

**HURON UNIVERSITY COLLEGE**

**FACULTY OF ARTS AND SOCIAL SCIENCE: CONDITIONS OF APPOINTMENT**

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(Regulations concerning appointment, reappointment, termination and suspension of contract, promotion and Tenure of faculty members.)

**Notes:**

In all cases in this document where there is a reference to "Chair" this shall include the Director of the Centre for Global Studies, and where no Department exists, this reference will be to the Dean's designate.

**I. POSITIONS**

The authority for the creation or continuation of positions lies with the Executive Board of Huron University College acting on the recommendation of the Principal through the Campus and Community Affairs Committee of the Executive Board.

**A. Existing Positions**

In every case where an appointment is due to terminate within the academic year without a recommendation for the reappointment of a Probationary incumbent, the continuation of the position in its present form or in any form must be justified at the 'Committee of Chairs' ['COC'], which recommends to the Dean, who recommends to the Principal. Neither the Dean nor the Principal shall be bound by the recommendations coming forward, but in the case of disagreement, the Principal shall meet with the COC in an attempt to resolve the differences. The final decision shall be that of the Principal. Where a position is to be continued, the Principal shall so recommend to the Campus and Community Affairs Committee of the Executive Board.

**B. New Positions**

1. New positions shall be initiated at the COC, either by Departments through the Chairs or by the Dean.

2. Recommendations on a new position shall include a description of the position in terms of subject areas or courses to be taught, typically specifying both an 'Area of Specialization' ['AOS'] and 'Area of Competence' ['AOC'], the type of contract (Limited Term, Probationary, Tenure, or Part-time), qualifications an appointee will be expected to satisfy, and the duration of the appointment. Advertisements for Probationary appointments shall normally be stated to be for 'Probationary or Limited Term' appointment in order to allow for the case in which a search fails to produce a candidate who meets all the requirements for a Probationary appointment [see II.C.3.d.(4)].

3. The COC shall recommend to the Dean, who shall recommend to the Principal. Neither the Dean nor the Principal shall be bound by the recommendations coming forward, but in the case of a disagreement, the Principal shall meet with the COC in an attempt to resolve the differences. The final decision shall be that of the Principal. Where a position is to be introduced, the Principal shall so recommend to the Campus and Community Affairs Committee of the Executive Board.

## **II. APPOINTMENTS**

The authority for making appointments lies with the Executive Board of Huron University College acting on the recommendation of the Principal.

### **A. Definitions**

1. "**Appointment**" in the main body of this document shall mean Full-time Appointment by written Limited Term, Probationary, or Tenure contract to the ranks of Lecturer, Assistant Professor, Associate Professor, or Full Professor. For **Part-Time** appointments see Appendix II and for **Sessional** appointments see Appendix VI.

2. At Huron University College, "**Full-time appointment**" shall imply ongoing participation in scholarly activity, regular participation in the life of the College, and normally the teaching of three (3) full-year courses or their equivalent ["full-time load"].

3. "**Continuous years on Full-time Appointment**" shall mean:

a. years not interspersed by Leaves of any kind, excepting sabbaticals, pregnancy/parental leaves, or those years for which the College has agreed in writing that the Leave requested does not affect the residence requirements for consideration for appointment with **Tenure** or for consideration for Promotion. [See Huron University College Leaves Policy]

b. that between the first day of the first contract and the last day of the last contract there is no period of time in which the person in question is not on full-time Appointment at the College; and

c. that in each year a full-time load was taught within the College unless this requirement for consideration for appointment with **Tenure** was waived in writing by the College.

4. A "**Limited Term**" appointment is given for a fixed period of time and is such that normally on its termination the position either ceases to exist or is readvertised. An appointment held for a **Limited Term** shall carry no implication of renewal or continuation beyond that term and no implication that the appointee will be considered for a subsequent appointment.

5. A "**Probationary**" appointment requires that, at the prescribed time [see II.C.4.e], the College will on application by the appointee consider him or her for a reappointment under Probationary contract without readvertising the position, or for an appointment with **Tenure**. On the basis of this consideration the College will opt for one of the following: a reappointment under **Probationary** contract, an appointment with **Tenure**, or no action in which case the Probationary appointment will terminate at the expiration of the contract.

6. "**Tenure**" appointments (See sect. II.C.5).

7. "**Sessional Appointment**" shall have the meaning as set forth in, and be governed by the provisions of, Appendix VI attached hereto.

#### **B. General Rules of Duration and Sequence**

1. Initial appointments normally shall be of the **Limited Term** or **Probationary** kind.

2. Initial Limited Term appointments other than Leave replacements shall normally be for a period of two years with a possibility of an unadvertised third year where it is requested in writing by the incumbent and where there is agreement by the majority of tenured members of a department, the department Chair, the Dean, and the Principal.

3. All Lecturers normally shall be appointed annually under Limited Term contract, unless otherwise stated in writing.

4. Assistant Professors whose first appointment at Huron University College is under a three-year Probationary contract shall at the time prescribed in the contract be eligible to apply only for reappointment under **Probationary** contract, except where specifically exempted from this provision in their letter of appointment.

5. All appointments of faculty who have spent at least six years at the College under continuous Full-Time non-leave replacement **Limited Term** contract, at least three of which were at the rank of Assistant Professor, shall be of the **Probationary** kind.<sup>1</sup>

6. All appointments of faculty who have spent at least six years at the College under continuous Full-time non-leave-replacement **Probationary** contract shall be of the **Tenure** kind.

7. All appointments of faculty who have spent at least nine years at the College under continuous Full-time non-leave-replacement contract at the

rank of Assistant Professor or above, at least three (3) years of which were under **Probationary** contract, shall be of the **Tenure** kind.

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<sup>1</sup> Years on academic appointment at other Universities or Colleges may be counted toward the Huron University College residency requirements for consideration for Tenure or Promotion. Such credit for prior service is to be negotiated at the time of appointment or contract renewal and is to be clearly stipulated in letters of appointment.

8. The negotiable terms in the making of academic appointments at the College may include the following:

- a. duration and type (**Limited Term or Probationary**) of contract[see II.C.3,4],
- b. salary,
- c. rank, and
- d. credit for prior years of service (within or without the College).

9. All Appointments require that

- a. a position for which the applicant qualifies exists,
- b. the applicant has satisfied the academic requirements for the position, and
- c. both the applicant and the College are agreed on the negotiable terms of the contract for the appointment.

10. The Dean will inform the 'Promotion and Tenure Committee' ['PATC'] in writing of any contractual terms indicating that an applicant for renewal of a probationary contract, tenure, or promotion has been granted years of service (other than years of service at Huron) to be counted in the number of years of eligibility for tenure and promotion.

