



Promotion and Tenure Procedures

Expectations:

- All recommendations will be made in accordance with:
 - The concepts of procedural fairness
 - UBC collective agreement
 - Considerations on appropriate standards of excellence across and within faculties and disciplines
- Confidentiality will be respected by all of those participating in the process.

Timing:

- By May 15th, the Head will notify candidates eligible for periodic review for reappointment or promotion in the upcoming July 1 to June 30th period.
- Article 5.02 meetings will be held for applicants before June 30th each year.
- Candidates for periodic review for promotion will inform the Head of their decision to proceed or not by June 30th. If proceeding, then the candidate will submit a list of a minimum of four external referees by August 15th.
- Candidates opting for non-periodic review for promotion will inform the Head of their intent by June 30th. The candidate will submit a list of at minimum four external referees by August 15th.
- Applications for promotion and/or tenure and reappointment must be received by September 15th unless otherwise agreed to by the Head (see 2.2.3 12/13 SAC guidelines).
- Members of the SCRPT will have at least two weeks to view a file, which will be kept in the Administrative Assistant's office. Copies of the file will be available from the Administrative Assistant's office for sign-out for a 24 hour period.
- The Head, in consultation with the SCRPT, will develop a list of at least 4 external referees. This list will be developed by early September at the latest.
- Members of the SCRPT will have at least 1 week prior to the final meeting on a promotion file to review the file again and to review the letters from referees, which will be kept in the Administrative Assistant's office.
- Reports and recommendations will go the Dean by mid-December (if possible).

**Requirements for candidates for reappointment, promotion, and tenure:**

- Applicants for tenure and promotion:
 - Provide a list of at least four potential referees by August 15th, of which at least two must be chosen by the SCRPT for the final list of four referees.
- All applications from faculty members in the professor path must provide a file showing contributions in the areas of scholarship, teaching and service by September 15th of the review year as documented with a:
 - CV and cover letter
 - Teaching Dossier
 - Selected publications
- All applications from faculty members in the professor of teaching path must provide a file showing contributions in the areas of teaching, educational leadership and service by September 15th of the review year as documented with a:
 - CV and cover letter
 - Teaching Dossier
 - Evidence of educational leadership
- Both the candidate and the University have the right to supplement the file by the addition of new information up until the file goes to the President.

Referees:

- A candidate for promotion submits a list of a minimum of 4 external referees by August 15th.
- The Head, in consultation with the SCRPT, will prepare another list of a minimum of 4 external referees for those candidates applying for promotion and/or tenure, or for candidates for reappointment where serious concerns have been raised.
- Referees for a faculty member in the professor path are normally at the rank of Associate or Full Professor with tenure. Referees for a faculty member in the professor path should be from outside of Canada, as well as from Canadian institutions, especially in the case of promotion to full Professor (5.4.12).
- Referees for a faculty member in the professor of teaching path are normally at the rank of Senior Instructor, Professor of Teaching, Associate Professor, or Full Professor. These referees should be from universities or institutions of comparable or superior reputation to UBC (5.4.12). The referees for a faculty member applying for promotion to Senior Instructor need not be external to UBC, but should be from referees outside the Unit. If external referees are available, then such letters will be welcome and may help strengthen a case (4.5.3). The referees for a Professor of Teaching file must include at least two that are external to UBC; the remainder should be external to the Unit (4.5.4).
- The referees must be at arm's length.
- Referees must be knowledgeable of the candidate's area of Expertise.



- The Head solicits letters of appraisal from 4 referees (at least 2 of those must be chosen from the list provided by the candidate) using the standard SAC letter as a template.
- If 3 of the referees on the candidate's list decline, the Head will ask the candidate for 4 more names. (5.4.13).
- The Head will provide a rationale for selection of referees in the file that goes forward to the Dean.
- If a candidate's file does not go forward after letters from referees have been received, and the candidate is reviewed for promotion or tenure within the period of the next two years, then the Head will consult with the SCRPT to determine if the letters should be reused. If the decision is positive, then the Head will contact the referees, with the revised CV attached, to ask if their letters can be used as received, if they would like to update the letters, or if they would prefer to decline. If the referees decline, the Head must, in consultation with the SCRPT, identify other referees to review the file.

