

York University 2011

# Tenure and Promotions Policy, Criteria and Procedures

Senate Review Committee's role

# What's this presentation about?



Overview of the tenure and promotion process

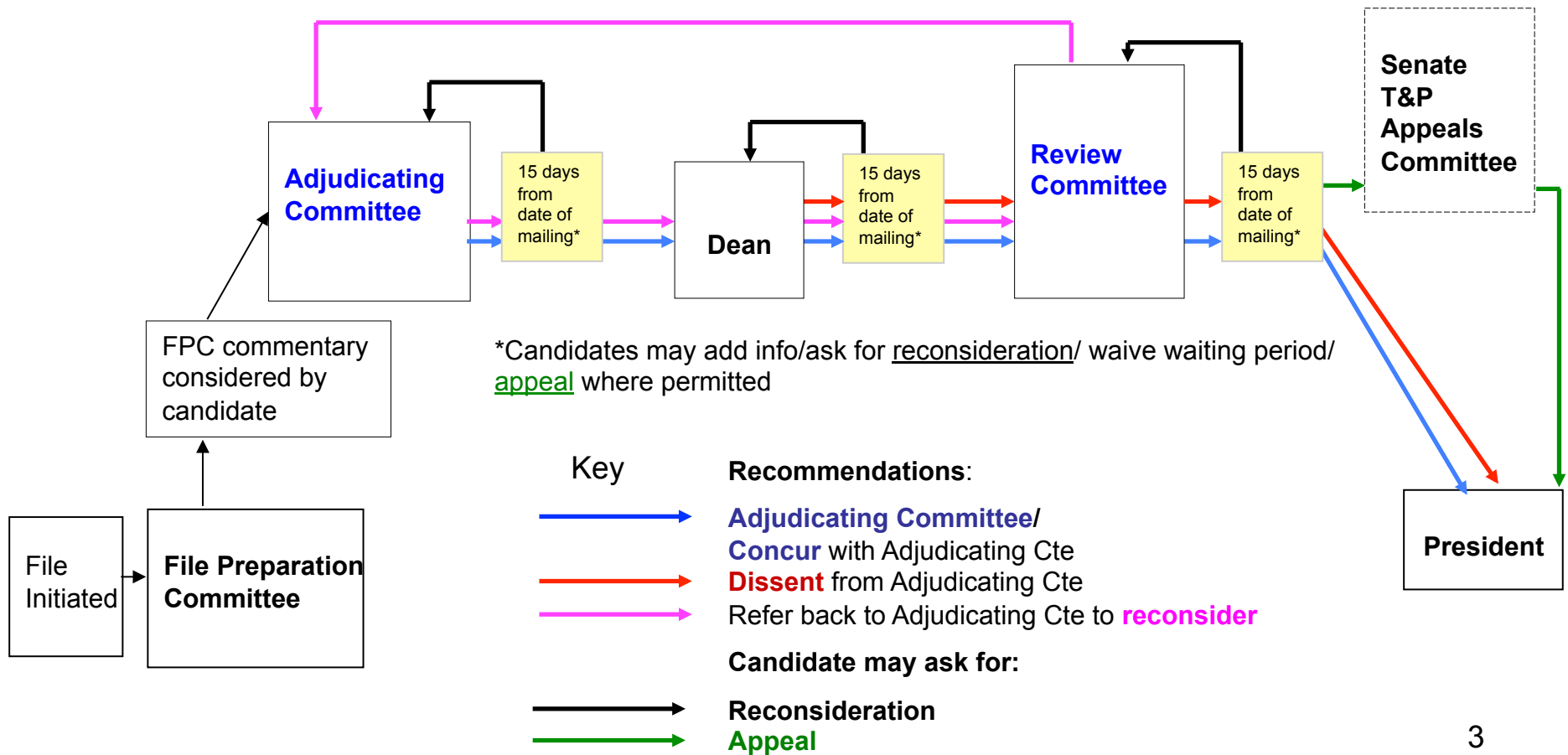
The Faculty T&P Committee's role

- Review of Adjudication
- Review of Unit/Faculty standards
- Substantive appeals of denial of advancement to Candidacy

# T&P Process - Overview

- Step 1: Committees formed
- Step 2: File Preparation
- Step 3: Adjudication
- Step 4: Decanal consideration

- Step 5: Senate Review
- Step 5A: Appeal
- Step 6: President



# Senate Review



Where the Adjudicating Committee is constituted at the level of department, division or school:

The **Senate Review Committee** is constituted as a sub-committee of the Senate Committee on Tenure and Promotions

This sub-committee will be composed of the Faculty Tenure and Promotions Committee with the addition of two members of the Senate Committee on Tenure and Promotions

