



## Faculty Standards Committee

### Agenda

Wednesday, October 14, 2020

2:30-4:30 | Videoconference

- Page 1. WELCOME
  
- 2. ITEMS for ADOPTION
  - 2.1. Agenda – October 14, 2020
  - 2 2.2. Minutes – Sept 16, 2020
  
- 3. DECISION ITEMS
  - 4 3.1. Faculty Service Excellence Awards Selection Committee – Membership Election
  - 7 3.2. UFV’s Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion
  
- 4. DISCUSSION ITEMS
  - 4.1. FSC Workplan for 2020-2021
  
- 5. INFORMATION ITEMS
  - 16 5.1. Terms of Reference
  - 17 5.2. FSC Membership 2020-2021
  - 5.3. Review Deadlines for Standards for Tenure and Promotion

DIVISION	SENATE APPROVED	5-YEAR REVIEW DEADLINE
Principles for Establishment of Criteria for Faculty Standards	Jan, 2015	January 2020
Arts	June 5, 2015	June 2020
Professional Studies	Dec 11, 2015	December 2020
Kinesiology	Jan 15, 2016	January 2021
Chemistry	Feb 12, 2016	February 2021
Biology	Mar 11, 2016	March 2021
Access & Cont. Education	Mar 11, 2016	March 2021
Applied & Tech Studies	Mar 11, 2016	March 2021
Health Studies	Mar 11, 2016	March 2021
Math and Stats	May 2016	May 2021

- 6. ADJOURN - Next meeting, December 9 , 2020 (no November meeting due to Remembrance Day)



## Faculty Standards Committee

### Draft Minutes

Wednesday, September 16, 2020

2:30-4:30 | Videoconference

**Present:** Peter Geller (Chair), Garry Fehr, John Pitcher, Michael Corman, Sylvie Murray, Kate McCulloch, Alastair Hodges, Greg St. Hilaire, Maureen Wideman, Melinda Saretzky (recorder)

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1. WELCOME

Quorum was met, and territorial acknowledgement was given.

2. ITEMS for ADOPTION

2.1. Agenda – September 16, 2020

MOTION: That FSC approve the Sept. 16, 2020 agenda.

Michael/2<sup>nd</sup> Maureen. Carried.

2.2. Minutes – May 6, 2020

MOTION: That FSC approve the May 6, 2020 minutes.

Garry/2<sup>nd</sup> Maureen. Carried

3. DECISION ITEMS

3.1. Vice-Chair Election

MOTION: THAT FSC recommend Michael Corman as FSC Vice-Chair for 2020-2021.

Sylvie/2<sup>nd</sup> Kate. Carried.

3.2. Faculty Service Excellence Awards Selection Committee – Membership Election

There are 3 faculty vacancies and 1 student vacancy.

Current 2020 FSEA Selection Committee Members:

- Peter Geller (Chair, FSC)
- Amanda McCormick (Non-FSC Member) term ending June 2021
- Alison Reeves (staff) term ending June 2021

Michael Corman was nominated as an FSEA Faculty Member.

Formation of Committee tabled to next meeting.

4. DISCUSSION ITEMS

4.1. Final Review - UFV's Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion



Committee completed the review of UFV’s Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion.

Action: FSC will review the final cleaned copy before next meeting.

4.2. FSC Workplan for 2020-2021  
 Tabled.

5. INFORMATION ITEMS

5.1. Approvals - June 5, 2020

- Senate Governance – May 19, 2020 – FSC Terms of Reference
- Senate – May 8, 2020 - School of Land Use and Environmental Change Standards for Tenure and Promotion (Memo to Senate Attached)
- Senate-June 5, 2020
  - FSC Annual Report (attached)
  - FSC Terms of Reference

5.2. 2020-2021 Meeting Schedule

5.3. 2020-2021 Membership list

5.4. Terms of Reference

5.5. Review Deadlines for Standards for Tenure and Promotion

Section (3): Review university-wide principles and the criteria of individual Faculties/College at least every five years. - *Faculty Standards Committee Terms of Reference*

DIVISON	SENATE APPROVED	5-YEAR REVIEW DEADLINE
Principles for Establishment of Criteria for Faculty Standards	Jan, 2015	January 2020
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Math and Stats	May 2016	May 2021

6. ADJOURN - Next meeting, October 14, 2020

## **Faculty Standards Committee members eligible for the 2020 Faculty Service Excellence Award (FSEA) Selection Committee**

**Excerpt from FSEA Procedures:**

### **September/October**

The Senate Faculty Standards Committee (FSC) will call, from its membership, volunteers for the Faculty Service Excellence Award selection committee. The selection committee may also solicit volunteers from other areas of the university if there are insufficient volunteers from the standing committee, or if the committee wishes to bring in external expertise to assist the process. Normally, these external additions would have past experience serving on the adjudication committee, or would bring recognized expertise relevant to the award.