### **C. Procedures and Criteria**

#### **1. Promotion and Tenure Committee**

Recommendations concerning renewal of probationary contract, promotion and tenure shall be the responsibility of the Promotion and Tenure Committee (PATC). PATC shall consist of five tenured members at the rank of Associate Professor or above, who shall be elected by the full-time members of faculty to serve a three-year term. No more than two faculty members from the same Department or

Centre may serve on the Committee at the same time. Faculty members may serve no more than two consecutive terms. Neither the Dean nor the Principal shall be eligible for election. Terms will be staggered to provide continuity. The annual election will be held in the Spring, and will be conducted by mail ballot. Following the election, the PATC will elect its own Chair. When the application for promotion of a PATC member is under consideration by the Committee, that member shall be excluded from the Committee's deliberations for that year and replaced by due electoral process.

## 2. Hiring

a. The Dean and the Principal shall have the authority to approve all advertisements, solicitation of applications, and to review all applications. Advertisements for Probationary appointments shall normally be stated to be for 'Probationary or Limited Term' appointment in order to allow for the case in which a search fails to produce a candidate who meets all the requirements for a Probationary appointment [see I.C.4.d.(3)].

b. The Dean and the Principal shall have the authority to approve the short-list of candidates, and interview all candidates invited to the College.

c. Recommendations to the Dean on new appointments shall be the responsibility of Departments or Departmental Selection Committees through their Chairs. The Dean shall recommend to the Principal. Neither the Dean nor the Principal shall be bound by the recommendations forwarded, but in the case of disagreement the Principal shall meet with the Department and the Dean in an attempt to resolve the differences. The final decision will be that of the Principal.

d. Recommendations on new appointments shall typically include specification of the type of contract (Limited Term, Probationary, Tenure, or Part-time), its duration, a listing of the courses to be taught, and a justification in terms of the candidate's qualifications relative to the approved position definition. The recommendation will have attached, where the position was advertised, a copy of the advertisement and the candidate's c.v.

## 3. Limited Term Contract

a. In the case of **Limited Term** contracts, the employment obligations of the College to the appointee cease with the expiry of the contract.

b. When a **Limited Term** contract expires, its holder may be reappointed (to either another **Limited Term** contract or to a **Probationary** contract) by succeeding in an advertised competition. When the holder of a terminating Limited Term contract becomes a candidate in an advertised competition for

another appointment, the policies and procedures that apply shall be those listed above as C.2. a and b.

c. The College may, in special circumstances and at the exclusive initiative of the Principal, convert a **Limited Term** contract to a **Probationary** contract. Such a conversion requires the consent of the holder of the **Limited Term** contract, but cannot be solicited through application nor requested through the College Review Process.

d. **Limited Term** appointments will normally be made

- (1) to bring distinguished visitors to the College;
- (2) for exchange appointments;
- (3) to provide for faculty full-time leave replacements;
- (4) to fill a position for which there has been inadequate opportunity to conduct a satisfactory search;
- (5) to fill a position for which a search has failed to produce a candidate who meets all the requirements for appointment to a **Probationary** contract [see II.C. 4.d.(3)];
- (6) to respond to specific academic needs (for example, programs or courses of a trial nature), to which the College has not yet committed permanent funding [see II.C.4.d.(1)]; and
- (7) to accommodate enrolment increases or faculty shortages of possible short duration.

#### 4. **Probationary Contract**

a. In the case of a **Probationary** contract, the employment obligations of the College to the appointee cease with the expiration of the contract.

b. The criteria for reappointment under **Probationary** contract shall include those listed as II.C. 4.d.(3) below and those described in Appendix I. A teaching record of high quality and a demonstrated commitment to pedagogical excellence are necessary conditions for appointment or reappointment under Probationary contract.

c. The purpose of a **Probationary** appointment is to provide a period of mutual appraisal for the College and the candidate. **Probationary** appointment does not imply inevitable reappointment under **Probationary** contract or eventual appointment with Tenure.

It implies that the case of a candidate for **Tenure** or for reappointment under **Probationary** contract shall be the subject of an academic assessment based on the criteria listed as

II.C.4.d.(3) below and in Appendix I.

d. **Probationary** appointment will normally be offered where

(1) it has been demonstrated at the initial COC position review that a position as defined in terms of Area of Specialization and Area of Competence is essential to the Honors programs being offered by the requesting department and is extremely unlikely to require change; and

(2) the majority of tenured members of the requesting department, its Chair, the Dean, and the Principal are in agreement that the position should be advertised as including the possibility of Probationary appointment;

(3) and where the candidate

(a) has a completed Ph.D. or its equivalent;

(b) has at least one full year of teaching experience or its equivalent;

(c) submits teaching evaluations that constitute evidence of teaching of high quality and a demonstrated commitment to pedagogical excellence;

(d) has a dossier providing evidence, preferably in the form of refereed publications [see Appendix I, section II], that he or she is very likely to engage in regular and ongoing scholarly activity; and

(e) has Areas of Specialization and Competence that fit the position definition.

e. Application for renewal of **Probationary** appointment may only be made in September of the final year of the **Probationary** contract.

f. The procedures relating to application for and consideration of the renewal of **Probationary** appointment shall be the same as those for appointment with Tenure (II.C.5.k below) with the exception that the Principal may not refer the case for review and recommendation of the Academic Council Review Board [ACRB]. Where the application for renewal is for the renewal of the applicant's first **Probationary** appointment at Huron University College, the decision of the Principal is final and is not subject to Review by the ACRB.

g. Where, in the case of an application for renewal of **Probationary** appointment, the Principal does not recommend renewal, the Principal shall provide the Campus and Community Affairs Committee with a complete report documenting the recommendations of the department, the PATC, and the Dean.

## 5. Tenure Contract

a. In the case of a **Tenured** appointment, the appointee acquires the right not to be dismissed except for cause or necessary termination of position [see II.D.1.d and e].

b. Applications for tenure and promotion must be submitted in conformity with the requirements set out in Appendix I. Application Dossier

c. Appointments with **tenure** normally will be conferred only after a candidate has accumulated six continuous years of full-time teaching at the College at the rank of Assistant Professor, at least three years of which were under **probationary** contractual appointment. Exceptions to the normal requirement of six years of service require the applicant to demonstrate an exceptionally strong record of performance in the areas of teaching, research and service. In cases in which an initial appointment was made at the rank of Associate or Full Professor, consideration for tenure normally will be given prior to completion of six continuous years of full-time teaching at Huron.

d. Weight will be given to (1) teaching, (2) research, and (3) service in the following approximate proportions: 40/40/20, respectively. It is necessary that the criteria be satisfied in each of the three areas of assessment.

e. The granting of tenure is on the basis of an established record of performance in each of the three areas of assessment and not on the basis of the potential to establish such a record.

f. Candidates for tenure are expected to present evidence of teaching effectiveness and a commitment to pedagogy commensurable with the norm in the Faculty of Arts and Social Science at Huron.

