

A Guidebook to Preparing for Tenure, Promotion or Continuing Appointment at UNBC

“Communicating One’s Contributions in Academia”



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Introduction

This guidebook is intended to assist UNBC Faculty Association members in their preparation of an effective tenure, promotion or continuing appointment application package. A key to preparing a successful application lies in how to communicate your contributions and how they clearly and concisely meet the criteria outlined in the UNBC Faculty Association Collective Agreement.

The tenure, promotion and continuing appointment process is a fundamental aspect to the growth and development of a university. Unfortunately, this process is often surrounded by a lot of mystery and uncertainty. In learning more about the process, you will provide yourself with tools necessary to accomplish the goal of submitting a successful application.

Some of the information provided in this guidebook you will most likely already be familiar with.

Obtaining tenure, promotion or a continuing appointment is an important step in your career trajectory, and you have already begun to assist yourself in developing an effective application by reviewing this guidebook and the Collective Agreement to learn more about the application process and attending information sessions when offered.

What is Tenure?

Tenure signifies the right of a Faculty Member to a permanent appointment and is only available to a Faculty Member who is appointed in a tenure-track position. The tenure-track is a period of probation and appraisal prior to peer review for consideration of granting of tenure.

The Canadian Association of University Teachers (CAUT) expresses tenure as the:

Highlights and Tips

Tenure, promotion, or continuing appointment need not be a mystical process. Become informed about the process.

You are most likely already aware of many of the best practices in terms of putting together an effective application.

Be familiar with the relevant Articles in the Faculty Association Collective Agreement. If you are unsure, ask for clarification on the meaning of any Article.

Tenure is only available to a Faculty Member who is appointed in a tenure-track position.

“...defining feature of academic work and a key safeguard and promoter of academic freedom. In preserving and promoting academic freedom, tenure sustains and maintains intellectual liberty while creating the conditions for achieving high standards in post-secondary teaching, research, scholarly, and creative work, and in public service. Tenure ensures that academic staff can fully exercise their academic freedom without fear of reprisal or retribution.”

The criteria that an applicant applying for tenure must demonstrate in their application is laid out in Article 22.13.1.

Timing to Apply for Tenure

A tenure-track appointment is a 6-year probationary period, which includes a mid 3-year review. A Faculty Member must apply and be granted tenure prior to the end of the 6-year probationary period. The time to submit an application for tenure is no later than the year in which you have *started* your 5th year in a probationary appointment prior to the Tuesday following the Labour Day statutory holiday.

Example: If you were appointed at UNBC in a tenure-track position on 1 July 2017, you will start your 5th year on 1 July 2021, and must apply for tenure in the Fall 2021 review cycle.

The Faculty Association Collective Agreement outlines special provisions for applicants who start their 5th year in the Fall after the Labour Day statutory holiday (see Article 22.3.1).

There are a few exceptions that extend the 6-year probationary tenure-track period:

- In the case where a Faculty Member was hired without the required terminal degree, the initial appointment is made at the rank of Lecturer. Once the Faculty Member has confirmed they have earned the terminal degree, the appointment is automatically converted to the rank of

Highlights and Tips

Start the process early and review Article 22.

Start thinking and planning your tenure application within your first year of appointment. Getting an early start and gathering supporting evidence for your application will help ensure you have a strong and complete application.

Your 3-year tenure-track renewal should demonstrate you are making satisfactory progress in teaching, scholarly activity, and service, and are on track for a successful tenure application.

Promotion from Lecturer to Assistant Professor is automatic once the terminal degree (PhD) requirements have been met.

Assistant Professor and the 6-year tenure-track timeline begins (see Article 22.1.4).

- A Faculty Member who was granted a leave for medical, family responsibilities, or study leave, may request an extension to their tenure-track period (see Article 22.3.10).

An Early Application for Tenure

The normal time to apply for tenure is in the 5th year; however, if a Faculty Member believes that they have met the criteria outlined in Article 22.13.1, the Faculty Member can apply for tenure early.

If an early application for tenure is unsuccessful, the Faculty Member must wait until the 6th year in the tenure-track period to re-apply for tenure.

What is a Continuing Appointment?

A continuing appointment for Librarians, Senior Instructors and Senior Laboratory Instructors is granted following a probationary period, and signifies the individual has earned continuous and permanent employment – similar to tenure for Faculty Members.

To apply for a continuing appointment, the Member must be in a probationary appointment, which is normally a 2- or 3-year period and stipulated in your letter of employment. The time to apply for a continuing appointment is in the Fall review directly following the completion of the probationary period. If you are uncertain of when you need to apply, consult with your Chair, Dean, University Librarian, Faculty Relations or Faculty Association.

In some circumstances the probationary period may be shorter depending on the previous experience of the Member, and this will be noted in the letter of employment.

Start thinking and planning your continuing application within your first year of appointment. Getting an early start and

Highlights and Tips

Carefully consider an early application for tenure.

Your annual meeting with your Chair will help clarify the expectations for tenure and set you on the right path for a successful tenure application.

Applying for a continuing appointment happens in the Fall review directly following the completion of the probationary period.

Start thinking and planning your continuing application within your first year of appointment. Getting an early start and gathering supporting evidence for your application will help ensure you have a strong and complete application.

gathering supporting evidence for your application will help ensure you have a strong and complete application.

The criteria that an applicant applying for a continuing appointment must demonstrate in their application is laid out in:

Article 24.7.2 (Librarians)

Article 25.6.1 (Senior Instructors)

Article 26.6.1 (Senior Lab Instructors)

If your first application for a continuing appointment is unsuccessful, you will have one more opportunity at the next Fall review period to be successful at achieving a continuing appointment.