### **Composition - 7 members**

- Chair of the Senate Faculty Standards Committee, who acts as chair
- Four voting faculty members, including at least three from the Senate Faculty Standards Committee
- One staff member
- One student

The chair of the award committee seeks to ensure the committee is fully filled, but should proceed with the adjudication process even if there are vacancies. A representative from the Secretariat office will provide support to the chair and selection committee for all administrative aspects of the award.

### **Terms of office**

Committee members will serve for two years, with half the committee appointed on alternate years to ensure continuity.

## Senate Awards and Honours Committee Terms of Reference

### RESPONSIBILITIES

1. The Senate Honours and Awards Committee advises Senate on the criteria for award application, adjudication, and decision, ensuring that the criteria used to decide on awards and honours is clear, demonstrable, and measurable.
2. The central responsibilities of the SAHC are to advise Senate on the criteria and procedures for:
  - a. Academic awards, honorary recognition, and other awards as directed by Senate;
  - b. Awards stipulated in the Board policy on Academic Excellence Awards (BRP 235.03).

The Senate Awards and Honours Committee will:

3. Oversee the procedures for academic awards, including academic excellence awards, honorary recognition, and other awards, as directed by Senate.
4. Consult with relevant Senate committees and/or other groups as needed and appropriate for any given award, including the UFV Student Awards Committee.
5. Ensure the appropriate expertise and/or representation is in place for the award administration and decision-making process.
6. From time to time, review the UFV forms of recognition and make recommendations to Senate and to the Board for changes regarding awards.
7. Provide an annual written report to Senate.
8. Perform other duties, as defined by Senate.
9. Meet as needed, with a minimum of three meetings per year.
10. Conduct an annual review of its terms of reference and composition for approval by Senate.

### COMPOSITION

#### **Chair**

To be elected annually from the membership for a one-year term, unless directed otherwise by Senate

#### **Vice Chair**

A voting member to be elected annually from the membership for a one-year term

#### **Voting Members**

- Provost & Vice-President, Academic (or designate) (ex officio)
- Five faculty members, approved by Senate, at least one of whom shall be a member of Senate \*

\* Normally, there shall be at least one member from each of the faculties, selected to ensure that the composition of the committee reflects the diversity of disciplines at the university.

- One dean or associate dean approved by Senate
- One staff approved by Senate
- Two students, one of whom shall be a senator
- Vice President, Students (or designate) (ex officio)

**Non-Voting Member**

- University Secretary (ex officio)

**Administrative Support**

- Secretariat Office



Recommendations on University-Wide Principles  
for the Establishment of Criteria for Faculty Standards  
Faculty Standards Committee of Senate

## PREAMBLE

The following document is intended to guide each academic unit in the development of standards and criteria for tenure and promotion according to the specified academic ranks (Assistant Professor, Associate Professor, and Full Professor). Academic Units will develop standards and criteria that reflect the principles for tenure and promotion in each area of teaching, scholarly activities, and service for each academic rank.

The Principles outlined here will be used by the Faculty Standards Committee of Senate in reviewing these standards. First, definitions are provided for the terms used in the Principles. As well, guidelines and minimum requirements for the academic ranks of Assistant Professor, Associate Professor and Full Professor are provided. Finally, procedures for the review of faculty standards and criteria established by the academic units at UFV are outlined.

## DEFINITIONS

**Academic Freedom and Academic Responsibility:** UFV recognizes the primacy of academic freedom, as defined in policy (BRP 201-01) and the UFV Collective Agreement. This expectation in turn entails ethical practice and academic responsibilities to one's students, peers, institution, academic community, and the communities the institution serves.

**Academic Unit:** Program, department, school, faculty, college or interdisciplinary unit whose mission is to advance teaching and learning and/or research at the university.

**Profile:** The combination of teaching and learning, scholarly activities, and service that an individual faculty member will be assessed upon.