g. The granting of tenure requires sufficient evidence indicating a level of scholarly activity in keeping with disciplinary and cognate disciplinary norms in the Faculty of Arts and Social Science at Huron.

h. In the assessment of research greater weight will be given to blind peer-reviewed works [defined below in **Appendix I, 3.2.2**], and works that have garnered the respect of people in the relevant field or fields, in other comparable ways, than to scholarship of other sorts.

i. The evaluation of the candidate's publication record will take into account quality, originality and significance for the discipline, as well as quantity of production.

j. While Tenure normally shall be conferred with the rank of Associate Professor in cases of internal promotion, Tenure is distinct from promotion and shall be specifically requested in the candidate's letter of application.

k. Procedures

(1) The candidate will be responsible for compiling a dossier and submitting it along with a formal letter of application to the Departmental Chair by September 15 (or the first business day following) in the year of application. Dossier requirements for candidates are identified in Appendix I. The Chair and the Candidate are responsible for ensuring that the dossier is complete before being delivered to the PATC. At the discretion of the Candidate and the Chair, some, or even all, of the information may be provided in electronic form. The PATC reserves the right to refuse to consider an incomplete dossier.

(2) The Chair will submit the dossier and letter of application to a committee consisting of the tenured members of the Department who shall review the application, evaluate the candidate's qualities with respect to teaching, scholarship, and community service, and recommend to the PATC by October 1 (or the first business day following). In cases where there are insufficient tenured members of the Department to make up the Departmental Committee [for example, due to small department size, unusual departmental staffing, etc.], an "Acting Departmental Committee" shall be struck. The members of the Acting Departmental Committee will consist of three tenured members of faculty and will include [1] the eligible tenured member[s] of the department, and [2] one or more tenured members of faculty from other FASS departments to be mutually agreed upon in writing by the applicant and the Chair of the PATC.

(3) The Departmental recommendation should address the candidate's application in relation to each of the three component parts of the assessment: (1) teaching, (2) research, and (3) service. The Department should indicate areas in which the candidate's contributions are of particular significance, and any aspects of the application about which the Department may have reservations. Where possible, the Department should also comment on the quality of the publications in which the candidate's work has appeared. Where publications are of a non-traditional kind it is incumbent on the Department to explain the nature and value of the work and, where appropriate, how it ought to be weighed in relation to equivalent publications of a traditional kind. The Chair shall then report the recommendation of the Departmental committee to the PATC in

writing, providing copies to the candidate who shall have the option of submitting additional materials to the PATC and/or requesting an interview with the PATC.

(4) The PATC shall review the application, taking into consideration the recommendations of the Departmental committee and the Chair. The PATC shall have the right to interview the Chair of the candidate's department. The PATC shall have the right to seek additional information from the candidate and/or Departmental committee, and to solicit the best available opinion as to the value of the candidate's scholarship, teaching, and/or professional contributions.

The PATC shall recommend to the Dean (copied to the candidate), by November 15, one of the following:

- (a) an appointment with **Tenure**;
- (b) the reappointment of the candidate under **Probationary** contract for no more than three (3) years (leaves included);
- (c) allowing the candidate's contract to lapse.

(5) The Dean shall report no later than November 23rd in writing to the Principal the recommendation of the PATC and the Dean's own recommendation, with copies to the PATC and the candidate. The candidate shall have seven (7) days following receipt of these recommendations to submit additional materials to the Principal.

(6) The Principal shall review the complete file including any additional information supplied by the candidate. The Principal shall have the authority to request that the PATC reconsider its recommendation(s), such a request being stated in writing, detailing his or her concerns (copy to the candidate) and submitted to the PATC no later than December 7. In such cases, the PATC shall have until the end of the second week of January to report back to the Principal in writing (copy to the candidate).

(7) The Principal, upon receipt of the final recommendation of the PATC and of the Dean shall either:

(a) prepare a report and recommendation for submission to the Executive Board (with copies to the candidate, and to the PATC),

or

(b) in the case of a negative recommendation by the Principal, instruct the candidate on his or her right to have the case referred for review and recommendation to the Academic Council Review Board (ACRB) [see IV:FORMAL REVIEW PROCEDURES].

#### **D. Termination and Suspension of Appointment**

1. An appointment may be terminated as follows:

- a. By the expiration of a term where the appointment is for a term.
- b. By resignation at the end of the academic year. Such notice shall be given in writing at least six (6) months before the date of termination.
- c. By the mutual consent of the faculty member and Huron University College, given at any time.
- d. By the dismissal of the faculty member for cause (see below, Sect. V). Notwithstanding anything else in this paragraph, where such cause is determined to be moral delinquency, the termination shall take effect as of the last day of a two-month period after notice or as of the last day of the academic year, whichever shall come first.
- e. By necessary termination of position as when

(1) The Academic Council of Huron University College determines that it is no longer academically desirable for Huron University College to retain the position to which the teacher or faculty member has been appointed;

(2) The Executive Board of Huron University College determines that it is no longer financially feasible for Huron University College to retain the position to which the faculty member has been appointed.

2. Suspension

A faculty member may be suspended at any time by the Principal, in consultation with the Dean, when continuance of teaching duties threatens immediate harm to the faculty member, to others, or to the College.

The COC shall be convened within seven (7) days of this suspension and shall make appropriate recommendations to the Dean as soon as possible.

### **III. PROMOTION**

#### **A. To Assistant Professor**

Promotion to Assistant Professor comes to faculty under full-time contract at the College with completion of the Doctorate or equivalent degree. If the candidate receives the degree in the

Fall Convocation, the promotion is retroactive to the prior July 1, while if the commencement is in the Spring, the candidate is promoted for the following July 1, if under contract at that time. This rule applies as well to leave replacements as to ongoing full-time faculty.

#### **B. To Associate Professor**

1. Applications for tenure and promotion must be submitted in conformity with the requirements set out in Appendix I. Application Dossier.

Promotion to Associate Professor will require that the following conditions have been met, unless otherwise stated in writing:

- a. The candidate normally has completed at least six continuous years on full-time appointment at Huron University College at the rank of Assistant Professor, at least three of which were under **Probationary** contract [consideration for promotion to Associate Professor shall normally coincide with consideration for Tenure, but shall be treated as a separate and subsequent matter];
- b. the candidate has successfully met the College requirements for receiving a **Tenured** appointment at the College;
- c. the candidate has successfully met the College requirements for promotion.

#### 2. Criteria and Procedures

- a. The criteria and procedures for promotion to the rank of Associate Professor are identical mutatis mutandis to those for **tenured** appointment, except that the requirements are more demanding in the area of research.
- b. Weight will be given to (1) teaching, (2) research, and (1) service in the following approximate proportions: 40/40/20, respectively. It is necessary that the criteria be satisfied in each of the three areas of assessment.
- c. Appeal Procedure. See IV. FORMAL REVIEW PROCEDURES.

