

FACULTY OF SCIENCE

Tenure Guidelines

(adopted 06 December 2019)

I. PREAMBLE

This document establishes the criteria, weights and procedures for tenure, as called for in the Collective Agreement. Its purpose is to guide the work of tenure committees towards making decisions which are fair and reasonably uniform across the Faculty.

This document replaces earlier ones on tenure in the Faculty of Science. In accordance with Article 19.D.1.6, an applicant's case for tenure will be considered according to the criteria and weightings in effect at the time of the probationary appointment, unless these revised criteria are chosen by the applicant in a written request to the Dean.

Applicants for *early* tenure *must* notify the Dean in writing by May 15, with the complete application package due by July 15. They may withdraw their application on or before September 21.

Positive tenure recommendations are based on a record of achievement over a period of time. Faculty members are encouraged to seek the advice of their Department Heads each year on their progress towards meeting the standards for tenure.

II. DEFINITIONS AND ASSESSMENT

Article 19.D.1.7 of the UMFA Collective Agreement states that "*procedures shall be implemented in such a way as to ensure that the recommendation for tenure arrived at is made in light of ... established criteria and weightings (19.D.1.7.2), the duties specifically assigned (19D.1.7.3) ... and the assessment of the academic attributes and performance assigned duties of the faculty member. The academic attributes assessed may include, but are not limited to those listed in Article 20 (20.A.1.2)*". Those items of primary weight in determining the suitability for tenure in the Faculty of Science are given below. This is not meant to exclude any additional evidence provided by the faculty member that is in accord with the Collective Agreement.

1. Teaching

Teaching in the Faculty of Science occurs inside and outside classrooms and laboratories. It includes undergraduate and graduate courses, seminars, distance education, project and thesis supervision, lectures, tutorials, setting and grading of assignments, curriculum development, teaching laboratories, and consultations.

Performance in teaching shall be assessed on the basis of contributions to the teaching of science, as supported by items such as the following:

- Senate-approved evaluations by students may be provided;
- evaluation by the Department Head of the applicant's teaching effectiveness, including Senate-approved student evaluations, taking into consideration the limitations inherent in such evaluations;
- assessment by knowledgeable colleagues;
- assessment by colleagues of seminar and colloquia presentations;

- evidence of design of new courses;
- evidence of innovative courses or course delivery;
- samples of lecture notes, laboratory manuals, examinations and other relevant course materials;
- published teaching materials, such as notes or software;
- published textbooks;
- written comments by students or former students, but only when the original is signed by the student or is otherwise verifiable as coming from the author;
- evidence of effective graduate student teaching, both in formal courses, and informally;
- evidence of effective graduate student research supervision;
- evidence of effective undergraduate project and/or thesis supervision;
- evidence of teaching professional development;
- evidence of effective laboratory supervision;
- evidence of effective pedagogy development.

2. Research

Performance of research shall be assessed on the basis of contributions to science.

Independently-assessed work, normally through the scientific refereeing process, will be given the highest weighting. Assessment will be supported by items such as:

- refereed publications, with consideration of journal stature;
- refereed conference proceedings, with consideration of conference proceedings stature;
- extracts from citation indices, interpreted in relation to such things as research area, journal stature and authorship;
- evidence of efforts to apply for research funding and success in obtaining research funding appropriate for the discipline and stage in career;
- reviewed research monographs;
- manuscripts which have been submitted or posted on a recognized preprint archive but not yet accepted may be considered, but given less weight than published or accepted papers;
- invitations to deliver scholarly talks, or major addresses to one's peers at other institutions or national and international conferences;
- presentations at professional meetings and conferences;
- patents and patent applications;
- information, including letters, from knowledgeable colleagues of the significance of the applicant's published work;
- other forms of peer recognition;
- effective graduate student thesis research supervision;
- effective undergraduate student, graduate student, postdoctoral fellow and technician research supervision at this and other universities or institutions;
- reviewed, advanced textbooks which contain substantial original work, and/or an original synthesis of a large body of research;