Promotion for Faculty

[Promotion to Assistant Professor \(Completion of the Terminal Degree\)](#)

Normally, a Faculty Member's initial tenure-track appointment is at the rank of Assistant Professor; however, in exceptional circumstances where the member has not yet completed the requirements for the terminal degree (doctorate) at the time of appointment, the Faculty Member is placed at the rank of Lecturer. Once the Faculty Member completes the requirements for the terminal degree, promotion to Assistant Professor is automatic – you do not need to apply for promotion to Assistant Professor or do anything other than inform your Dean.

Highlights and Tips

Review Articles:

- [24.7.2 \(Librarians\)](#)
 - [25.6.1 \(Senior Instructors\)](#)
 - [26.6.1 \(Senior Lab Instructors\)](#)
-

Knowing when to apply for promotion is up to you and your contributions.

Promotion to Associate Professor

Promotion in rank from Assistant Professor to Associate Professor is recognition of your growth and development as a teacher, in scholarship, and in service.

The University of Manitoba describes promotion as:

“...recognition by the University that a faculty member has reached a particular level of academic maturity and scholarly excellence in teaching, research/scholarship or scholarly activity, service and other academic duties. Promotion is an increase in status...”

Promotion is initiated by you – it is not time driven like tenure. You can submit an application for promotion at the same time as you apply for tenure; however, your application must clearly distinguish how you meet the criteria for tenure, and how you meet the criteria for promotion.

Promotion from Assistant Professor to Associate Professor carries with it a compensation adjustment.

Criteria for promotion from Assistant Professor to Associate Professor requires that the Faculty Member:

- Holds the required terminal degree
- Demonstrates a record of effective teaching
- Demonstrates a record of sustained and productive scholarship
- Demonstrates evidence of effective service

Although not common, a Faculty Member is not required to apply for tenure or have earned tenure before applying for promotion.

Careers of Faculty Members can take very different paths. For this reason, all aspects of a Faculty Member's contributions should be considered for promotion to Associate Professor (see Article 22.13.7.2).

Many Faculty Members end a rewarding academic career having earned the rank of Associate Professor.

Highlights and Tips

Promotion is initiated by you when you are confident you have met the relevant criteria.

Criteria for promotion to Associate Professor is found in Article 22.13.5 of the Faculty Association Collective Agreement.

You can apply for Promotion and Tenure at the same time.

A successful application for promotion does not automatically grant tenure, and a successful tenure application does not automatically grant promotion.

Promotion to Professor (Full Professor)

The final step to promotion in rank under the Faculty Association Collective Agreement is promotion to Professor, or commonly referred to as “Full Professor”.

The Professor rank is the next highest earned rank after Associate Professor, and some Professors also progress to “Professor Emeritus or Emerita”, which is an honorary rank awarded by the University to outstanding Professors who have retired.

Promotion from Associate Professor to Professor carries with it a compensation adjustment.

Criteria for promotion from Associate Professor to Professor requires that in addition to the requirements for promotion to Associate Professor, the Faculty Member demonstrate:

- A sustained and productive program of scholarly activity recognized nationally or internationally
- A record of sustained high-quality teaching
- A record of significant service

As with the criteria for successful promotion to Associate Professor, careers of long serving Faculty Members can take very different paths. For this reason, all aspects of a Faculty Member’s contributions should be considered for promotion to Professor (see Article 22.13.7.3)

Promotion for Librarian Members

There are four ranks and levels of progression in rank for Librarian Members:

- Librarian 1
- Librarian 2
- Librarian 3

Highlights and Tips

Promotion to Professor is also initiated by you when you are confident you have met the relevant criteria.

Criteria for promotion to Professor is found in Article 22.13.6 of the Faculty Association Collective Agreement.

Review Article 24.

Promotion is initiated by you when you are confident you have met the relevant criteria.

- Librarian 4

Promotion from one rank to the next recognizes the Librarian Member's continuing professional growth and development, service, and scholarly growth and innovation.

Promotion in rank is assessed based on the duties and responsibilities that have been assigned to the Librarian Member.

Initial appointment in rank is commonly at Librarian 1; however, this is dependent on the individual's experience and level of achievement at the time of initial appointment.

Promotion to Librarian 2

Librarian members holding the rank of Librarian 1 are typically eligible for promotion to Librarian 2 after having completed 2 years of service at the University. Promotion in rank is assessed based on the duties and responsibilities that have been assigned to the Librarian Member, and the Librarian Member must demonstrate:

- A record of effective execution of professional practice
- Evidence of service that has had a positive impact
- Evidence of relevant scholarly activity, professional activities and/or innovative practice

Promotion from Librarian 1 to Librarian 2 carries with it a compensation adjustment.

Promotion to Librarian 3

Librarian members holding the rank of Librarian 2 are typically eligible to apply for promotion to Librarian 3 after having completed 4 years of service in the rank of Librarian 2. As with promotion to Librarian 2, promotion in rank to Librarian 3 is assessed based on the duties and responsibilities that have been assigned to the Librarian Member, and the Librarian Member must also demonstrate:

Highlights and Tips

You can submit your application for a continuing appointment at the same time as applying for promotion.

Knowing when to apply for promotion is dependent on time served in each rank and is then up to you and your contributions.

Criteria for Promotion from Librarian 1 to Librarian 2 is found in Article 24.7.4.

Criteria for Promotion from Librarian 2 to Librarian 3 is found in Article 24.7.5.

- A record of sustained high-quality execution of professional practice
- A record of significant participation in service
- A record of sustained and relevant scholarly activities, professional activities, and/or innovative practice

Promotion from Librarian 2 to Librarian 3 carries with it a compensation adjustment.

Promotion to Librarian 4

Librarian members holding the rank of Librarian 3 are typically eligible to apply for promotion to Librarian 4 after having completed 5 years of service at the rank of Librarian 3. Promotion in rank to Librarian 4 is the highest rank achievable by Librarian Members and is assessed based on the duties and responsibilities that have been assigned to the Librarian Member, and the Librarian Member must also demonstrate:

- A significant record of sustained high-quality execution of professional practice
- A record of significant service and leadership
- A record of sustained, relevant and substantive scholarly activities, professional activities and/or innovative practice

Promotion from Librarian 3 to Librarian 4 carries with it a compensation adjustment.