**Promotion:** A change in rank from Assistant Professor to Associate Professor, or Associate Professor to Full Professor.

**Rank:** The University of the Fraser Valley (UFV) awards the following academic ranks to its tenure-track and tenured faculty: Assistant Professor, Associate Professor, and Full Professor. The rank of Associate Professor is awarded upon successful achievement of tenure.

**Scholarly activities:** include research activities, scholarship, and creative activities that contribute to a distinctive body of knowledge within the discipline and/or field of study, including the scholarship of teaching and learning. Scholarly activities involve discovery, integration or synthesis, application of knowledge in ways that connect it to understanding and solving pressing social, civic and ethical problems.

**Service:** includes productive contributions meeting the needs of the one's department, faculty, and the institution, and to academic and regional communities. Faculty members may serve the university, their departments or programs, and their disciplines in a variety of ways, guided by the overall aim of directing, organizing, and/or enhancing the life and work of the university, their fields of study and practice, and/or the communities of the Fraser Valley.

**Teaching and learning:** includes engagement in classroom, laboratory, field, and community settings. It also involves student mentorship, supervision of individualized learning experiences, curriculum development, and related activities identified as significant within particular academic units (e.g. graduate instruction).



## ACADEMIC RANKS

The following are provided as guidelines and minimum requirements for academic units in developing specific standards and criteria for the ranks of Assistant Professor, Associate Professor, and Full Professor. In developing these standards, academic units are required to clearly describe the specific expectations for progression through the ranks, along with the evidence that is to be provided to assess the candidate's performance.

### 1. Assistant Professor

Faculty members at this rank are usually within the beginning stages of their academic career. They have demonstrated competency in instruction and the ability to improve on practices and strategies for engaging undergraduate students in teaching and learning.

They will have demonstrated, at minimum, a commitment to fulfilling the basic academic responsibilities in teaching and learning, scholarly activities, and service, as follows:

- a) Level of education appropriate to the field; academic units may specify a suitable combination of education, professional credential and related professional experience where this is a generally accepted standard in the field;
- b) Evidence of teaching effectiveness and a commitment to excellence in teaching and learning;
- c) Evidence of potential and commitment to engage in scholarly activities; and
- d) Evidence of potential and commitment of service to the University, the academic community, and/or the community at large.

### 2. Associate Professor

For tenure and promotion to the rank of Associate Professor, the University places particular emphasis on the quality of work accomplished and meaningful contribution made to the areas of teaching, scholarly activities, and service.

Criteria for Associate Professor should stipulate the expectancy of a high level of sustained proficiency in undergraduate teaching at the time of application for promotion. A faculty member applying for Associate Professor will provide evidence of effectiveness, innovation, creativity, understanding, and meaningful reflection in teaching and working with students.

An Associate Professor has matured into a mentor for students, and is facilitating the students' own process of discovery and application of what they learn. If applicable, graduate student supervision will also be considered. An Associate Professor will have shown potential as a mentor to peers within and

outside the university, and will have begun the study and sharing of effective practices in teaching, scholarly activities, and service.

While it is not yet expected that applicants for Associate Professor will have begun engaging with learning communities outside of the university, they are to be encouraged, as they move forward, to consider how best to disseminate knowledge and ideas to the public, external organizations, and other institutions, and through a variety of information sharing strategies. An Associate Professor sets an example of ethical practice for students in the pursuit, construction, and application of knowledge.

An Associate Professor will have established a record of productivity and achievement within an established program of scholarly activities. This will include dissemination of scholarly and creative work in forums of academic or equivalent review, and including appropriate forms of peer-review or equivalent assessment; and reflection on the impact of scholarship on teaching practice.

The faculty member will have established a record of sustained and meaningful contributions in service, including capacity building and leadership.

The faculty member has to provide evidence of fulfilling all criteria for the rank of Associate Professor as approved by Senate for that academic unit and demonstrate commitment to exceed the basic requirements as stated for Assistant Professor in the areas of teaching and learning, scholarly activities, and service, as follows:

- a) A record of effectiveness, innovation, creativity, understanding, and meaningful reflection in teaching and curriculum development;
- b) A record of sustained and productive scholarly activities; and
- c) A record of sustained and meaningful service to the University, and to the academic community and/or the community at large.