#### **C. To Full Professor**

1. Applications for tenure and promotion must be submitted in conformity with the requirements set out in Appendix I. Application Dossier.

Promotion to the rank of Full Professor will normally require that

the candidate has completed at least six continuous years at Huron under full-time non-leave-replacement contract at the rank of Associate Professor, unless otherwise stated in writing.

Criteria:

a. Weight will be given to (1) teaching, (2) research, and (3) service in the following approximate proportions: 40/40/20, respectively. It is necessary that the criteria be satisfied in each of the three areas of assessment.

b. Candidates are expected to present evidence of teaching effectiveness and a commitment to pedagogy commensurable with the norms in the Faculty of Arts and Social Science at Huron.

c. In the assessment of research, greater weight will be given to blind peer-reviewed works [defined below in **Appendix I**] and works that have garnered the respect of people in the relevant field or fields in other comparable ways, than to scholarship of other sorts.

d. The evaluation of the candidate's publication record will take into account quality, originality and significance for the discipline, as well as quantity of production.

e. The decision to recommend promotion will be based on the entire record of the candidate's career since first appointed to a full-time teaching position at Huron. Consideration may also be given to periods of relevant experience prior to appointment at Huron.

f. The Committee's decision to conduct a full assessment will depend on the following:

(1) The evidence presented by the candidate in support of the application must include substantial evidence in all three categories of assessment that is recent and distinct from the evidence introduced for promotion to the rank of Associate Professor.

(2) The evidence presented by the candidate in the area of research (including publications and other scholarly activities), must be demonstrably above the relevant disciplinary norms for the rank of Associate Professor in the Faculty of Arts and Social Science at Huron.

(3) The evidence presented must contain a sufficiently strong body of research and publications undertaken and brought to completion in the years since promotion to Associate Professor. Blind peer-reviewed publications [defined below in **Appendix I**] are given greater weight in the assessment than publications of other sorts.

## 2. Procedures

a. Where the candidate is not a senior administrator (e.g. Dean or Principal)

(1) As in all other cases, initiation is the responsibility of the candidate who provides the Chair of the appropriate Department with the dossier and letter of application which must be done by September 15 (or the first business day following). The procedures and timetable to be followed are as follows:

(2) The Chair will submit the dossier (see Appendix I) and letter of application to a committee consisting of the tenured members of the Department who shall review the application, evaluate the candidate's qualities with respect to teaching, scholarship and community service, and recommend to the PATC by October 1. The Departmental recommendation should address the candidate's application in relation to each of the three component parts of the assessment: (1) teaching, (2) research, and (3) service. The Department should indicate areas in which the candidate's contributions are of particular significance, and any aspects of the application about which the Department may have reservations. Where possible, the Department should also comment on the quality of the publications in which the candidate's work has appeared. Where publications are of a non-traditional kind it is incumbent on the Department to explain the nature and value of the work and, where appropriate, how it ought to be weighed in relation to equivalent publications of a traditional kind.

The Chair shall then report the recommendation of the Departmental committee to the PATC in writing, providing copies to the candidate, who shall have the option of submitting additional material to the PATC and/or requesting an interview with the PATC.

(3) The PATC will evaluate the candidate's dossier and, on the basis of the evaluation, recommend either that the candidate withdraw his or her application or that the PATC proceed with a full assessment of the candidate. Where the PATC recommends that the application be withdrawn, the candidate will be supplied with a written statement of the PATC's reasons. The candidate will have fourteen days in which to notify the Principal and the PATC of his or her decision to seek a formal review.

(4) Where the PATC judges there to be sufficient new grounds for promotion, it will proceed to conduct a detailed assessment of the candidate's Teaching, Scholarship and Service to the College on the basis of the following evidence:

**Teaching:**

- (a) the candidate's teaching evaluations from previous years to the present.
- (b) such peer evaluations of teaching as are available for recent years.
- (c) such other materials that the candidate considers to be relevant.

**Scholarship**

- (d) available book reviews and other published materials that judge the quality of the candidate's scholarly performance.
- (e) copies of peer assessments generated by the candidate's SSHRC and other grant or publication proposals (where applicable and available).
- (f) solicited peer evaluations of the candidate's scholarly activities to be gathered in the following way:

The Chair of PATC shall compile a list of 10 potential referees. In compiling the list of referees, the Chair shall consult an established scholar in the candidate's field(s). The candidate and the candidate's department chair shall be consulted in the selection of the established scholar(s). The department chair and the candidate may also suggest potential referees. All communications with the established scholar(s) and potential referees, with regard to this process, rest with the Chair of PATC.

The list shall be submitted to the candidate for review. The candidate shall have the right to object with grounds to up to 4 of the potential referees. Where the objections are reasonable, the names shall be struck from the list. Of the names remaining, the Chair of PATC must obtain the agreement of three persons to review the candidate's scholarly activities. Their names shall not be revealed to the candidate. The Chair of PATC shall send the three referees a letter requesting their assistance. Referees will be asked to refer to the Huron University College Scholarly Appraisal Form (Appendix IV). The materials to be reviewed should be in electronic form to facilitate delivery to the reviewers. Normally, referees will not be asked to evaluate book reviews of less than 1000 words, short bibliographies, brief laboratory manuals, or short edited documents.

**Service to the College:**

- (g) a list of the relevant activities drawn from the candidate's **curriculum vitae**.
- (h) written evaluations of the candidate's performance as a member

or Chair of College committees and, where relevant, University bodies and other organizations. These may be solicited by the candidate, the Chair of the candidate's Department, or the Chair of PATC on the behalf of the PATC.

(5) The PATC shall recommend to the Dean, by the end of February, either to promote the candidate to Full Professor or not to promote (copied to the candidate.).

(6) The Dean shall report in writing to the Principal the recommendation of the PATC and the Dean's own recommendation, with a copy to the candidate, who shall have seven (7) days following receipt of these recommendations to submit additional material to the Principal.

(7) The Principal shall review the complete file including any additional information supplied by the candidate. The Principal shall have the authority to request that the PATC reconsider its recommendation, such a request being stated in writing, detailing his or her other concerns (copy to the candidate) and submitted to the PATC no later than March 15. In such cases, the PATC shall have until April 15th to report back to the Principal in writing (copy to the candidate).

(8) The Principal, upon receipt of the final recommendation of the PATC and of the Dean shall either

(a) prepare a report and recommendation for submission to the Executive Board (copies to the candidate and to the PATC),

**or**

(b) in the case of a negative recommendation by the Principal, instruct the candidate on his or her right to have the case referred for review and recommendation to the Academic Council Review Board (ACRB) [see IV:B]

(c) Where the candidate is a senior administrator other than the Principal, the procedure shall be the same as above, except it shall be the responsibility of the Principal, as the administrator's immediate supervisor, to assess the candidate's community service. In doing this, the Principal shall seek the opinion in writing of other administrators within the College (Chairs of Departments, Registrar, College Administrator, etc.) as well as any other referees in a position to provide reliable opinion. In all cases, the candidate shall be told whose opinion is being sought and given the opportunity to object or comment in writing. The PATC shall provide the candidate with a statement of its recommendation together with a brief statement of its reasons.