Careers of Librarian Members can take very different paths, and for this reason all aspects of a Librarian Member's contributions can be considered for promotion to any Librarian Rank (see Article 24.8).

Highlights and Tips

Criteria for Promotion from Librarian 3 to Librarian 4 is found in Article 24.7.6.

Librarian Members can have differing career paths.

Promotion for Senior Instructors (SIs)

There are three ranks and levels of progression in rank for Senior Instructors:

- Senior Instructor 1
- Senior Instructor 2
- Senior Instructor 3

Promotion from one rank to the next recognizes the Senior Instructor's teaching proficiency, professional growth and service.

Promotion in rank is assessed based on the duties and responsibilities that have been assigned to the Senior Instructor.

Initial appointment in rank is commonly at Senior Instructor 1; however, this is dependent on the individual's experience and level of achievement at the time of initial appointment.

Promotion to Senior Instructor 2

Senior Instructors holding the rank of Senior Instructor 1 are typically eligible for promotion to Senior Instructor 2 after having completed 4 years of service at the University as a Senior Instructor. Promotion in rank is assessed based on the duties and responsibilities that have been assigned to the Senior Instructor, and the Senior Instructor must demonstrate:

- A record of sustained high-quality teaching
- A sustained program of continuing professional development
- A record of significant service

Promotion from Senior Instructor 1 to Senior Instructor 2 carries with it a compensation adjustment.

Highlights and Tips

Review Article 25.

Promotion is initiated by you when you are confident you have met the relevant criteria.

Knowing when to apply for promotion is dependent on time served in each rank and is then up to you and your contributions.

You can submit your application for a continuing appointment at the same time as applying for promotion.

Criteria for Promotion from Senior Instructor 1 to Senior Instructor 2 is found in Article 25.6.4.

Promotion to Senior Instructor 3

Senior Instructors holding the rank of Senior Instructor 2 are typically eligible to apply for promotion to Senior Instructor 3 after having completed 6 years of service in the rank of Senior Instructor 2. As with promotion to Senior Instructor 2, promotion in rank to Senior Instructor 3 is assessed based on the duties and responsibilities that have been assigned to the Senior Instructor, and the Senior Instructor must also demonstrate:

- A sustained record of teaching excellence as sole instructor
- Evidence of contributions to pedagogy, development of new knowledge, or contributions to continuing professional development
- A record of continuing significant service

Promotion from Senior Instructor 2 to Senior Instructor 3 carries with it a compensation adjustment.

Promotion for Senior Lab Instructors (SLIs)

There are four ranks and levels of progression in rank for Senior Lab Instructors:

- Senior Lab Instructors 1
- Senior Lab Instructors 2
- Senior Lab Instructors 3
- Senior Lab Instructors 4

Promotion from one rank to the next recognizes the Senior Lab Instructor's contributions to their core professional functions, continuing professional development, and service.

Promotion in rank is assessed based on the duties and responsibilities that have been assigned to the Senior Lab Instructor.

Highlights and Tips

Criteria for Promotion from Senior Instructor 2 to Senior Instructor 3 is found in Article 25.6.5.

Review Article 26.

Promotion is initiated by you when you are confident you have met the relevant criteria.

Knowing when to apply for promotion is dependent on time served in each rank and is then up to you and your contributions.

You can submit your application for a continuing appointment at the same time as applying for promotion.

Initial appointment in rank is commonly at Senior Lab Instructor 1; however, this is dependent on the individual's experience and level of achievement at the time of initial appointment.

Promotion to Senior Lab Instructor 2

Senior Lab Instructors holding the rank of Senior Lab Instructor 1 are typically eligible for promotion to Senior Lab Instructor 2 after having completed 2 years of service as Senior Lab Instructor 1 at the University. Promotion in rank is assessed based on the duties and responsibilities that have been assigned to the Senior Lab Instructor, and the Senior Lab Instructor must demonstrate:

- A record of effective execution of core professional functions
- A record of sustained continuing professional development
- Evidence of service that has had a positive impact

Promotion from Senior Lab Instructor 1 to Senior Lab Instructor 2 carries with it a compensation adjustment.

Promotion to Senior Lab Instructor 3

Senior Lab Instructors holding the rank of Senior Lab Instructor 2 are typically eligible to apply for promotion to Senior Lab Instructor 3 after having completed 4 years of service in the rank of Senior Lab Instructor 2, of which 2 of those years were at the University. As with promotion to Senior Lab Instructor 2, promotion in rank to Senior Lab Instructor 3 is assessed based on the duties and responsibilities that have been assigned to the Senior Lab Instructor, and the Senior Lab Instructor must also demonstrate:

- A record of sustained high-quality execution of core professional functions
- A record of significant participation in service

Highlights and Tips

Criteria for Promotion from Senior Lab Instructor 1 to Senior Lab Instructor 2 is found in Article 26.6.4.1.

Criteria for Promotion from Senior Lab Instructor 2 to Senior Lab Instructor 3 is found in Article 26.6.5.1.

- A record of sustained and productive program of continuing professional development

Promotion from Senior Lab Instructor 2 to Senior Lab Instructor 3 carries with it a compensation adjustment.

