

## Agenda

### Faculty Standards Committee

Wednesday, February 12, 2020

2:30 – 4:30pm | Room B133

Abbotsford Campus

Page **1. WELCOME**

**2. ITEMS for ADOPTION**

2.1. Agenda – February 12, 2020

2 2.2. Minutes – December 4, 2019

**3. DISCUSSION ITEMS**

3.1. Limited reviews - Standards for Tenure and Promotion

5 3.2. Review - UFV's Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion

3.3. Faculty Service Excellence Award Committee update

**4. INFORMATION ITEMS**

14 4.1. 2020-2021 FSC Membership

15 4.2. Memo to Dean, Faculty of Science: re: School of Land Use and Environmental Change (SoLUEC) Standards for Tenure and Promotion

16 4.3. Memo to Senate – Faculty Standards Committee update

4.4. Review Deadlines - 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

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

**5. ADJOURN**

Meetings: March 11, Apr 8, May 6, June 3

## Draft Minutes

### Faculty Standards Committee

Wednesday, December 4, 2019

2:30 – 4:30pm | Room B133

Abbotsford Campus

**Present:** Peter Geller (Chair), Alastair Hodges (skype), Greg St. Hilaire, Jon Thomas, John Pitcher, Maureen Wideman, Michael Corman, Sylvie Murray, Melinda Saretzky (recorder)

**Regrets:** Sharon Gilles, Garry Fehr, Kate McCulloch

Page 1. **WELCOME**

Welcome to Michael Corman from the Faculty of Social Sciences.

2. **ITEMS for ADOPTION**

2.1. **Agenda – December 4, 2019**

**MOTION:**

THAT the agenda for December 4, 2019 be approved with revisions.

Add: 3.3 UFV's Principles for the Establishment of Faculty Standards  
and Criteria for Tenure and Promotion

Maureen/2<sup>nd</sup> Jon. CARRIED

2.2. **Minutes – June 19, 2019**

**MOTION:**

That Faculty Standards committee approved the minutes of June 19, 2019.

Sylvie/2<sup>nd</sup> Greg. CARRIED

**Business arising from minutes:**

- No response received from the Faculty of Applied and Technical Studies re: Physics Faculty Standards
- Response received from Faculty of Science - School of Land Use and Environmental Change (SoLUEC) will use the College of Arts Standards for Tenure and Promotion.

**ACTION:** Chair: Send memo to Dean, Faculty of Science to suggest that SoLUEC adopt a copy of the College of Arts Standards for Tenure and Promotion. A copy of the Memo sent to College of Arts to consider the revision recommendations will be provided.

3. **DISCUSSION ITEMS**

3.1. **Vice-Chair Appointment**

John Pitcher nominated by Sylvie/2<sup>nd</sup> Maureen

**MOTION:**

THAT FSC approved of John Pitcher as Vice-Chair, term ending June 2020.  
Sylvie/2<sup>nd</sup> Jon. CARRIED.

**3.2. Confirm limited reviews - Faculty/Academic Unit Faculty Standards and Criteria for Tenure & Promotion**

The committee completed the review of the Applied and Technical Studies standards. The committee also reviewed the College of Arts standards. In both cases, discussion notes were considered from those that were not able to attend the meeting.

Committee consensus: Limited reviews of each of the Divisional Criteria for Faculty Standards are ready to be sent to each of the Divisions and also agreed that the document titles should be consistently named “[DIVISION] Standards for Tenure and Promotion.”.

**ACTION:** Chair/Assistant: Submit a Faculty Standards Committee Update memo to Senate for Information.

**3.3. UFV’s Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion**

Deadline for review is January 2020

**ACTION:** Assistant: Send UFV’s Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion document as word file to the FSC and all divisional areas to request feedback by Jan. 6<sup>th</sup> and add to the Jan. 15 agenda.

**ACTION:** Chair/Assistant: Forward Senate-approved UFV’s Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion document to all Divisions for consideration when reviewing their Standards for Tenure and Promotion.