#### **IV. FORMAL REVIEW PROCEDURES**

##### Deadline

**A.** Upon receipt of the recommendation of the Principal with respect to consideration for renewal of **Probationary** appointment, appointment with **Tenure**, and/or **Promotion**, the candidate will have fourteen days in which to notify the Principal of his or her decision to seek a formal review.

**B.** Formal reviews will be conducted by the Academic Council Review Board ["ACRB"] consisting of three tenured members of the Huron University College faculty at least two of whom shall hold the rank of Full Professor:

- one to be the faculty member elected to the Executive Board from the Faculty of Arts and Social Science, or if the faculty member elected to the Executive Board is also a member of the PATC, one to be elected from the Faculty of Arts and Social Science;

- one to be elected by the full-time faculty of the Faculty of Arts and Social Science;

- one to be appointed by the Principal.

The Principal's appointee shall serve as Chair.

**C.** The ACRB shall be appointed/elected annually at the beginning of September. The Principal shall circulate a ballot to eligible faculty by September 20 indicating the Principal's appointee to the ACRB, the faculty members elected to the Huron University College Executive Board, and the names of faculty members eligible for election. PATC members shall be ineligible for election. Following the election the Principal shall announce the name of the faculty member elected. Elected or appointed faculty shall be disqualified from participating in any Departmental or PATC deliberations relating to recommendations for Tenure, Promotion or renewal of Probationary Contract.

##### **ACRB Mandate**

**D.** The ACRB is empowered to review cases referred to it by the Principal, by candidates seeking review of the Principal's report or recommendation to the Executive Board with respect to consideration for renewal of Probationary appointment (with the exception of applications for the renewal of a first Probationary appointment - see II.C.4.f. above), appointment with Tenure, and/or Promotion, and by candidates seeking review of the recommendation by the PATC that an application for promotion to Full Professor be withdrawn.

**E.** In the review of cases where the PATC has recommended that applications for promotion to Full Professor be withdrawn, the PATC is responsible for providing the members of the ACRB with the candidate's complete file with respect to the case under review.

In these cases the mandate of the ACRB is restricted to one of the two decisions: either to uphold the recommendation of the PATC or to order the PATC to proceed with a full assessment of the candidate.

**F.** In the review of cases referred to it by the Principal or by candidates seeking review of the Principal's report or recommendation with respect to consideration for renewal of Probationary appointment, appointment with Tenure, and/or Promotion, the Principal is responsible for providing the members of the ACRB with the candidate's complete file with respect to the case under review. In these cases the mandate of the ACRB is to recommend or not to recommend the renewal of Probationary appointment or appointment with Tenure, and/or Promotion, as appropriate to the application under review.

**G. Procedures:**

1. The Chair shall invite, in writing, the candidate, the candidate's Departmental Chair and Dean, the Principal, and other such persons it chooses, to meet individually, *in camera*, with the committee.
2. The candidate, Departmental Chair, Dean and Principal shall accept or reject this invitation in writing.
3. On the basis of these interviews and its review of the documentation submitted, the ACRB shall forward a recommendation (copies to the candidate and Principal) to the Chair of the Campus and Community Affairs Committee within one month of receipt of referral from the Principal or application for formal review by the candidate.
4. Decisions by the ACRB shall be by majority vote and shall be binding on all parties except the Executive Board and its committees.
5. In the review of cases where the PATC has recommended that applications for promotion to Full Professor be withdrawn, the procedures shall be modified accordingly. Invitations to appear before the ACRB shall be limited to the candidate, Departmental Chair and representative from the PATC, and the ACRB shall forward its recommendation (copies to the candidate, Dean and Principal) to the PATC.

## **V. DISMISSAL FOR CAUSE**

### **A. Notice and Hearings**

A faculty member receiving a notice terminating his or her teaching appointment for cause shall be entitled, on application, to a hearing before the Advisory Committee. The Principal shall chair the Advisory Committee which shall consist of the Dean of the Faculty in which the faculty member is primarily a member and two faculty members elected by the Academic Council of equal or higher rank than the person subject to notice of dismissal. This committee shall attempt to find and achieve a just settlement. An application to the Advisory Committee shall be made within thirty (30) days of having received notice of dismissal, and subsequent to the committee's decision the faculty member may, on application, appeal the decision to the Appeal Committee. The Appeal Committee shall consist of the Chair of the Executive Board (as Chair) and three other members from the Executive Board and three faculty members from the Faculty to which the dismissed person belongs. The positions on the Appeal Committee will be filled by individuals appointed by the Chair of the Corporation. The findings of the Appeal Committee on all matters in dispute, and as to all questions as to cause, shall be final, and not renewable in any manner whatsoever. The Appeal Committee may give reasons for any decisions it may make but is under no obligation to do so.

In determining whether cause for dismissal exists the Appeal Committee must limit its consideration of causes to the following matters:

1. Moral delinquency
2. Failure to perform assigned duties properly
3. Incompetence.

### **B. Procedure on Hearings Before Appeal Committee**

1. The procedure before the Appeal Committee shall be as follows:
  - a. The Appeal Committee will examine the stated grounds for dismissal, the written defense by the person under notice of dismissal, and the testimony of witnesses if facts are in dispute;
  - b. The person under notice of dismissal is to have the option of assistance by counsel, the aid of the committee in securing witnesses, the right to require the production of adverse witnesses on whose testimony the Appeal Committee will base their decision.
  - c. Both the administrator and the person under notice of dismissal or their representatives are to be given opportunity for presenting briefs and arguing the case orally before the Committee;

d. Stenographic records are to be made of hearings and to be available to both parties.

**VI. SALARY**

Salaries for members of the Huron University College Faculty Association shall be set in accordance with agreements negotiated between the Association and the College. Salaries for non-members will be negotiated on an individual basis between the faculty member and the Dean concerned.

**VII. PENSION**

[huron.on.ca/pdf/Revised%20CAD%20April,%202007%20-2.pdf](http://huron.on.ca/pdf/Revised%20CAD%20April,%202007%20-2.pdf)

**VIII. GROUP INSURANCE**

[huron.on.ca/pdf/Revised%20CAD%20April,%202007%20-2.pdf](http://huron.on.ca/pdf/Revised%20CAD%20April,%202007%20-2.pdf)

**APPENDIX I**  
**APPLICATION DOSSIER**

**1. Teaching**

Evidence related to teaching performance must include the following items:

A. Statement on teaching and commitment to pedagogy (see below 4.C Dossier Requirements).

B. Formal student evaluations of courses (administered in accordance with the Huron University College Supervision and Assessment Document) together with records of grade distributions in those courses. Candidates for promotion to Full Professor submit the results for courses taught only in the years since promotion to Associate. Any consideration of data from student questionnaires on courses and teaching shall take into account the possibility that they may be biased. Accordingly, student questionnaires will not be the primary or sole factor used by the PaTC in determining whether a candidate's teaching is satisfactory for either promotion or tenure.