Promotion to Senior Lab Instructor 4

Senior Lab Instructors holding the rank of Senior Lab Instructor 3 are typically eligible to apply for promotion to Senior Lab Instructor 4 after having completed 5 years of service at the rank of Senior Lab Instructor 3, of which 3 of those years were at the University. As with promotion to Senior Lab Instructor 2 and 3, promotion in rank to Senior Lab Instructor 4 is the highest rank achievable by Senior Lab Instructors and is assessed based on the duties and responsibilities that have been assigned to the Senior Lab Instructor, and Senior Lab Instructor must also demonstrate:

- A significant record of sustained high-quality execution of core professional functions
- A record of significant service
- A record of sustained, relevant and substantive program of continuing professional development

Promotion from Senior Lab Instructor 3 to Senior Lab Instructor 4 carries with it a compensation adjustment.

Careers of Senior Lab Instructors can take very different paths, and for this reason all aspects of a Senior Lab Instructor's contributions can be considered for promotion to any Senior Lab Instructor Rank (see Article 26.6.7).

Highlights and Tips

Criteria for Promotion from Senior Lab Instructor 3 to Senior Lab Instructor 4 is found in Article 26.6.6.1.

Senior Lab Instructors can have differing career paths.

Important Dates and Timelines

For Faculty Members submitting an application for promotion and/or tenure, the following deadlines are important to note:

June 15	Submission of the letter of intent and rotating members to the Dean (including annotated list of 9 external referees)
Tuesday (after Labour Day)	Submission of the complete application
February 7	Notice of intention to appeal to UPTAC (for negative decision)
February 14	Submission of appeal

Review Process for a Faculty Member's application:

July 15	FPTC selects external referees
Monday (after Labour Day)	Program Chair receives application from the Dean for review
October 31	Member receives FPTC's recommendation
January 15	Member and the University President receive UPTC's recommendation
February 15	Member receives the University President's recommendation (if positive)
March	Member receives UPTAC's decision (on appeal application)
July 1	Positive decisions on promotion and/or tenure take effect

Highlights and Tips

The process for submitting additional material is dependent on the timing of the review process.

Once the application is submitted by the Faculty Member, additional relevant material can be submitted during the review period (example: where the application notes a paper has been submitted for review, and the Member receives notice that the paper is accepted for publication). The process for submitting additional material is dependent on the timing of the review process:

- FPTC's review: appearing at a meeting to present new material
- UPTC's review: submission of materials to the Committee Chair

Once the Chair, external referee, or committee has submitted the written recommendation, new material will not be reviewed by that individual or committee.

For Librarian Members submitting an application for promotion and/or continuing appointment, the following deadlines are important to note:

June 15	Submission of the letter of intent to the University Librarian
Tuesday (after Labour Day)	Submission of the complete application
February 7	Notice of intention to appeal to UPTAC (for negative decision)
February 14	Submission of appeal

Review Process for a Librarian Member's application:

September 15	LPC receives the complete application from the University Librarian
October 31	Librarian Member receives LPC's recommendation
January 15	Librarian Member and the University President receive UPTC's recommendation
February 15	Librarian Member receives the University President's recommendation (if positive)
March	Librarian Member receives UPTAC's decision (on appeal application)
July 1	Positive decisions on promotion and/or continuing appointment take effect

Highlights and Tips

Once the application is submitted by the Librarian Member, additional relevant material can be submitted during the review period. The process for submitting additional material is dependent on the timing of the review period:

- LPC's review: appearing at a meeting to present new material
- UPTC's review: submission of materials to the Committee Chair

Once a committee has submitted the written recommendation, new material will not be reviewed by that committee.

For Senior Instructors (SI) submitting an application for promotion and/or continuing appointment, the following deadlines are important to note:

- June 15** Submission of the letter of intent to the Chair of the SIAPC
- Tuesday** Submission of the complete application
(after Labour Day)
- February 7** Notice of intention to appeal to UPTAC (for negative decision)
- February 14** Submission of appeal

Review Process for a Senior Instructor's application:

- September 15** SIAPC receives the complete application from the Chair of the SIAPC
- October 31** SI and relevant Dean receive the SIAPC's recommendation
- January 15** SI and the University President receive the UPTC's recommendation
- February 15** SI receives the University President's recommendation (if positive)
- March** SI receives UPTAC's decision (on appeal application)
- July 1** Positive decisions on promotion and/or continuing appointment take effect
-

Highlights and Tips

Once the application is submitted by the SI, additional relevant material can be submitted during the review period. The process for submitting additional material is dependent on the timing of the review period:

- SIAPC's review: appearing at a meeting to present new material
- UPTC's review: submission of materials to the Committee Chair

Once a committee has submitted the written recommendation, new material will not be reviewed by that committee.

For Senior Lab Instructors (SLI) submitting an application for promotion and/or continuing appointment, the following deadlines are important to note:

- June 15** Submission of the letter of intent to the Chair of the SLIAPC
- Tuesday (after Labour Day)** Submission of the complete application
- February 7** Notice of intention to appeal to UPTAC (for a negative decision)
- February 14** Submission of appeal

[Review Process for a Senior Lab Instructor's application:](#)

- September 15** SLIAPC receives the complete application from the Chair of the SLIAPC
- October 31** SLI and SLI's Dean receive the SLIAPC's recommendation
- January 15** SLI and the University President receive the UPTC's recommendation
- February 15** SLI receives the University President's recommendation (if positive)
- March** SLI receives UPTAC's decision (on appeal application)
- July 1** Positive decisions on promotion and/or continuing appointment take effect