**4. INFORMATION ITEMS**

**4.1.** Response Memo to Faculty of Applied and Technical Studies – re: Physics Faculty Standards

**4.2.** Memo to Lucy Lee, Dean, Faculty of Science – re: School of Agriculture, Geography and the Environment Faculty Standards

**4.3.** 5-Year Review Dates for Criteria and Promotion

**4.4.** Faculty Service Excellence Award Selection Committee (FSEA) - Membership

Online voting conducted between Oct 11-22, 2019

2019 FSEA Selection Committee Members:

- Peter Geller (Chair, FSC)
- Jon Thomas (FSC Member) term ending June 2020
- Greg St. Hilaire (FSC Member) term ending June 2020
- Kate McCulloch (FSC Member) term ending June 2020

- Amanda McCormick (Non-FSC Member) term ending June 2021
- Alison Reeves (staff) term ending June 2021
- *Student pending*

**4.5. Membership 2019-2020 – Faculty Standards Committee**

- 1 vacancy (Applied and Technical Studies)

**4.6. Meeting Schedule 2019-2020**

**4.7. UFV's Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion**

**4.8. Terms of Reference**

**5. ADJOURN**

Sylvie

Meetings: Jan 15, Feb. 12, March 11, Apr 8, May 6, June 3



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.

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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.

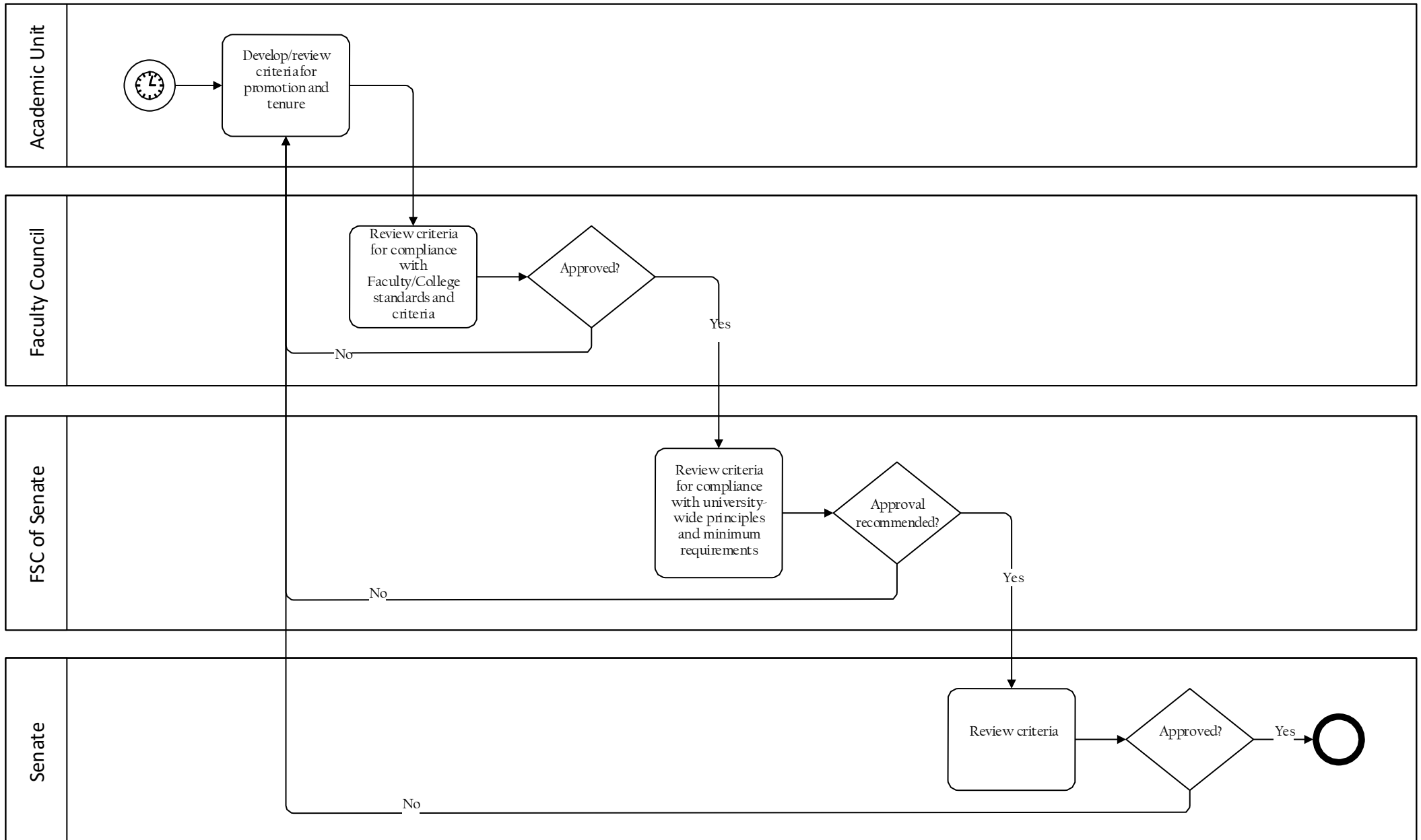
*University-Wide Principles:* University-wide Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion approved by the Senate.