### 3. Full Professor

For promotion to the rank of Full Professor, the University places particular emphasis on the quality of work accomplished and meaningful contribution to the areas of teaching, scholarly activities and service distinctly beyond the rank of Associate Professor. A faculty member applying for Full Professor will provide evidence of sustained quality in effectiveness, innovation, creativity, understanding, and meaningful reflection in teaching and working with students.

Full Professors are respected by students and peers alike for substantial and distinguished teaching abilities, scholarly activities, service contributions, and ethical practice on regional, national and

international levels. Full Professors work in both individual and group settings to mentor students and guide their development as mature learners, critical thinkers, and leaders in their communities. Where applicable, graduate student supervision will also be considered.

The faculty member will have established a record of substantial and distinguished achievement in scholarly activities, as evidenced by substantial and distinguished achievement in the discipline; dissemination of scholarly and creative work in forums of primarily peer-reviewed or equivalent assessment; and sustained reflection on the impact of scholarship on teaching practice; and demonstration of distinction by colleagues from outside the university.

The faculty member will have established a record of substantial and meaningful contributions in service, including capacity building and leadership.

The faculty member will provide evidence of fulfilling all criteria for the rank of Full Professor as approved by Senate for that academic unit and demonstrate commitment to distinctly exceed the requirements as stated in this document for Associate Professor in the areas of teaching and learning, scholarly activities, and service, as follows:

- a) Demonstrated and documented distinction in teaching and learning;
- b) A record of sustained and productive scholarly activities that is recognized nationally and internationally; and
- c) A record of outstanding and significant service to the University, the academic community, and the community at large.

## PRINCIPLES FOR THE ESTABLISHMENT OF FACULTY STANDARDS AND CRITERIA FOR TENURE AND PROMOTION

The following principles will guide the development of standards and criteria for tenure and promotion at the University of the Fraser Valley:

1. **A Commitment to Academic Freedom**
  - a. Academic freedom is fundamental to teaching and learning, scholarly activities, and service.
  - b. All criteria established by academic units must respect the institutional commitment to academic freedom and responsibilities, and they may not establish criteria that represent an impediment to the exercise of academic freedom.
  
2. **Primacy of Teaching and Learning**
  - a. Criteria for assessing rank and tenure for faculty must recognize the University of the Fraser Valley's commitment to the primacy of teaching and learning informed by scholarly activities.
  - b. Criteria established by academic units must clearly demonstrate that promotion requires increasing competency in teaching and learning.
  
3. **Respecting Disciplinary Diversity while Ensuring Fair Comparison Among Faculties**
  - a. Tenure and promotion criteria must consider the differences in the nature and purpose of different academic units.
  - b. Recognition must be given to multiple forms of teaching and learning, scholarly activities, and service.
  - c. The degree of accomplishment necessary for achieving promotion at each rank should be equivalent across academic units.
  
4. **Alignment with the Mandate and Mission of the University**
  - a. Criteria developed for teaching, scholarly activities, and service should be consistent with the mandate and mission of the university.
  - b. Criteria should be aligned with the goals of the Department/School and Faculty/College.
  
5. **Standards and Criteria Must be Defined within National and International Contexts**
  - a. Criteria must reflect the high quality and expectations of their disciplines, as informed by, when possible, best practices utilized nationally and internationally at comparable institutions.
  - b. Criteria must require a diverse body of evidence that reflects a high quality and meaningfulness of contribution for:
    - teaching and learning;
    - scholarly activities; and
    - service.

**6. Criteria Must be Fair, Transparent, and Non-Discriminatory**

- a. Criteria must be fair and equitable, and assessable based on merit and the evidence presented.
- b. Criteria used by different academic units in assessing tenure and promotion must be transparent and be accompanied by clear guidelines and expectations of faculty.
- c. Criteria for tenure and promotion must ensure that there are no inherent forms of discrimination.
- d. Criteria will be developed to measure overall performance for the entire period under consideration.

**7. Criteria Demonstrate Flexibility and Multiple Pathways for Tenure and Promotion**

- a. Criteria for tenure and promotion must establish minimum requirements in each category of teaching and learning, scholarly activities and service.
- b. Criteria must be sufficiently flexible and adaptable so as to accommodate different teaching and learning, scholarly activities, and service profiles.

**8. Criteria Must Include Peer Review**

Criteria established by academic units for each rank must require evidence of peer review of teaching and learning and scholarly activities, and confirmation of performance in service roles.