# Senate Review



The Senate Review Committee:

Reviews file and Adjudicating Committee recommendation to ensure that criteria and standards applied fairly and proper procedures followed

Review Committee's recommendation either

**Concurs** with Adjudicating Committee recommendation **or**

**Dissents** and gives reasons in letter **or**

**Refers file back** to Adjudicating Committee where procedures not properly followed or criteria not properly/not fairly applied or to consider substantive new evidence

Where file referred back, process begins again at Adjudication

## Senate review – The Policy



What does it mean to review the file? The policy states:

F.3.4.4. In reviewing recommendations from the Adjudicating Committee, the Review Committee will not consider a file *de novo* but will evaluate the recommendation of the Adjudicating Committee to ensure that the procedures set out herein have been followed and that the criteria used in the evaluation of the file have been applied fairly and in accordance with University standards.

## The Policy (2)



But section F.3.4.4. must be read in conjunction with ...

F.3.4.6.:When the Review Committee determines that the procedures have been followed in all material respects, that the appropriate criteria have been fairly applied *and that the judgement of the Adjudicating Committee concerning application of University standards is correct*, it will concur in the judgement and forward the file to the President.

**AND**

## The Policy (3)



F.3.4.7. (a) If the Review Committee concludes that the criteria and procedures have been fairly applied, *but that the evidence in the file does not support the judgement of the Adjudicating Committee* in that the candidate recommended for tenure and/or promotion has not met the University's standards, or that the candidate recommended for rejection or delay has in fact met the University's standards, it will add its recommendation to the file and forward it to the President.



# The recommendation



The recommendation being reviewed is that to tenure and/or promote.

If the evidence in the files supports the recommendation, e.g. for tenure and promotion, and there are no “material” procedural errors, then the committee concurs with the recommendation.

Provided the evidence supports the recommendation, the committee does not have to agree with the individual criterion area rankings to concur with the recommendation.

# What to look for in reviewing a file



Does the Adjudicating Committee (AC) :

- present a full and balanced report, giving detailed reasons for its recommendation?
- address all evidence in the file in its report?
- clearly indicate that its recommendation is based on the application of the criteria to the evidence?
- address conflicts/discrepancies of referees' letters?
- include detailed results of votes? address divergent votes among Committee members?

Does the Adjudicating Committee clearly make the case for its decision?

## Reviewing a file (2)



Did the AC follow Senate procedures and apply the criteria fairly and in accordance with University standards?

Does the evidence in the file support the AC's recommendation? Is there enough evidence?

*New Material:* Is there any new material in the file that might affect the recommendation of the AC?

Three possible votes:

- **Concur**: When the procedures have been followed, the appropriate criteria fairly applied and the evidence supports the recommendation.
- **Dissent**: When the criteria and procedures have been fairly applied but the evidence does not support the recommendation.
- **Refer back** to the Adjudicating Committee:
  - If there are procedural errors
  - If the appropriate criteria haven't been properly or fairly applied
  - If there is new material which might affect the Adjudicating Committee's assessment and recommendation on the file, the file must be returned to the *Adjudicating Committee* for its reconsideration.

# Review Committee Report



**Concurrence:** detailed report not necessary

**Dissent:** must provide reasons

**Refer back:** must be specific as to the reason the file is being referred back and what is expected of the Adjudicating Committee in its reconsideration the file.

# Reconsideration



## Recommendation to delay or to deny:

- Candidate may request reconsideration by the Review Committee

## Recommendation to deny tenure or delay promotion:

- Candidate may also appeal to Senate Tenure and Promotions Appeals Committee (STAPAC)

## Review of unit-level standards



The Faculty committee reviews new or revised unit-level standards prior to forwarding them to the Senate Committee.

Purpose of standards:

“Unit-level standards provide transparency to the process, giving probationary faculty members a reasonably clear understanding of what specific ‘expectations will have to be met if tenure and promotion are to be awarded.’”

## Review of unit-level standards (2)



1. Do they describe various kinds of academic production or forms of professional contribution?
2. Do they allow for flexibility?
3. Teaching – are normal course loads, types of teaching, teaching-related activities set out? Is review of teaching content specified?
4. Service – are normal expectations for service set out?



## Review of unit-level standards (3)



5. Are indicated requirements realistic? Are they logical?
6. For tenure and promotion to Associate Professor, is there at least a minimal explicit statement about what is a normal expectation for a finding of "Competence", "High Competence" and "Excellence" in each of the criterion areas: Professional Contribution and Standing, Teaching, and Service.

# Summary



1. Know your policies and procedures.
2. Keep your policy booklet by your side when reading files and refer to it often.
3. When reviewing files or unit-level standards, refer to the lists of review questions.