C. Peer review of teaching as incorporated in documented reports of colleagues and Chairs of Departments (administered in accordance with the H.U.C. S&A Doc.);

Where such items exist, the following may also be included:

D. Information on teaching awards and grants.

E. Unsolicited, substantive, written student comments on teaching effectiveness.

F. Authored pedagogical materials which provide original or improved articulations of a subject matter, whether in printed format or electronic media.

**2. Research**

**Blind peer-review:** In the assessment of research greater weight will be given to publications that have been subject to blind peer-review than to publications of other sorts. A publication that has been subject to "blind peer-review" is defined as a publication that has been critically reviewed by an expert reviewer or reviewers selected by the editor of the publication and whose identity is not known to the author at the time of the review, and who supplies a report containing an appraisal of the work, and a recommendation to publish or not to publish. Solicited chapters in edited collections that have been subject to "editorial review" will not count as a blind peer-review publication unless it can be shown that the collection itself has been subject to a blind peer-review process prior to publication.

**Note:** Many academic journals operate a "double" blind review process in which the identity of the reviewer is withheld from the author and the identity of the author is withheld from the reviewer.

**Multi-authored works.** Where a publication, paper or poster is multi-authored or where an edited work has involved multiple editors, the candidate's contribution to the work should be described at the appropriate place in the candidate's *curriculum vitae* and/or in the letter or application.

Evidence related to research may include, but is not limited to, the following:

#### **A. Publications**

(1) Books, in either printed or electronic format, together with available reviews. The relative weighting of book publications will approximate the following in descending order:

a. Authored books published by an academic publisher or other reputable publisher. Note: The weight afforded subsequent editions of previously authored works will depend on the extent of the revisions made to the original publication. Subsequent un-revised reprints will not be considered as a separate publication.

b. Authored text-books which provide original or improved articulations of a subject matter.

c. Edited volumes and anthologies of primary source material, in which the editor is responsible for the selection and editing of the content, and has supplied a scholarly apparatus in the form of an introduction, notes, bibliography, index, etc. **Note:** Multi-volume edited anthologies will normally carry greater weight.

d. Edited collections of original essays by other authors, in which the contributions were solicited and selected by the editor and authored specifically for that volume.

e. Edited collections of previously published secondary sources selected by the editor.

(2) Journal articles or chapters in either printed or format. Greater weight will be given to journal articles that have been subject to blind peer-review. Chapters in books that have been subject to blind peer-review will be given greater weight than chapters in books which have not been subject to such review prior to publication. The growing proliferation of publications derived from what have come to be known as "predatory conferences" or which are "predatory journals", require candidates to be cautious about taking part in such conferences and publishing in such journals. Senior colleagues, departmental chairs, and the Dean should be consulted with respect to what constitutes a predatory journal or

conference. The PATC is unlikely to view the inclusion of such conferences or publications in an application for tenure and/or promotion favorably, and may request further information from the candidate and/or other external sources for verification of publication quality. Appendix VII provides some useful guidelines.

(3) Documents (reports, policy papers, policy analysis, etc.) where the publication is undertaken by the agency or organization funding/sponsoring the research.

(4) Commissioned articles in scholarly reference works in printed or electronic format.

(5) Reviews of books published in printed or electronic format.

### **B. Other Scholarly Activities**

(1) Presentation of papers or posters at scholarly conferences, colloquia and professional meetings. Blind peer-reviewed papers or posters will be given greater weight than papers or posters that have not been subject to such a review;

(2) Receipt of significant research grants, contracts, and scholarly awards.

(3) Development and submission of significant research grant proposals.

(4) Invited lectures given at scholarly occasions.

(5) Substantial scholarly citations in printed or electronic format and other testimony of scholarly influence.

(6) Service as an organizer, discussant or panelist at scholarly conferences.

(7) Supervision of graduate work (M.A., Ph.D.) or membership on juries examining research papers, plans, or theses.

(8) Supervision of undergraduate theses.

(9) Service on a book prize panel for a disciplinary or professional association.

(10) Service as a referee for a book or article manuscript or research grant application.

### **3. Service**

Evidence of service to the college, the community and the profession shall include items such as:

A. Effective discharge of appointed committee obligations.

- B. Effective discharge of elected or appointed positions.
- C. Vigorous and effective leadership.
- D. Ongoing participation in College life as in, e.g. orientation, convocation, recruitment, alumni events, student activities, etc.
- E. Participation in community-based organizations relevant to the College.
- F. Contributions to professional societies and organizations

4. **DOSSIER REQUIREMENTS FOR CANDIDATES**

**The candidate's dossier must include, but is not limited to, the following:**

- A. A letter that specifies the candidate's contributions in the areas of research and publication, teaching and pedagogical development, and committee and community service, *particularly with reference to the years since the most recent application to the Promotion and Tenure Committee.*
- B. A *curriculum vitae* that conforms to the template used by the Office of the Dean of Arts and Social Science in the annual faculty performance review.
- C. Statement on teaching and commitment to pedagogy, containing:
  - (1) Teaching objectives and methodologies employed by the candidate.
  - (2) Self-analysis of teaching and plan(s) for professional development in teaching.
  - (3) Other relevant information, such as engagement in research for pedagogical purposes and its application in teaching, and the development and use of new teaching materials and texts.
- D. Statement of research program outlining the candidate's current research agenda, future research projects, and the anticipated forms of dissemination of this research.
- E. The numerical results of teaching evaluations across the career at Huron, to include scores for both course and instructor evaluations of each course taught, not merely annual averages.
- F. Hard copies of scholarly publications, plus where available reviews of all books and other works published by the candidate.
- G. Peer review(s) of teaching as incorporated in documented reports of colleagues and Chairs of Departments (administered in accordance with the H.U.C. S & A Doc.);

Where such items exist, the following must also be included:

H. Copies of letters from the Dean of Arts and Social Science and from the PATC pertaining to previous applications to the Promotion and Tenure Committee.

I. Evidence of successful grant applications.

J. Copies of book contracts for works in press; letter(s) of acceptance from journal editors or book editors for articles or chapters.

## APPENDIX II

### PART-TIME APPOINTMENTS

#### I. Definition

A. "**Part-time Appointment**" shall mean appointment by written contract for the teaching of one or more courses specified by name and number for a single specified period and remunerated on a per course basis. Further, part-time appointment shall carry with it no College administrative obligations.