**9. Standards and Criteria are to be Subject to Periodic Review**

- a. Standards and criteria for rank and tenure are subject to internal review by academic units every five years, or at a higher frequency established by the academic unit.
- b. The Senate Faculty Standards Committee will review institutional principles and the standards and criteria for each academic unit every five years.

## Process for Development and Review of Faculty Standards and Criteria for Tenure and Promotion for an Academic Unit

### Definitions

**Academic Unit:** Program, department, school, faculty, college or interdisciplinary unit whose mission is to advance teaching and learning and/or research at the university.

**Criteria:** Faculty Standards and Criteria for Tenure and Promotion.

**FSC:** Senate Faculty Standards Committee.

**Faculty/College Standards:** Faculty/College-wide Standards and Criteria for Tenure and Promotion.

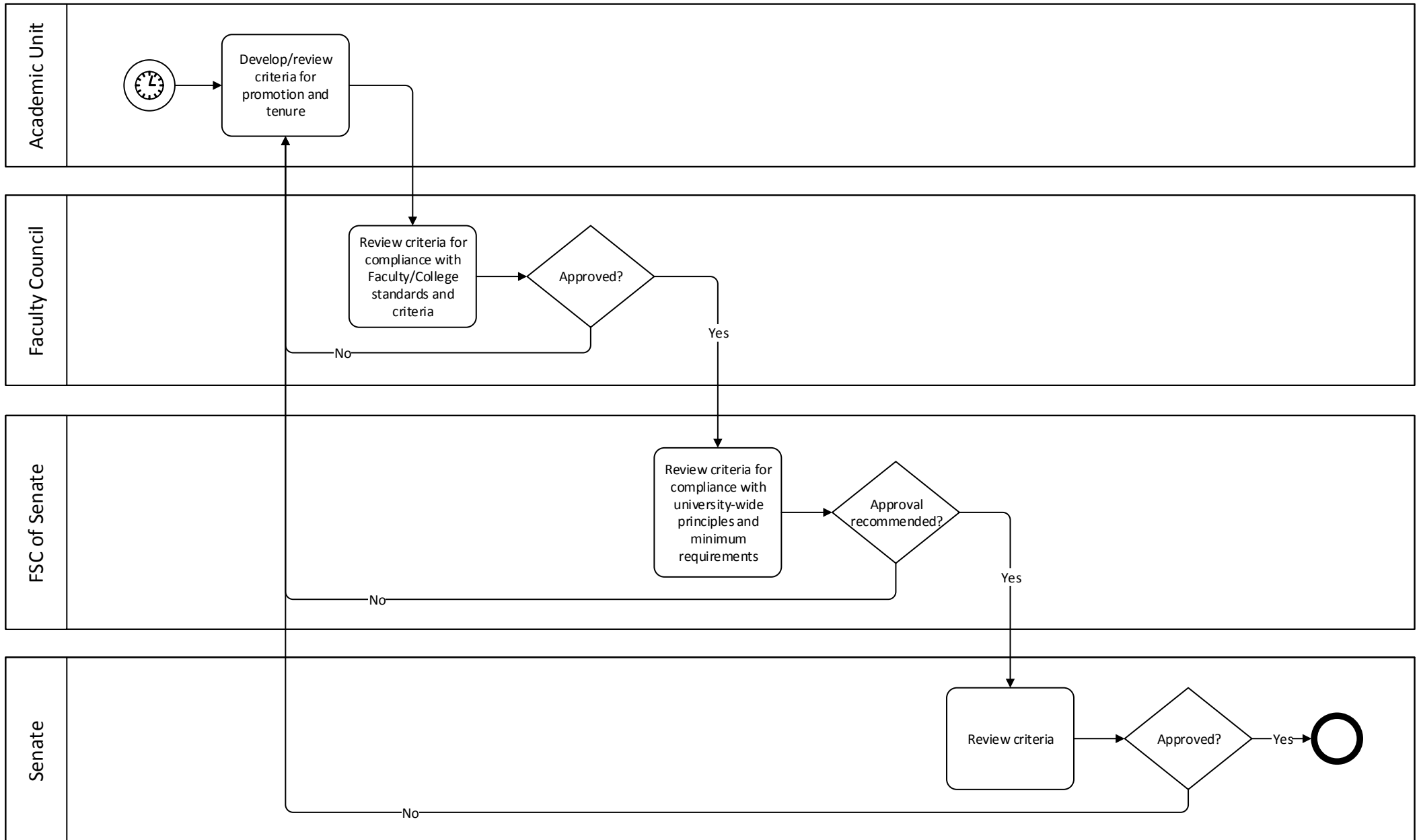
**University-Wide Principles:** University-wide Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion approved by the Senate.