### 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





## MEMO

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**To:** Peter Geller, Faculty Standards Committee (FSC) Chair  
**From:** Secretariat office  
**Date:** January 6, 2020  
**Re:** Vacant Positions on FSC as of July 31, 2019

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Terms of office will be ending on July 31, 2020 for the following members on FSC:

- Kate McCulloch, Faculty of Health Sciences
- John Pitcher, Faculty of Humanities
- Jon Thomas, Faculty of Professional Studies
- Sharon Gillies, Faculty of Science

In addition, there is one vacancy:

- 1 faculty member from Faculty of Applied and Technical Studies

The Secretariat office will make a call to senators in early February to fill positions on FSC and other standing committees. In mid-February, we will seek expressions of interest for non-senator positions, at which time the procedures and an Expression of Interest form will be made available.

## MEMORANDUM

**To:** Lucy Lee, Dean, Faculty of Science

**From:** Peter Geller, Chair, Faculty Standards Committee (FSC)

**CC:** Jonathan Hughes, Director, School of SoLUEC; Greg Schlitt, Acting Director, School of SoLUEC; Jacqueline Nolte, Dean, College of Arts; John English, Dean, Faculty of Technical Studies; James Mandigo, Provost and VP, Academic

**Date:** January 7, 2020

**Re:** Response to letter re: School of Land Use and Environmental Change (SoLUEC) Standards for Tenure and Promotion

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I am writing further to the email of December 3, 2020 regarding the move of the School of Land Use and Environmental Change (SoLUEC, formerly Geography and the Environment) from the College of Arts to the Faculty of Science and the impact on the Standards for Tenure and Promotion.

It is agreed that SoLUEC can adopt the current College of Arts Standards for Tenure and Promotion. In order to formalize this, please follow the process for the approval of Faculty Standards for academic units as follows (and as set out in <https://www.ufv.ca/media/assets/senate/faculty-standards-committee-of-senate/FSC-Principles-approved-at-Senate-January-7,-2015.pdf>):

- Submit to the Science Faculty Council for review and approval
- Submit to the Faculty Standards Committee (FSC) for review

Following this review, the FSC will then submit to Senate for approval.

I note that the Faculty Standards Committee recently undertook a limited review of the College of Arts Standards for Tenure and Promotion and has provided recommendations to the College of Arts and is currently awaiting a response which would include revisions. I am attaching the Memo to Dean Nolte with the request to pass this along to SoLUEC for consideration, including making any revisions noted in the memo.

When submitting the SoLUEC Standards for Tenure and Promotion, please forward a copy with track changes, plus a cover memo to Peter Geller, FSC Chair [Peter.Geller@ufv.ca](mailto:Peter.Geller@ufv.ca) and Melinda Saretzky (FSC Assistant) [Melinda.Saretzky@ufv.ca](mailto:Melinda.Saretzky@ufv.ca).

In terms of the application of the standards to SoLUEC members, this confirms the understanding as set out in the December 3 email, that once approved the Standards of Tenure and Promotion would not apply to any “associate members” who have an academic home outside of SoLUEC, and who would continue to fall under the Standards of Tenure and Promotion of that academic home.

## MEMORANDUM

**To:** Dr. Joanne MacLean, Chair, Senate  
**From:** Dr. Peter Geller, Chair, Faculty Standards Committee (FSC)  
**CC:** Dr. James Mandigo, Provost and Vice President, Academic  
**Date:** February 3, 2020  
**Re:** Faculty Standards Committee Update

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As part of its responsibilities, the Faculty Standards Committee (FSC) reviews the standards for tenure and promotion recommended by the Faculties/College and makes a recommendation to Senate to ensure consistency with university-wide principles. As part of this work, the FSC undertook a limited review of each of the Standards for Tenure and Promotion: Biology, Chemistry, College of Arts, Faculty of Access & Continuing Education, Faculty of Applied & Technical Studies, Faculty of Professional Studies, Kinesiology, Mathematics and Statistics, and the School of Health Studies.

The FSC has since provided each division with feedback. Any revisions to the standards will then be reviewed by the FSC before submitting to Senate for approval.

The Committee would also like to note that January 2020 marks the 5-year anniversary of the approval by Senate of the Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion. As per the FSC Terms of Reference a review is now underway. This has included seeking out feedback from the Faculty/College Councils.