

EMP-030-005 Appendix A

Criteria for the Awarding of Promotion, Tenure, Merit and Increments for Out-of-Scope Employees in Academic Administrative Positions

Introduction

When academic staff members accept out-of-scope positions with significant leadership and administrative responsibilities, it is essential that their opportunities for advancement as academic staff members not be compromised.

For tenure and promotion to the rank of Associate Professor, the individual will demonstrate:

- Evidence of successful leadership within his/her unit and, where appropriate, the University; and
- Teaching and scholarly accomplishments of the quality as described in the relevant Criteria Document but not necessarily of the same quantity.

For promotion to the rank of Professor, the individual will demonstrate:

- Evidence of successful leadership within his/her unit and, where appropriate, the University;
- Contributions to the academic advancement of the unit and the University in one or more of the following areas as appropriate to the unit and the position held:
 - Teaching and program development;
 - Research, scholarship, and professional development; and
 - Community engagement and partnership development (internal and external).
- Superior performance and recognition by peers, either as an authority in their academic discipline or in institutional leadership, and with a reputation beyond the University;
- Teaching and scholarly accomplishments of the quality as described in the relevant Criteria Document but not necessarily of the same quantity; and
- Evidence of significant contributions to the University and the attainment of goals.

Definitions

- **Academic Administrator** – the employee
- **Applicant** – the employee
- **Supervisor** – the person to whom the employee reports to
- **Approver** – the person to whom the employee's supervisor reports to

Processes

Procedures for Awarding Tenure or Promotion

- An applicant who wishes to be considered for tenure or promotion will, by September 30th, make a written request to their supervisor. Included with this will be the names and brief biographies of at least three referees who can speak to the applicant's accomplishments. The supervisor may seek up to three additional letters of reference.
- The applicant will submit all other supporting documentation to their supervisor by October 31st.
- In departmentalized faculties, the supervisor should first seek input from the appropriate department head and then meet with the applicant to ensure any concerns raised by the head can be responded to. (There will be no initial reviewer.)
- The supervisor will meet with the Review Committee to discuss the accomplishments of the applicant in accordance with the Criteria Document. All documentation (including letters of reference) will be provided to the Review Committee. Prior to making a decision, the supervisor will consider the advice of the Review Committee.
- In some cases, it may be appropriate for the Vice-President (Research) to provide information on the applicant to the supervisor.
- Where an application is for promotion to Professor, the Campus Promotion Committee will review the application and make a recommendation to the supervisor.
- Prior to making a decision, the supervisor will meet with the applicant to review the case and provide an opportunity to respond to any concern raised.
- The decision to grant or deny tenure or promotion will, following consultation with the approver, be made by the supervisor prior to June 30th. The decision will be reported to the approver.
- A negative decision may be appealed to the approver.

Procedures for Awarding Merit (in addition to the automatic one-third merit)

- A request for merit may be made in writing to the supervisor by January 31st. The supervisor may also consider awarding merit without receiving an application.
- The supervisor may seek advice from the Review Committee regarding the accomplishments of the applicant.
- The decision to grant or deny merit will, following consultation with the approver, be made by the supervisor prior to June 30th. The decision will be reported to the approver.
- A negative decision may be appealed to the approver.

Procedures for Awarding an Increment

- The decision to grant to deny an increment will be made by the supervisor. Input from the Review Committee is not required. The decision will be reported to the approver.
- A negative decision may be appealed to the approver.

Procedures for Performance Review When Returning to an In-Scope Position

Academic administrative appointments normally terminate on June 30th and it is therefore necessary to provide for a transition to the academic review process.

- In the winter of the final year of the administrative appointment, the evaluation will be as usual, with the Academic Administrator indicating activities to be undertaken in the next months and while on administrative leave (if applicable).
- There will be no formal review during the administrative leave; and an increment (if eligible) will be awarded.
- In the next year (18 months after the completion of the administrative appointment), the former Academic Administrator will be reviewed in accordance with the review process outlined in the University of Regina/URFA-Academic Collective Agreement and under established Criteria Documents.
- The supervisor will provide input to the process with respect to the last months of the administrative appointment.