#### II. General Rules of Duration and Sequence

A. All Part-time Appointments shall be of the **Limited Term** kind unless otherwise stated in writing.

B. In the case of **Part-time Appointments** the employment obligations of the College cease with the expiry of the contract.

C. All Part-time Appointments shall be for no more than one year unless otherwise stated in writing.

#### III. Procedures and Criteria

A. Recommendations with respect to Part-time appointments

1. May be initiated by Departments through the Chair or may be initiated by the Dean.

2. Shall be approved by the Dean who shall in every case consider the need for the position prior to considering the qualifications of the candidate.

3. Shall be based as far as possible on the criteria for teaching described in Appendix I.

B. Where a recommendation for a Part-time appointment, is approved, a letter of contract shall be issued to the candidate that shall specify the individual course(s) involved, the duration of the appointment, and the remuneration agreed upon.

**APPENDIX III**

**Huron University College  
Scholarly Activities Appraisal Form**

Name of Candidate:

Date:

Referee:

Name:

Position (title and rank):

Department and institution of affiliation:

1. Provide a brief description of the extent of your familiarity with the candidate's research and publications:

2. Please rate the candidate on a scale of 1 to 10, 10 being 'best', with respect to each of the parameters listed below, and provide supporting comments.

Note: By 'contribution' is meant the written work itself, and by 'field' is meant the candidate's area of special interest within his or her discipline (e.g. field: Logic; discipline: Philosophy).

(1) Quality of publishers or journals  
(How respected are they in the discipline?):

(2) Quality of contribution  
(How well written and researched are the publications? How original are they?):

(3) Importance of contribution to the field within the discipline  
(How significant is the candidate's contribution considered by those in the same field(s)?):

(4) Importance of the field to the discipline  
(How important is the candidate's field(s) of research generally considered to be within the discipline as a whole?):

3. Additional Comments:

Please feel encouraged to expand on any of the above, including the quality of the candidate's other scholarly activities (book reviews, public lectures, conference papers, administrative roles in scholarly societies, etc.) as listed in the candidate's curriculum vitae.

Signature: \_\_\_\_\_

## APPENDIX IV

### **COMPLEMENTARY APPOINTMENT AT HURON UNIVERSITY COLLEGE**

**Revised May 22, 2003 [Approved by Academic Council]**  
(Replaces Appendix VI Research Fellow Appointments)

#### PURPOSE OF COMPLEMENTARY APPOINTMENTS

Academic units (The Faculty of Arts and Social Science, a Department, the Centre for International Studies, the Bentham Research Centre, the Faculty of Theology) may make academic appointments to facilitate learning and provide support to their operations or to host academic colleagues. Faculty holding complementary appointment may participate in one or more of research, mentoring students, thesis supervision, and lecturing. Appointments may be made at any rank or title for periods of 12 months to three years and are renewable. Normally, individuals in this category are employed by another institution or agency or are retired from such employment, but they also contribute to the academic activities of Huron University College. The appointment recognizes an individual's contributions to academic activities external to Huron, and his or her commitment to Huron University College and its academic mission.

#### CATEGORIES OF COMPLEMENTARY APPOINTMENT

Appointments that are purely for purposes of engaging in research shall normally be Research Fellow. Appointments involving more than research or other than research shall normally be Adjunct. Nothing in the following precludes an individual from holding a part-time appointment at Huron University College.

#### E. CRITERIA AND PROCEDURES

The conditions governing appointment as Adjunct Faculty or Research Fellow at Huron University College shall be as follows:

1. "Research Fellow" shall be construed as rank and Research Fellows shall not have any of the standard professorial ranks associated with their appointment. Appointment as Adjunct Assistant Professor rank will require completed PhD. (Higher rank is possible, subject to qualifications (for example, tenured appointment at another University.) Faculty without PhD will be appointed as Adjunct Colleague.
2. Appointment of Adjunct Faculty and Research Fellows shall require the recommendation of the Principal to the Huron University College Executive Board in keeping with all other appointments at the College
3. The position of Adjunct Faculty or Research Fellow is exceptional and does not fall under the general provisions of the Huron University College Conditions of Appointment document except for the application of the provisions for Termination and Suspension of Appointment as set out in II D of the Conditions of Appointment Document and as the position is described in this Appendix.

4. All appointments shall be for a fixed term not to exceed three years. Appointments expire at the end of their term and are renewable subject to a review.

5. Post-retirement appointments are permitted

6. There shall normally be no stipend associated with the position of Adjunct Faculty or Research Fellow. Appointees are entitled to library privileges and an email account. They may request additional privileges from the Dean of the Faculty of appointment.

7. Adjunct Faculty and Research Fellows have no duties other than those specified in a letter of appointment and shall not sit on any College Committees as voting members

8. Huron University College shall take responsibility for the administration of research grants awarded to Adjunct Faculty or research Fellows for the period of his/her appointment at the College, if requested by the appointee.

**APPENDIX V**  
**SESSIONAL APPOINTMENT**

The conditions and terms governing Sessional appointment at Huron University College shall be as follows:

I. Sessional Appointment is exceptional and does not fall under the general provisions of the Huron University College Conditions of Appointment Document except as it is described in this Appendix (VI) and except for Paragraphs II.D.1.a., c., d, and Section V above.

II. Sessional Appointments shall normally be given for the 8 month period during which Fall and Spring classes and examinations are normally held (September 1 - April 30) and shall be considered a special case of Part-time appointment.

III. The College may contract with an individual for up to three successive Sessional Appointments at one time.

IV. Persons on Sessional Appointment, or on successive Sessional Appointments, are required to give at least three (3) months' notice of termination of appointment. Such notice is required as of the date the candidate accepts the offer of Sessional Appointment.

V. Neither the College nor the Sessional appointee shall have any employment associated obligations towards each other during periods outside of the teaching term or after the termination of a contract for one or more Sessional appointments except for such as are explicitly indicated in writing within the terms of the contract. Notwithstanding, on the appointee's request, the eight month salary may be paid in equal installments across a twelve month period.

VI. Sessional Appointments shall normally carry a three full-course or equivalent teaching load and shall have no obligations of community service or scholarly activity attached to them.

VII. Sessional Appointments shall be granted academic rank commensurate with their qualifications. A doctoral degree or its equivalent shall normally be required for Assistant Professor rank or higher.

VIII. Successive Sessional Appointments shall be contingent on satisfactory annual review.

IX. Years spent at Huron University College on Sessional Appointment shall not normally qualify for later use in satisfying residence requirements respecting full-time academic appointment, promotion, salary, or sabbatical leave.

X. Faculty on Sessional Appointment may access internal research funds as provided for by the FASS Research Committee Grant Fund Policy.