- books, monographs or book chapters at a senior undergraduate or graduate level assessed in critical reviews by experts in the field *may* be evidence of research activity;
- other creations that could be considered as resulting from scholarly work, such as computer software or inventions;
- information on scholarly or technical reports to private or governmental agencies, but where evidence of peer review is provided;
- when part of a large research group, evidence of the applicant's role in the group should be provided;
- research in collaboration with industry, government or other outside bodies must be evaluated on the basis of its contribution to science and objectively judged as to its novelty and scholarly standard, as outlined above. Evidence must be presented that describes at least in general terms the form and the value of the contribution to the industry. Such evidence may include items such as letters of commendation or support from the partners, patents, patent applications, etc.

3. Service

Performance in service shall be assessed on the basis of (i) service to the department, Faculty or University (including service to the University of Manitoba Faculty Association), (ii) service to the general scientific community, and (iii) those services to the community at large that make use of the faculty member's knowledge and skills as a scientist.

These service activities can be considered of two types: those that are normally expected of any faculty member, in assisting with the administration of the department, Faculty or University (primarily (i), above); and those that faculty members carry out, largely at their own initiative, which go beyond these "normal" administrative responsibilities (primarily (ii) and (iii)).

Assessment of service contributions will be supported by items such as:

- participation in administrative activities, as requested by the Head or other administrative officers;
- service to groups outside the university, such as disciplinary or professional organizations, conferences, journals, granting councils and general outreach to the community at large.

Evidence should be provided to enable the committee to assess the effectiveness of the applicant's service activity. This evidence may include:

- letters from chairs or members of committees;
- annual performance reports;
- letters from individuals in the community served by the applicant;
- minutes of meetings showing evidence of the applicant's effective service;
- reports, or extracts thereof, prepared by the applicant as part of his or her service to the committee or community organization.

III. INFORMATION TO BE ASSESSED

The applicant will complete the tenure application form and submit it to the Dean's Office along with any supplementary information and letters or other evidence that supports the application. The complete application packages are to be submitted electronically in PDF format.

Department Heads will provide an evaluation of the applicant's teaching performance, including Senate-approved student evaluations.

Letters from students and staff will be solicited by the Dean. Letters of reference will be used only if signed by the authors or if otherwise verifiable as coming from the authors. These letters will be made available to the applicants in their entirety, save that the identifying letterhead and signature block will be removed. When letters are solicited, this procedure will be made clear to potential authors.

IV. TENURE COMMITTEES

1. The Dean shall appoint a Faculty of Science nucleus tenure committee comprising seven tenured faculty members.
2. The Dean shall meet with the nucleus committee each year to review the members' role.
3. For each applicant for tenure, three members of the nucleus tenure committee shall be selected by the Dean to serve on the tenure committee. Four tenured members of the applicant's department shall be nominated and elected by the academic staff of faculty rank within the department, in accordance with procedures approved by Department Council. Departments are encouraged to consider diversity when electing committee members.
4. The Head shall be a non-voting member of the tenure committee. The role of the Head at the committee meetings is to provide factual information on the applicant, primarily in response to questions from committee members. After providing this information and responding to queries, the Heads will leave the meeting, after which the committee will deliberate further and vote.
5. Each tenure committee shall be chaired by an Associate Dean, appointed by the Dean. The chair shall write the committee report, in consultation with the other members of the committee.
6. Gender parity will be sought on all tenure committees. Where gender parity is not feasible, there shall be at least one (1) person of each gender on each tenure committee (Article 19.D.1.3).
7. Where the Head is an applicant for tenure, the Head will neither take part in the committee deliberations nor submit a recommendation to the Dean. The Dean will provide the assessment of the Head's teaching to the committee.
8. In circumstances where the above committee composition is not possible, the Dean, in consultation with the Head and the applicant, shall determine the committee's composition.
9. In the case of an applicant with a formal appointment split between units, each department will choose two members to serve on the tenure committee. The Heads of both departments will be non-voting members of the tenure committee.
10. Tenure committees shall vote by secret ballot.
11. All members of the committee are expected to exercise their independent judgment, and all have equal votes. The committee members who are external to the department have the additional responsibility of ensuring that criteria are uniformly applied Faculty-wide, while recognizing the diversity of the various departments of the Faculty of Science.
12. Tenure decisions will be based on evidence. Members of the tenure committees shall be provided with documentation appropriate to the assessment period, to enable the committees to assess the extent to which the criteria are met