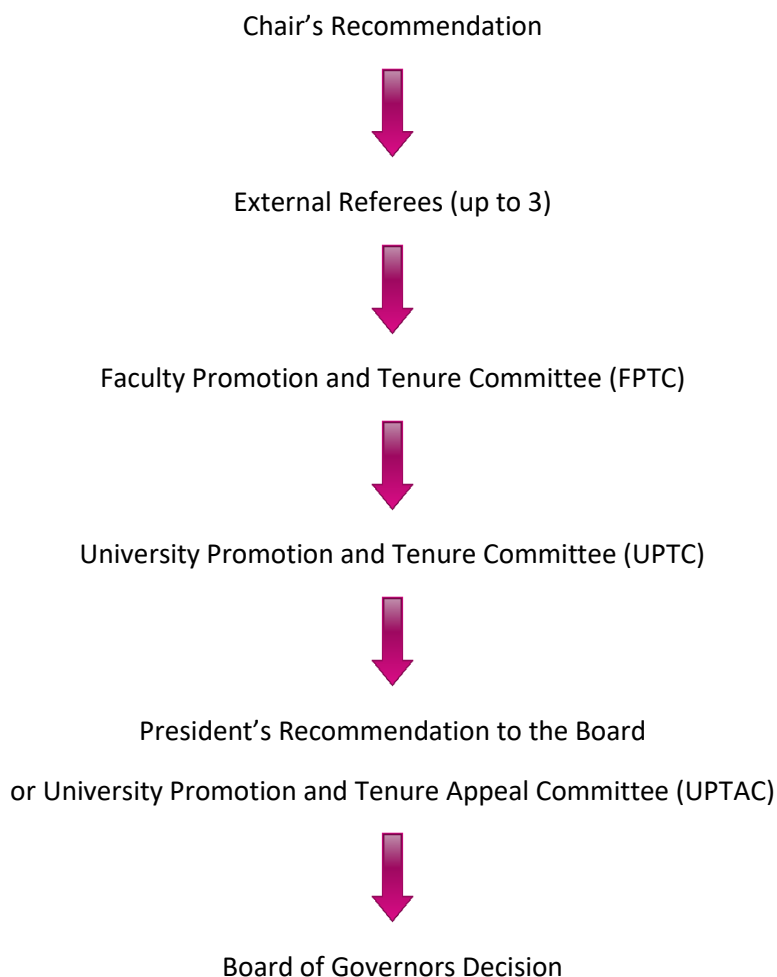
Highlights and Tips

Once the application is submitted by the SLI, additional relevant material can be submitted during the review period. The process for submitting additional material is dependent on the timing of the review period:

- SLIAPC's review: appearing at a meeting to present new material
- UPTC's review: submission of materials to the Committee Chair

Once a committee has submitted the written recommendation, new material will not be reviewed by that committee.

Levels of Review for Faculty Members



Highlights and Tips

The FPTC consists of 7 voting members:

- Dean (Chair)
- 4 Elected Tenured Faculty Members
- 1 Rotating Member
- 1 Tenured Faculty Member appointed by the FA

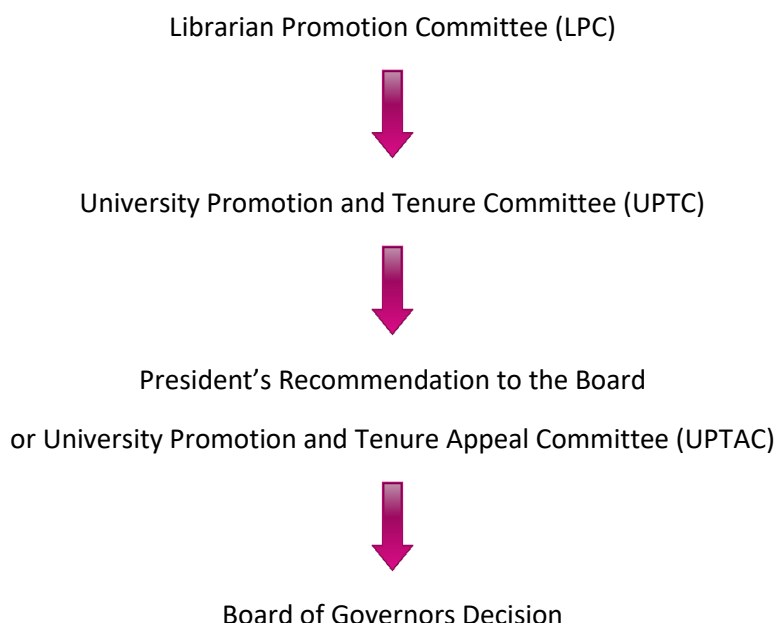
FPTC's voting procedures and recommendations are found in Article 22.6.5.

The UPTC consists of 8 voting members:

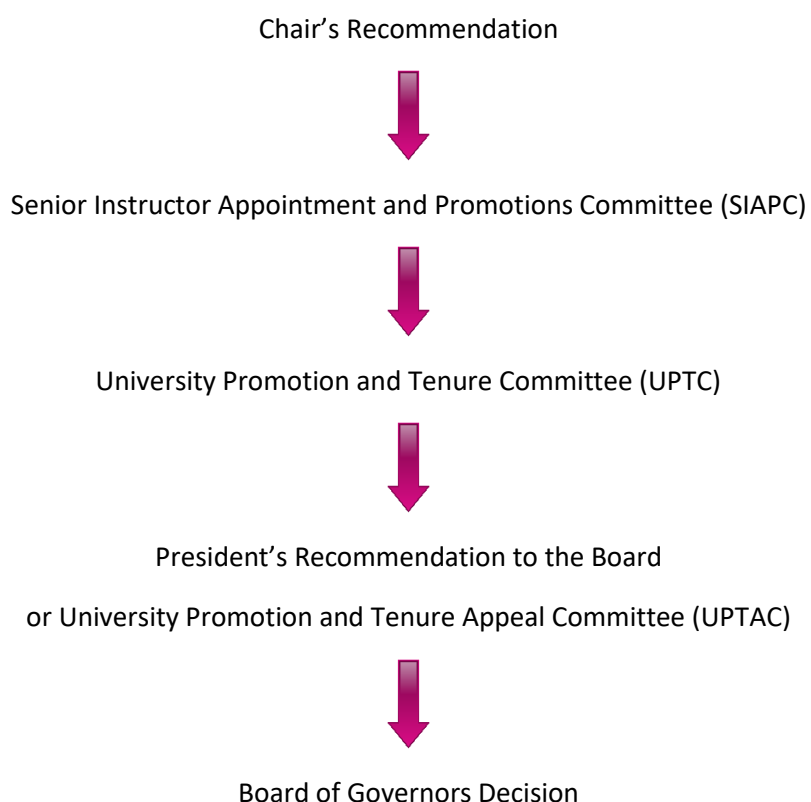
- Provost (Chair)
- 1 Dean
- 5 Elected Tenured Faculty Members
- 1 Tenured Faculty Member appointed by the FA

UPTC's voting procedures and recommendations are found in Article 22.8.