### Process

1. Academic Unit will develop and periodically review its Criteria in accordance to existing University-Wide Principles and, when appropriate, Faculty/College Standards.
2. These Criteria will be submitted to the Faculty Council for review and approval.
3. If not approved by the Faculty, the draft Criteria will be returned for revision and re-submission.
4. Once approved by the Faculty Council, the draft Criteria will be submitted to the FSC for approval.
5. If not approved by the FSC, the draft Criteria will be returned for revision and resubmission.
6. Once approved by the FSC, the Criteria will be submitted to the Senate for approval.

Criteria approved by the Senate will be used by the Division Review Committee (DRC) and the University Review Committee (URC) in their review of faculty applications, as described in the Collective Agreement Tenure and Promotion Procedure.

### Process for Review of Criteria Developed by Academic Units





## Faculty Standards Committee of Senate Terms of Reference

### MANDATE

The Faculty Standards Committee advises Senate on matters related to standards for faculty tenure and promotion. The work of the Committee is in accordance with the Collective Agreement.

### RESPONSIBILITIES

1. Recommend university-wide principles for the establishment of criteria for faculty standards.
2. Review criteria recommended by Faculties/College and make a recommendation to Senate to ensure consistency with university-wide principles.
3. Review university-wide principles and the criteria of individual Faculties/College at least every five years.
4. Advise Senate on policies and other matters related to faculty standards.
5. To ensure membership of the Faculty Service Excellence award committee as required by the terms of reference set out by the Senate Awards and Honours committee.
6. Other duties as assigned by Senate.
7. Provide annual written reports to Senate.
8. Review its terms of reference and membership composition annually and make any recommendations for revisions to Senate

### COMPOSITION

#### Chair

- Provost or designate

#### Vice Chair

- A voting member of the committee, nominated and approved by the committee.

#### Voting Members

The committee should have a majority of faculty members, approved by Senate, at least one of whom shall be a member of Senate.

- Seven faculty members, one from each Faculty, at least one of whom is a senator
- Two Deans or Associate Deans, approved by Senate
- Associate Vice-President, Research, Engagement and Graduate Studies
- Associate Vice-President, Teaching and Learning



## FACULTY STANDARDS COMMITTEE OF SENATE MEMBERSHIP 2020-21

AREA REPRESENTED	TERMS OF OFFICE	MEMBER
<b>Ex-Officio Voting Member</b>		
Provost & Vice President, Academic (or designate) (Chair)	Ongoing	Peter Geller
<b>Voting Members</b>		
<i>7 faculty members, one from each faculty, at least one from Senate</i>		
Faculty of Access and Continuing Education (senator)	08-01-2019 to 07-31-2022	Greg St. Hilaire
Faculty of Health Sciences	08-01-2018 to 07-31-2021	Kate McCulloch
Faculty of Humanities	08-01-2018 to 07-31-2021	John Pitcher
Faculty of Professional Studies	08-01-2020 to 07-31-2022	Vacant
Faculty of Science (senator)	08-01-2020 to 07-31-2021	Afia Raja
Faculty of Social Sciences	08-01-2019 to 07-31-2021	Michael Corman
Faculty of Applied & Technical Studies	08-01-2020 to 07-31-2022	Vacant
<i>2 Deans or Associate Deans</i>		
Dean or Associate Dean	08-01-2018 to 07-31-2021	Sylvie Murray, Associate Dean (Faculty), Arts
Dean or Associate Dean	08-01-2018 to 07-31-2021	Alastair Hodges, Dean, Health Sciences
Associate Vice-President, Research, Engagement & Graduate Studies	Ongoing	Garry Fehr
Associate Vice-President, Teaching and Learning	Ongoing	Maureen Wideman
<b>Administrative Support</b>		
Office of the Provost and Vice President, Academic	Ongoing	Melinda Saretzky

**CURRENT MEMBERSHIP: 10 voting members****Quorum: Fifty percent (50%) of voting membership** (not including vacancies)

Current as of September 28, 2020