13. The committees may request additional information from the applicants. Written requests shall be made by the chair on behalf of the committee, describing the requested information. This request does not invoke Articles 19.D.3 of the Collective Agreement.
14. If, following a vote, the committee cannot make a positive recommendation, then the provisions of Articles 19.D.3 of the Collective Agreement apply. The chair of the committee shall so inform the applicant in writing, indicate the area(s) of concern that the committee will wish to discuss, and establish, in consultation with the applicant, the date for a subsequent meeting where the applicant shall be given the opportunity to speak to these concerns. A reasonable time will be allowed for the applicant to seek advice, solicit opinion and provide further documentation in order to prepare for such a meeting.
15. In the case of an application for early tenure, the committee must meet and provide feedback to the applicant prior to September 21, the last date for withdrawing the application.
16. The committee shall then consider the new input, and hold a second and final vote.

V. RECOMMENDATIONS

1. The committee's recommendation, with the reasons for it, is reported to the Dean, the Department Head and the applicant. The Department Head then makes a recommendation, with the reasons for it, to the Dean and delivers a copy to the applicant. The Dean then makes a recommendation, with the reasons for it, to the Vice-President (Academic), and accompanies it with the recommendations of the committee and the Head. A copy of the Dean's recommendation, with the reasons for it, is forwarded to the applicant. (See Articles 19.D.4.1 and 19.D.4.2 of the Collective Agreement)
2. In the case of a faculty member with a formal appointment split between units, the Head of the primary department will prepare the Department Head's recommendation in consultation with the Head of the secondary department.
3. Neither the Head's nor the Dean's reports are copied to the committee. However, if the recommendation of the Head or Dean is different from that of the committee, then they shall so advise the committee in writing. (See Article 19.D.4.4 of the Collective Agreement)
4. Committee reports should address how experience and contributions achieved prior to the applicant's appointment at the University of Manitoba were considered.

VI. TENURE OF FACULTY MEMBERS

Tenure procedures are described in Article 19D of the University of Manitoba - University of Manitoba Faculty Association Collective Agreement.

Article 19.C.4.4.1.2 states that before making an application for early tenure, "*the faculty member shall first consult with his/her dean/director and department head.*"

It is the responsibility of the applicants to provide the evidence that they, the committee, or the Dean, deem necessary to support the application.

1. Criteria for Granting of Tenure of Faculty Members

According to the Collective Agreement, granting of tenure is to be recommended in consideration of the following:

- a) the academic needs of the University, and
- b) the established criteria and weightings, and
- c) the duties specifically assigned to the faculty member, and
- d) the assessment of the academic attributes and the performance of assigned duties by the faculty member. The academic attributes normally expected in the Faculty of Science are successful teaching, research, and service.

2. Normal Requirements

The tenure decision is one of great importance to both the applicant and the University of Manitoba, and tenure committees are expected to deliberate with a care that reflects this importance. Notwithstanding the fact that decisions on tenure and promotion to associate professor are often made at the same, or nearly the same, time, and that the listed criteria are similar, these are independent decisions. The granting of one does not imply that a subsequent application for the other will also be successful.

The compensatory weighting of teaching and research that may be used in promotion considerations does not apply to tenure: successful applicants for tenure must meet the criteria in each of research, teaching and service individually.

Attaining or surpassing the minimum criteria for tenure is to be demonstrated over a period of time. Normally, this shall be the time from the commencement of the appointment at this University up until the final year of the maximum untenured period. The maximum untenured period for full-time faculty members at the rank of assistant professor, associate professor or professor is normally six (6) years of full-time service. Extensions to this period may be granted in special circumstances, as per article 19.C.4.3.3 of the Collective Agreement. Assessment may include consideration of performance elsewhere, prior to coming to this University.