Levels of Review for Librarian Members



Levels of Review for Senior Instructors



Highlights and Tips

The LPC consists of 5 voting members:

- University Librarian (Chair)
- 2 Continuing Librarian Members elected by the Librarian Members
- 2 Member selected by the other LPC members

The LPC's voting procedures and recommendations are found in Articles 24.5.3 and 24.5.4.

The UPTC is the same membership for Faculty Members, except the FA appointed rep is a Librarian Member.

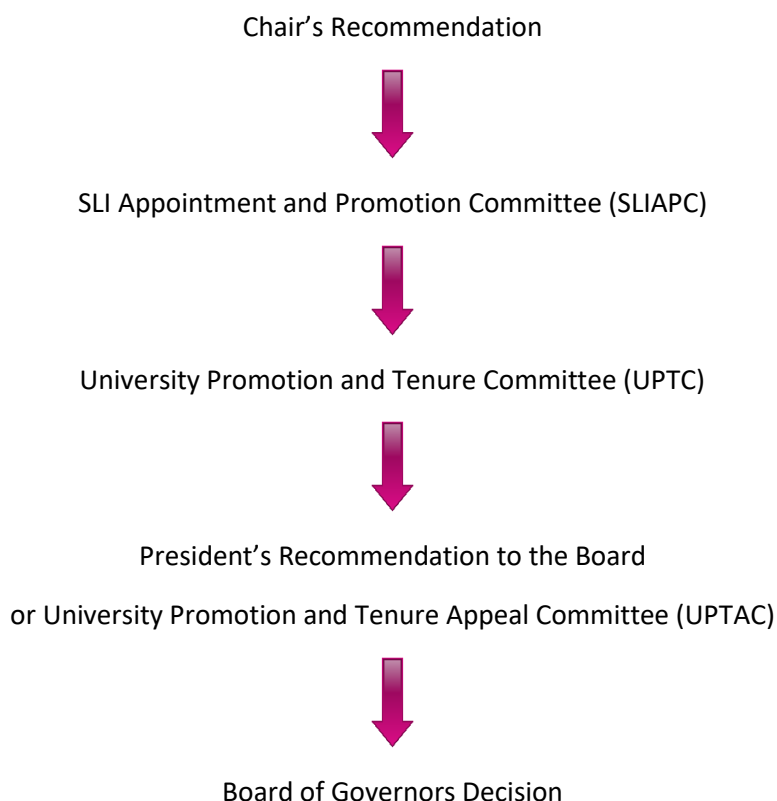
The SIAPC consists of 5 voting members:

- Faculty Dean (Chair)
- 2 Continuing SIs elected by the SIs
- 2 Member selected by the other SIAPC members

The SIAPC's voting procedures and recommendations are found in Articles 25.4.1.3 and 25.4.1.4.

The UPTC is the same membership for Faculty Members, except the FA appointed rep is a Senior Instructor.

Levels of Review for Senior Lab Instructors



Appealing a Negative Decision

University Promotion and Tenure Appeal Committee (UPTAC)

In the case where an application for tenure, promotion or continuing appointment by the University Promotion and Tenure Committee (UPTC) is negative, the Member has the option of appealing to the University Promotion and Tenure Appeal Committee (UPTAC). In this case, the Member would submit an appeal application to the Chair of UPTAC, who is the University President.

Highlights and Tips

The SLIAPC consists of 5 voting members:

- Faculty Dean (Chair)
- 2 Continuing SLIs elected by the SLIs
- 2 Members selected by the other SLIAPC members

The SLIAPC's voting procedures and recommendations are found in Articles 26.4.1.3 and 26.4.1.4.

The UPTC is the same membership for Faculty Members, except the FA appointed rep is a Senior Lab Instructor.

The UPTAC consists of 5 voting members and 1 observer:

- University President (Chair)
- 1 Full Professor appointed by the FA
- 2 elected Tenured Faculty Members (or elected Librarian Members, SIs or SLIs)
- 1 Full Professor appointed by the University President
- 1 Tenured Faculty Member appointed as an observer by the FA

In reviewing an appeal application, the UPTAC may also choose to interview the Chair(s) of the previous Committee level(s). The UPTAC will review the full application of the Member, and all recommendation letters, in addition to any new material the Member may choose to submit to support the appeal.

Following UPTAC's review, the University President will take a positive recommendation forward to the Board of Governors. In the case of a negative recommendation from UPTAC, the Member should consult further with the Faculty Association.

A Faculty Member receiving a negative recommendation on Tenure will have one more opportunity in the 6th year of the tenure-track to apply for and receive tenure.

A Librarian Member, SI or SLI receiving a negative recommendation on Continuing appointment will have one more opportunity in the next review period to apply for and receive continuing appointment.

Stage 1: Start the Process

Submit your *Letter of Intent*

Your *Letter of Intent* to apply for promotion, and/or tenure, and/or continuing appointment is a brief declaration stating that you intend to submit an application in the upcoming Fall review period. It does not need to be detailed nor does it need to provide a summary of what will be included in your application.