XI. Faculty on Sessional Appointment shall not qualify for a Research Stipend.

XII. Faculty on Sessional Appointment shall normally not sit on any College committees as voting members.

## **APPENDIX VI**

### **SUPERVISION AND ASSESSMENT OF THE TEACHING ACTIVITIES OF INSTRUCTORS**

#### **I. Reason for Supervision and Assessment of Teaching**

Recognizing the College's dedication to undergraduate teaching and the significant value attached to teaching performance in contract decisions and applications for tenure and promotion, the Faculty of Arts and Social Science is committed to enhancing the teaching performance of its instructors through regular supervision and assessment. The objectives of this supervision and assessment are:

A. To maintain a consistently high standard of teaching throughout the Faculty.

B. To benefit instructors by providing information on their teaching, especially at the beginning of their careers. To help instructors improve their teaching methods. To promote the exchange of pedagogical ideas, methods, and materials.

C. To assist in the decision-making process associated with the offering of a position, the renewal or termination of a position, or the conferring of promotion or tenure. To provide a substantial quantity of reliable, well-documented information concerning an instructor's teaching activities based not only on student evaluation but also on peer assessment.

## **II. Areas Involved in Supervision and Assessment**

A. Teaching activities inside the classroom: aspects to be considered. One of the primary functions of a faculty member is to teach, and the most important part of teaching takes place within the classroom. It is therefore necessary to assess an instructor's performance in this setting. The elements under consideration should include the following: adequate preparation, clear presentation of material, interesting presentation, visible enthusiasm, effective communication, and responsiveness to student needs.

B. Teaching activities outside the classroom: aspects to be considered. Many activities related to classroom teaching actually take place outside the confines of the classroom. As these activities are also a reflection of the faculty member's ability to teach, they too should be assessed.

### 1. Creation and Organization of courses

In the event that a faculty member is responsible for some or all aspects of a course, the following (where pertinent) should be considered for assessment:

- i. course description
- ii. course outline and timetable
- iii. required text(s) and readings
- iv. bibliography
- v. assignments (nature, quantity, etc.)
- vi. marking system
- vii. appropriateness of teaching methods

### 2. Instruction given outside the classroom

Teaching does not cease at the classroom door - it is often carried on in personal interviews between the faculty member and students. This activity too should be assessed. Some possible areas of consideration are:

- i. availability - office hours etc.
- ii. approachability - are students encouraged to ask for help if they need it?
- iii. willingness to answer questions and to give extra help
- iv. quality, comments on essays, tests and classroom handouts.

### **III. Means of Supervising and Assessing Teaching Activities**

The gathering of information in order to assess a faculty member's teaching and the provision of guidance to a faculty member shall be done by the following means.

#### **A. Student Evaluation**

1. A questionnaire approved by FASS shall be administered to the student in each course the faculty member is teaching. The department Chair, program Coordinator or Dean (where no department Chair exists), shall ensure that the questionnaire is administered by someone other than the faculty member being evaluated (but not by a student enrolled at the College). The results of the survey will not be released to the faculty member until after the final grades for the course in question have been submitted. The results of these questionnaires are kept on file in the Dean's office.

2. Other forms of student evaluation, including questionnaires designed by the instructor or department Chair, may be employed to provide useful information to instructors, but will not constitute part of the faculty member's official teaching record.

#### **B. Peer Assessment**

1. Full-time untenured members of faculty shall have one formal peer assessment of their teaching during the first three years, and a second formal peer assessment during the second three years of the probationary appointment. Normally, two peer assessments of teaching should be sufficient, but in cases where the assessment indicates significant deficiencies in teaching, the department Chair in consultation with the Dean, or the Dean, may require more peer assessments of teaching. All formal peer assessment reports completed prior to an application for renewal, tenure and/or promotion should be included in the dossier submitted to PATC.

The reviewer will be selected by the department Chair or program Coordinator in consultation with the instructor. Normally, the reviewer should be a tenured member of faculty working in the same discipline or a related discipline from outside the College. The peer assessment report should be approximately 500-1000 words in length and cover, though it need not be restricted to, the areas indicated above in section II, A and B as deemed relevant. Copies of the peer assessment report will be given to the instructor, department Chair and the Dean, and, where appropriate, will be made available to the Committee of Chairs when an application is presented for renewal of a probationary contract, tenure and/or promotion.

### **IV. Part-time and Sessional Instructors**

1. When it is deemed helpful, a department Chair, program Coordinator or the Dean may request a formal peer assessment of

the teaching of a part-time or sessional instructor. The procedures involved will be the same as for full-time instructors described in section III. B. The consequent report will be a consideration in the decision to renew a teaching contract.

2. Informal peer assessments are also encouraged, for the primary purpose of improving teaching performance. These may be conducted by departmental and/or non-departmental colleagues selected by the instructor and conducted at a time or times to be determined by the instructor. At the discretion of the instructor, an informal peer assessment report may be forwarded to the department Chair, program Coordinator or the Dean, with a request that it be considered in any decision to renew a teaching contract.

#### **V. Tenured Members of Faculty**

Formal peer assessments are not required for tenured members of faculty, but informal peer assessments are strongly recommended on a regular basis. Such reports may be included in applications for promotion.

#### **VI. Annual Faculty Seminar on Teaching**

For the benefit of all instructors in the Faculty of Arts and Social Science, at least once a year, preferably in the first term, the Dean will convene a seminar on teaching, on a topic to be selected in advance and advertised throughout the Faculty.

### **APPENDIX VII**

#### **GUIDELINES ON PREDATORY CONFERENCES AND JOURNALS**

Some red flags that might indicate a conference or journal is predatory, are:

- (1) Uncharacteristically large conference fees. By itself a large participation fee is not sufficient to identify a conference as predatory, but, combined with other factors, it might be a warning;
- (2) Fees for processing submissions and for publication. It must, however, be noted that some genuinely-scholarly journals, which are open-access journals, and which publish quickly, and online, do have high fees associated with the surrendering of copyright to the author, and the loss of subscription revenue by the publisher;
- (3) The lack of a transparent review process that is associated with legitimate conferences and journals as described in APPENDIX I;
- (4) Difficulty identifying the organizers and other contact personnel for a conference;
- (5) Rapid "peer review" is a bad sign because genuine reviews take weeks, if not months. Similarly, a short time period from submission to publication can be a signal a journal or conference is predatory;

- (6) Conferences or journals that appear to have no clear academic focus and, as a result, are worryingly broad in scope;
- (7) Conferences and/or journals that are run by a private institute rather than by a scholarly association;
- (8) Organizations publishing a journal or running a conference that run multiple (sometimes even hundreds) of conferences and publications;
- (9) Journal editors or conference organizers that seem to never change;
- (10) Conferences that are held every year in the same place;
- (11) Receipt of an invitation to present at a conference or to publish your work in a journal via an unsolicited email;
- (12) Conferences that have multiple "keynote" addresses.