The Collective Agreement permits any faculty member who has completed the equivalent of at least three (3) years of full-time employment at this or another university, or in a research appointment at a recognized research establishment other than a university, to apply for tenure. However, early applicants for tenure are expected to have demonstrated the same level of achievement and the same level of competence as any member who has completed the maximum untenured period. Meeting this standard in less than the maximum untenured period requires demonstrated superiority of performance.

Applicants for tenure in the Faculty of Science who have previous professional service elsewhere shall demonstrate a successful transition to, and record of achievement at, the University of Manitoba. This normally takes a minimum of three (3) full years of service at this university, irrespective of their length of service elsewhere.

The criteria to be met by the applicant, within the constraints of the resources made available by the University and the demands of the department, are:

- a) Satisfactory performance in teaching, as measured by indicators such as those listed under teaching definitions and assessment in Section II. Evidence of satisfactory teaching will also include:
 - evaluation by the Department Head;
 - assessment in writing by students and knowledgeable colleagues.

- b) Satisfactory performance in research as measured by indicators such as those listed under research definitions and assessment in Section II. Where appropriate for the applicant's research area, evidence of satisfactory research performance will also include:
 - an established independent research program, individual or collaborative, which goes beyond the work of the applicant's Ph.D.;
 - the impact, quality, originality, number and forum of research publications, comparable to national norms for the research field and the rank of the applicant;
 - a track record of research funding at a level which is appropriate for the discipline and rank, and sufficient to carry out research in the applicant's field;
 - the amount and quality of research in collaboration with industry, government or other outside body;
 - effective research supervision of undergraduate and graduate students, postdoctoral fellows, or technicians.
- c) Satisfactory performance in service, as measured by indicators such as those listed under service definitions and assessment in Section II. Evidence of satisfactory service performance will also include:
 - effective participation in and service to departmental, university and academic or professional society activities.

Teaching and research shall normally carry equal weight, whereas the weighting of service shall be less than that of either teaching or research. When assessing the performance of applicants in meeting the individual criteria for teaching, research and service, the committee shall take into account these relative weightings. In cases where the applicant's assignment of duties differs from this norm, the Dean, in consultation with the applicant, shall provide the committee with the appropriate weightings to be used in assessing the applicant's performance.

External letters of reference may be sought, if needed, to establish the extent to which the applicant's research has received recognition outside the University of Manitoba. If the committee wishes such letters, the Dean will solicit them on behalf of the committee. The applicant will be consulted regarding the referees to be contacted, and may register any reservations concerning their appropriateness, which will be duly considered. Other letters may also be provided by the applicant.

VII. PROCEDURES

1. Timetable (precise dates may differ from year to year):
 - receipt in the Dean's Office of letter of intent to apply for tenure - May 15
 - receipt in the Dean's Office of names of elected committee members - June 1;
 - receipt of complete application packages in the Dean's Office - July 15;
 - receipt of comments on the applications - August 1;
 - last date for withdrawing early tenure applications - September 21;
 - submission of completed applications to the VP (Academic) Office - October 15.
2. Memos containing a list of all applicants for tenure are sent to all Department Heads, the Senior Stick of Science and members of the applicant's department after May 15.

3. The list of applicants is also sent to all Faculty of Science department offices and Senior Stick with a request that it be posted in obvious locations.
4. The Dean's Office prepares an electronic folder for each applicant containing the application, the Head's evaluation of teaching, solicited letters and any other relevant information. The folder will be placed on the secure shared drive for access by committee members.
5. Committee meetings will be scheduled by the Dean's Office.
6. Committee meetings are closed, and all deliberations are confidential. Normally, all committee members shall participate in all meetings, but remote participation is allowed.
7. All documentation will be deleted from the shared drive at the end of deliberations.