Selecting Rotating Members – Faculty Members Only

Rotating members are only involved in the review process for Faculty Members at the FPTC committee level. The rotating member can be a voting member if the individual is tenured, and the role of a rotating member is to provide relevant advice to the FPTC on issues related to the discipline of the Faculty Member. The Program Chair appoints the rotating member after consultation with the Faculty Member. Once the Program Chair confirms the rotating member is willing to serve on the FPTC, the

Highlights and Tips

The UPTAC's voting procedures and recommendations are found in Article 22.11.4.

Give due consideration to the timing of your application.

Time management will be important.

Rotating Members are appointed by the Program Chair after consultation with the Faculty Member.

name of the rotating member can be included in the *Letter of Intent*. It is important to allow sufficient time for the consultation between the Faculty Member, Chair and rotating member to take place.

Selecting External Reviewers – Faculty Members Only

Included with the submission of the *Letter of Intent* for Faculty Members is a list of 9 potential external referees.

It is important that your list of 9 potential external referees be annotated so the FPTC can understand how the individuals relate to your discipline and scholarship, and should briefly describe any actual or potential conflict of interest that the FPTC should be aware of.

For subsequent applications for promotion, you need not generate a completely new list of 9 potential external referees and your list does not need to be in rank order.

The FPTC will review your list and select 3 individuals on your list to contact to act as external referees of your application. Sometimes the FPTC will need to return to the list to seek alternate external referees if any one of the 3 individuals is unable to review your application.

External reviewers will receive a full copy of your application.

You will receive copies of all letters of external referees with letterhead and/or signature blocks redacted.

Stage 2: Preparation and Time Management

You may want to construct a Table of Contents for your application to use as a guideline for managing your time. Appendix A provides a checklist of things you will want to include in your application, so this can be the start to developing your Table of Contents.

Contact Faculty Relations and request to review your *Official Personnel File* (OPF) as there may be documents that you will want to include in your application. Make sure to allow a few days for your request.

Highlights and Tips

The Faculty Member and Chair must agree on the list of 9 potential external referees. If agreement on the list is not achieved, Article 23.1(b) outlines an alternate process.

Selecting and annotating a list of 9 external referees can be challenging depending on your area of expertise, and time consuming. You should allow at least 1 week to complete this process with your Chair, and additional time if you need to use the alternate process in Article 23.1(b).

Request to review your Official Personnel File – contact Faculty Relations.

Use the criteria outlined in the Collective Agreement as a similar guide for how to organize the structure of your application. For example, Article 22.13.1.1(d) outlines the Faculty Member must demonstrate he/she has met the relevant criteria in: (i) teaching, (ii) scholarly activity, and (iii) service. Consider organizing your application in this order as well.

Stage 3: Compile Your Application

Your application should be structured so that your cover letter is the first document in your application, followed by an index of sections that provide evidence that you have met the criteria for promotion, tenure or continuing appointment.

If you are applying for both tenure and promotion -- or both continuing appointment and promotion -- at the same time, you do not have to submit 2 different applications. Some of the evidence you have submitted for tenure or continuing appointment may also be used to support your promotion. It is, however, important that your cover letter contain a section that clearly demonstrates how you believe you have met the criteria for tenure or continuing appointment, and a separate section that clearly demonstrates how you believe you have met the criteria for promotion. Your application will be reviewed and a separate vote and recommendation will be made on tenure or continuing appointment, followed by a vote and recommendation on promotion.

Stage 4: Writing your Cover Letter

Your cover letter is the most important document in your application as it should effectively communicate your contributions so that readers can easily assess whether you have met the criteria outlined in the Collective Agreement. You will be providing a written document that will be read by individuals familiar and unfamiliar with your discipline.

Explain all disciplinary acronyms and jargon.

Highlights and Tips

Contact the Faculty Association or Faculty Relations for suggestions on how to review sample applications from other Members or ask some of your colleagues to review their successful application.

Your cover letter is key to your application.

Consider providing summary tables and/or charts.

Make your cover letter clear and concise – up to 5-10 pages is a recommended guideline – and refer to evidence that you have included in your application.

Provide an opening paragraph that lets the Dean or University Librarian know that you have complied with the requirements of the Collective Agreement.

If you are applying for both tenure and promotion – or continuing appointment and promotion – start your cover letter by focusing on how you meet the criteria for tenure or continuing appointment. The criteria for promotion builds on this.

Quote from the Collective Agreement. This strategy will especially help external referees understand the UNBC tenure and promotion process. Then ‘speak’ directly to this criterion by outlining your evidence.

If any of the criteria in the Collective Agreement contains two or more components, address each component separately. For example, the criteria of ‘a record of sustained and productive scholarly activity’ can be broken down into: (1) how have you demonstrated a record of ‘sustained’ scholarly activity, and (2) how have you demonstrated a record of ‘productive’ scholarly activity. This will make it clear for the reader to understand how you have met the overall criteria.

Use succinct writing. Succinct writing will need to be balanced with the need to provide clear evidence of how you have met the criteria. The onus is on you to ensure that it is relatively easy for your diverse readers to see and understand the evidence that you are using to illustrate how you have met the criteria.

Stage 5: Ask for a Critical Review

Sometimes we don’t know how to effectively communicate our contributions to a diverse peer committee. A good reviewer is someone who will provide a critical eye on your application,

Highlights and Tips

Speak to each criteria that are comprised of two or more components.

Be succinct in your writing.

The onus is on you to provide clear evidence – don’t rely on the reader having to search for information.

Ask colleagues both inside and outside of your academic unit to review your draft application, and give them sufficient time to provide you with feedback.

highlighting things of significance that you may have overlooked or could communicate more clearly.

Finally, re-read your application before you submit it. Once your application is submitted, you can add relevant new information to your application, but you can't resubmit it.

Stage 6: Submit Your Application

Your full application is due on the Tuesday after the Labour Day statutory holiday.

After you submit your application, take a few moments to recognize and appreciate the contributions you have made to yourself, your students, your discipline, your Program, your community, and your University.