Membership of the Standing Committee on Reappointment, Promotion and Tenure (SCRPT):

- The SCRPT will consist of five elected eligible members plus the Head (who does not vote) (5.4.21).
- Eligible members are defined as those individuals holding tenured appointments in the Biology Department.
- Three members of SCRPT must hold the rank of Professor or Professor of Teaching.
- Two members of SCRPT must hold the rank of Associate Professor or Senior Instructor.
- The members of SCRPT will be elected by a vote of all eligible members by secret ballot (5.4.2).
- Each member will be elected for a 2 year term.
- All members of SCRPT will provide advice to candidates on preparation of applications.
- All members of SCRPT are eligible to vote on reappointment of Instructors or Assistant Professors.
- All members of SCRPT are eligible to vote on promotion to the rank of Senior Instructor.
- Only Associate Professors, Professors, and Professors of Teaching are eligible to vote on promotion to Associate Professor.
- Only Professors and Professors of Teaching are eligible to vote on promotion to Professor, or promotion to Professor of Teaching.
- If a member of the SCRPT applies for promotion, that member will be replaced for any deliberations related to their file by another eligible faculty member who will be elected by all eligible members of the Standing Committee.
- A member of the SCRPT will not serve for more than 5 consecutive years.
- In the event that a member of the SCRPT cannot complete his or her term, the eligible members of the Biology Department will elect another member.

**Responsibilities:**

- **Advising**
 - The SCRPT will function in an advisory capacity to any untenured member of the unit.
 - Each untenured member of the unit will have the opportunity to meet with the SCRPT at least once per year to review their annual report and CV, or to get feedback on performance.
 - The SCRPT will also function in an advisory capacity to tenured members of the department who are interested in promotion from Associate Professor to Full Professor or promotion from Senior Instructor to Professor of Teaching
 - The SCRPT will prepare a report of any meetings with a faculty member and forward these to the Head to be used in the 5.02 meetings.

- **Review of Reappointment, Promotion, and Tenure Files**
 - The Head chairs meetings of the SCRPT, but does not vote.
 - All members of the SCRPT are required to attend meetings or provide an explanation as to why they can't attend, for example: Illness, conflict of interest.
 - If a member is unable to attend the meeting, then s/he may submit written comments; however, the memorandum will not constitute a vote. (5.4.24). There is no voting in absentia or by proxy.
 - Confidentiality is expected of all those participating in the review.
 - At the initial meeting for a promotion file that is not in a mandatory tenure year, any concerns should be brought forward to the Head prior to sending out the letters to the referees.
 - At all meetings, SCRPT members must be prepared to provide objective, empirical evidence to support their opinions of the file, whether positive or negative.
 - If the file is for promotion and the SCRPT identifies serious concerns, then the Head will summarize those concerns in a letter to the candidate who will then be given a chance to respond in writing to the members of the SCRPT (5.4.26).
 - If the file is for reappointment and SCRPT discussion considers that a recommendation for reappointment may be denied due to a deficiency of scholarly work, then the candidate will be given the opportunity to name at least 4 external referees. The Head, in consultation with the SCRPT will develop a list of a minimum of 4 external referees. The Head then will proceed with soliciting four letters, ensuring that at least half of the letters come from referees on the candidates list.
 - The SCRPT will vote on the question of reappointment or promotion, and in 7th year cases, will also vote on tenure if promotion is not unanimously supported (5.4.26).
 - Votes will take place only after the candidate has had the opportunity to address any serious concerns (5.4.25).
 - The voting majority will form the recommendation, and all votes will be recorded.



- SCRPT members should be aware that a vote to support promotion to Associate Professor or Senior Instructor will include tenure. The Head will prepare the report of the SCRPT reflecting both the majority and minority opinions. This letter will be circulated for comment to members of the SCRPT (5.4.28).

Communication from the Head:

- If serious concerns are raised, the Head must provide the candidate with a summary of the concerns raised and provide an opportunity to respond, prior to a vote on the file.
- At the time that the recommendation is forwarded to the Dean, the Head will inform the candidate in writing of the recommendations being forwarded.
- The Head may provide a copy of the letter(s) being forwarded to the Dean as long as the confidentiality and identity of the referees is protected.