominations are invited. Tenured Faculty must be nominated in writing by Tenured Faculty and Tenure-track Faculty members. Elections will be conducted by secret ballot. There will be no voting by proxy. Tenured Faculty and Tenure-track Faculty members are eligible to vote for the Tenured Faculty member(s) on the URC who represent their Faculty.
  - (iii) The alternates will not participate in the deliberations or decision-making of a committee unless there is a vacancy, in which case an alternate will be appointed by the chair as a URC member with voting rights.
  - (iv) The Chair will ensure that the alternate is able to make an informed decision on the

application.

- (v) In any given year, Tenured Faculty members can serve at only one of the following levels of decision- making: the URAC, the URC (including as an alternate), and the DRCs (including as an alternate).
- (vi) The FSA's President, the Faculty Chief Steward, Bargaining VP must not sit as members or alternates on any DRC, the URC, or the URAC.
- (vii) There is no limit on how often Tenured Faculty members can be elected to serve on a DRC or the URC.
- (viii) Tenured Faculty members cannot serve on the URC for more than two (2) consecutive terms.

#### **11) University Review Appeals Committee (URAC): Terms of Reference**

- (a) It shall be the responsibility of the UFV President to form a URAC.
- (b) The URAC will be a standing committee comprised of one (1) Tenured Faculty member for each UFV Faculty elected by the Tenured Faculty and Tenure-track Faculty members of the Faculty, two (2) at-large Tenured Faculty members from any UFV Faculty elected at-large, and four (4) Tenured Faculty members appointed by the President.
- (c) If there are not enough candidates in an election to produce the required number of elected Tenured Faculty members, the President will appoint Tenured Faculty members to fill the vacancies. The selections must follow, wherever possible, the distribution requirements of the Committee.
- (d) The Chair of the URAC shall be elected from within the membership of the URAC and must have been a member elected by the Faculty Members or appointed as per 11(c) above.
- (e) It shall be the responsibility of the Chair of the URAC to receive Notices of Appeal from the President and to invite expressions of interest from members of the URAC to serve on the Review Panel for any one appeal as described in Section 4(d) above.
- (f) Elections and appointments
  - i) The Chair and members elected or appointed to the URAC will serve a three-year term of office beginning on September 1.
  - ii) The President will notify Tenured Faculty and Tenure-Track Faculty members that elections will be held for the URAC and that nominations are invited. Tenured Faculty must be nominated in writing by Tenured Faculty or Tenure-Track Faculty

members. Elections will be conducted by secret ballot. There will be no voting by proxy. Tenured Faculty and Tenure-Track Faculty members are eligible to vote for the Tenured Faculty member(s) on the URAC, who represent their Faculty. Each nominee will provide a statement of interest describing their relevant experience and/or qualifications for the role.

- (g) All Members of the URAC, including the Chair, shall receive training in appeal procedures before hearing an appeal.

## **12) Conflict of Interest**

- (a) Committee members will not participate in the deliberations or recommendations of any application where they are in a conflict of interest, or where there is a reasonable perception of bias.
- (b) Members on all committees must familiarize themselves with UFV's policies on conflict of interest and institutional ethics. In particular, committee members cannot have acted as a supervisor of the Candidate's teaching, scholarship or service in any way that would have had a direct impact on the Candidate's employment; and they cannot have served as the Candidate's graduate or postdoctoral supervisor in the last five years.
- (c) Candidates may indicate to the Chair of the relevant review committee in writing if they consider a member of the DRC, URC or URAC to be in a conflict of interest with regard to their application. If the Chair determines that a conflict of interest exists, the Chair will replace that member with an alternate for that application.
- (d) Candidates may indicate to the President of the University in writing that they consider the Chair of the DRC, the Chair of the URC, or the Chair of the URAC to be in a conflict of interest with regard to their application. If the President determines that a conflict of interest exists, the President will replace that member with an alternate for that application.
- (e) At any time, any member of a committee may declare a conflict of interest between a committee member and a Candidate. The committee Chair will determine whether a conflict of interest exists. Where a conflict of interest has been determined to exist, that committee member will withdraw from the Committee for that particular application, in which case the member will be replaced by an alternate.