Resources:

A Guidebook to Preparing For Tenure, Promotion or Continuing Appointment at UNBC, D. Sindaco, B. Owen (2024).

CAUT Policy Statement on Tenure (November 2015).

UNBC Faculty Association Collective Agreement (2023 – 2025).

Promotion and Tenure Processes, UBC-FA, [Promotion and Tenure process at UBC | UBCFA](#).

Promotion and Tenure Document, Faculty of Medication, University of Manitoba.

MacLean's: Assistant? Associate? What the words before "Professor" Mean, June 17, 2011.

<https://www.insidehighered.com/advice/2018/04/12/how-develop-cohesive-narrative-your-tenure-and-promotion-dossier-opinion>

Highlights and Tips

Pause, reflect and take time to celebrate your accomplishments at this stage of your academic career.

Appendix A: Check-list of Items to Include in the Application

The following check-list can help you ensure you have assembled all of the items you need to include in your application. It is also recommended that you use this check-list to organize the sequence of how you are presenting your information.

Applications for Faculty Members (see Article 22.6.3.1):

- Cover letter indicating you have reviewed your OPF and summarizing your teaching, scholarly and service contributions
- Up-to-date CV
- Professional Activity Reports and Chair's Formative Feedback Letters for the past 5 years
- Copies of maximum 8 significant examples of scholarly work, which may include:
 - Peer reviewed publications
 - Manuscripts submitted for publication
 - Peer reviewed book chapters and reports
 - Non-peer reviewed publications
 - Conference presentations
- Approved University, Faculty, or Program documents related to scholarly expectations
- Documentation that demonstrates:
 - Teaching effectiveness
 - University Service
 - Professional Service
 - Acknowledgement Letters or Awards
 - Media Coverage
- Documentation regarding modification of workload
- Peer Review and/or Teaching Dossier (Article 21B.1.2)
- Any other documentation that you consider relevant

You will need to submit one PDF copy electronically via Teams.

[Applications for Librarian Members \(see Article 24.5.1\):](#)

- Cover letter summarizing your contributions in your core professional functions, relevant scholarly activities, professional activities and/or innovative practice, and service
- Up-to-date CV
- Documentation regarding modification of workload
- Any other documentation that you consider relevant

You will need to submit one PDF copy electronically via Teams.

[Applications for Senior Instructors \(see Article 25.4.1.1\):](#)

- Cover letter summarizing your teaching, continuing professional development and service contributions
- Up-to-date CV
- Documentation regarding modification of workload
- Any other documentation that you consider relevant

You will need to submit one PDF copy electronically via Teams.

[Applications for Senior Lab Instructors \(see Article 26.4.1.1\):](#)

- Cover letter summarizing your contributions in your core professional functions, continuing professional development, and service
- Up-to-date CV
- Documentation regarding modification of workload

- Any other documentation that you consider relevant, for example:
 - Peer reviewed publications
 - Manuscripts submitted for publication
 - Peer reviewed book chapters and reports
 - Non-peer reviewed publications
 - Conference presentations
 - Teaching effectiveness
 - University Service letters of acknowledgment
 - Professional Service letters of acknowledgment
 - Acknowledgement Letters or Awards
 - Media Coverage

You will need to submit one PDF copy electronically via Teams.

Additional things to consider:

The following is not normally included in the application:

- Copies of all publications
- “Thank you” letters, other than those confirming substantial service was provided

Appendix B: Instructions for Preparing and Submitting your Application Electronically

A Microsoft Teams site is used for the promotion, continuing appointment and tenure process. There will be differing Teams sites, one each for FPTC, LPC, SLIAPC and SIAPC. Therefore, it will be important to make sure you submit your application in September to the correct site. By August 5th, all applicants will receive an email with more detailed instructions outlining how to submit their application by uploading to a secure Teams site.

All documents should be submitted in PDF and in one file. Submitting the documents in Word or such may cause formatting issues when viewed by others.

The Letter of Intent is due on June 15th at 4:30 pm. Applicants should email the Letter of Intent in PDF format to the respective Dean and administrative assistant/coordinator of the FPTC, LPC, SIAPC or SLIAPC.

T&P Referee Notes for Applicants

Rules in FA Agreement

- § 23 Letters of Reference- Referees (with LOI)
 - candidate and Chair mutually agree on list of 9 referees... FPTC will select 3 (also in § 22.6.4)
 - as per conflict of interest guidelines in § 5.1

Selection Considerations

- referee to speak to scholarly contributions, so familiarity and expertise in area of contributions
- if your scholarship covers several fields, consider separate lists (within the 9)
- for applications for Tenure and/or Promotion to Associate:
 - referees suggested should be tenured, at Associate or Full Professor ranks
 - familiarity with Canadian system is helpful
 - consideration of familiarity with smaller University environment
- for application to Full Professor
 - suggest referees should be at rank of Full Professor or equivalent
 - criterion of “*achievements that are of sufficient significance to be recognized nationally or internationally*”
 - usually mix of Canadian and International Referees, as appropriate for discipline

Formatting and Information

- include brief bio. of relevant information for each referee suggested in annotated list to FPTC
 - explain why each referee would be suitable for your application
- provide the list in your ranked order and explain why
- if your scholarship assessment requires expertise from different areas, consider separate lists for each area and clearly explain the reasoning to the FPTC

Do's and Don'ts

- do: provide full referee contact info (physical and electronic contact) to FPTC with the list
- do: provide full list of 9 referee candidates- FPTC might need to go down the entire list to find 3 referees
- don't: contact the prospective referees about willingness/availability to serve etc.
- do: you can suggest referees you know (e.g. met at conference etc.), as long as they are not recent collaborators (grants, papers, supervisors)
 - often the FPTC members apply the same criteria as Tri-Council re. referee conflicts of interest
- don't: select too many referees from one Institution- usually FPTC will choose only 1 from a given University/Department

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