Associate Dean: Academic Performance Review

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Policy per the Provost and Vice-President (Academic)
Associate Deans are not peer reviewed unless the Associate Dean requests to be peer reviewed. As of the 2007 review period, ALL out-of-scope personnel are evaluated on the fiscal year, May to April.

Procedure for Associate Deans
1. The Associate Deans are reviewed annually by the Dean.
2. By MAY 1st each Associate Dean will submit the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Out of Scope Performance Review Form
   b) CV
   c) Additional Information (if applicable)
   d) Conflict of Interest Form

Procedure for Dean’s Office
1. The Dean reviews the Out of Scope Performance Review form and completes the Rating Scale.
2. The Dean will summarize preliminary suggested ratings for all out of scope employees in Science and provide these ratings to the Provost and Vice-President (Academic) - a listing is all that is required.
   If applicable, the Provost and Vice-President (Academic) will discuss respective out of scope ratings on an individual basis.
3. The Associate Dean signs to indicate he/she has read the form as completed by the Dean.
4. The Dean signs to indicate he/she has discussed the above material with the Associate Dean.

Related Information
  http://www.uregina.ca/hr/forms/performance-review.html
- URFA Collective Agreement – Article 17
  http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html
Department Head: Academic Performance Review

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Background
The teaching performance of the Department Head is reviewed by the Associate Dean (Academic) and the research performance is reviewed by the Associate Dean (Research & Graduate Studies).

Procedure for Department Heads Being Reviewed
By JANUARY 31st the Department Head being reviewed will submit the following to the Dean’s Office, BOTH electronically and as an original printed package:

a) Annual Information Form
b) Statistical Summary
c) CV
d) Additional Information (if applicable)
e) Conflict of Interest Form

Procedure for Department Heads Not Being Reviewed
By FEBRUARY 10th the Department Head NOT being reviewed will submit the following to the Dean’s Office, BOTH electronically and as an original printed package:

a) Annual Information Form
b) Statistical Summary
c) Additional Information (if applicable)
d) Conflict of Interest Form

Procedure for Dean’s Office
1. The Associate Dean (Academic) and Associate Dean (Research & Graduate Studies) complete the Annual Performance Review form and signs the initial reviewer recommendation section on page 4.
2. The Department Head signs page 4 to indicate he/she has read the form.

Related Information

- Science Criteria Document Sections 4, 6 & 8
  [http://www.uregina.ca/science/administration/links.html](http://www.uregina.ca/science/administration/links.html)
- URFA Collective Agreement - Article 17.9
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)
Faculty : Academic Performance Review - General

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Policy per Faculty of Science
Every year Science faculty members must complete an Annual Information Form and Statistical Summary and submit it to the Department Head, **BOTH** electronically and as an original printed package whether they will be reviewed or not.

Procedure
Procedure for Annual Performance Review Forms (APR)
1. Page 1 of the Annual Performance Review form is prepared by Human Resources and sent to the Dean’s Office in November.
2. The Dean’s Office forwards the page to the department administrative assistants to distribute to their faculty members.
3. Faculty members should check page 1 of the Annual Performance Review form for errors or omissions and indicate any corrections on the page.
4. This page is submitted with their package to the Department Head.
5. At the end of the review process the Dean’s Office will advise Human Resources of any corrections.

Related Information
- Science Criteria Document – Faculty Members
  http://www.uregina.ca/science/administration/links.html
- URFA Collective Agreement - Article 17
  http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html
- Annual Performance Review Forms
  http://www.uregina.ca/science/administration/review.html
Faculty: ALL REVIEWED during the Academic Performance Review

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Background
Page 1 of the Annual Performance Review form is prepared by Human Resources and sent to the Dean’s Office in November. The Dean’s Office forwards the page to the department administrative assistant to distribute to their faculty members.

Procedure for Faculty Members
1. Faculty members should check page 1 of the Annual Performance Review form for errors or omissions and indicate any corrections on the page.
2. This page is submitted with their package to the Department Head.
3. At the end of the review process the Dean’s Office will advise Human Resources of any corrections.
4. **By JANUARY 31ST every faculty member who is being reviewed will submit** the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier – not required in URFA agreement
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

Procedure for Department Offices
1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The faculty member signs page 4 to indicate he/she has read the form.
3. **By FEBRUARY 6TH the Department will submit** the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Annual Information Form
   c) Statistical Summary
   d) CV
   e) Teaching Dossier – not required in URFA agreement
   f) Additional Information (if applicable)
   g) Conflict of Interest Form

Related Information
- Science Criteria Document – Section 4: Performance of Duties
  [http://www.uregina.ca/science/administration/links.html](http://www.uregina.ca/science/administration/links.html)
- URFA Collective Agreement - Article 17
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)
Faculty: NOT REVIEWED during the Academic Performance Review

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Procedure for Faculty Members
1. By JANUARY 31ST every faculty member who is NOT REVIEWED will submit the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV (not required if Tenured)
   d) Teaching Dossier (not required if Tenured)
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

Procedure for Department Offices
1. The Department Head completes the Annual Performance Review form NOT including the “initial reviewer recommendation” section on page 4.
2. The faculty member signs page 4 to indicate he/she has read the form.
3. By FEBRUARY 10TH the Department will submit the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Annual Information Form
   c) Statistical Summary
   d) CV (not required if Tenured)
   e) Teaching Dossier (not required if Tenured)
   f) Additional Information (if applicable)
   g) Conflict of Interest Form

Related Information
- Science Criteria Document - Section 4: Evaluation
  http://www.uregina.ca/science/administration/links.html
- URFA Collective Agreement - Articles 17.3.3 & 17.8
  http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html
Faculty: Renewal of Tenure-Track Appointment

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Policy per URFA
Tenure-track faculty members appointed July 1st are not reviewed until the second year of their appointment. Tenure-track faculty members appointed prior to July 1st are reviewed the same year as their appointment.

Policy per Faculty of Science
The Department Head will complete the Annual Performance Review Form for all faculty members.

Procedure for Faculty Members
1. **By DECEMBER 15th the tenure-track faculty member will submit** the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier
   e) Additional Information (if applicable)
   f) Conflict of Interest Form
2. All tenure-track faculty members must include a copy of their current Curriculum Vitae and Teaching Dossier until tenure is awarded.
3. Teaching for each tenure-track faculty members is to be evaluated by the Department Head (or designate) and the comments are to be included with the initial review.

Procedure for Department Offices
1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The faculty member signs page 4 to indicate he/she has read the form.
3. **By JANUARY 4th the Department will submit** the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) Statistical Summary
   e) CV
   f) Teaching Dossier
   g) Additional Information (if applicable)
   h) Conflict of Interest Form

Related Information
- Science Criteria Document - Section 4: Performance of Duties
  [http://www.uregina.ca/science/administration/links.html](http://www.uregina.ca/science/administration/links.html)
- URFA Article 17.9
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)
Faculty: Request for Merit

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Procedure for Faculty Members
1. **By NOVEMBER 30TH** the faculty member will submit a written request to be considered for a merit increment to the Dean with a copy to the Department Head.

2. **By DECEMBER 15TH** the TENURE-TRACK faculty member will submit the following to the Department Head, **BOTH** electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

3. **By JANUARY 31ST** the TENURED faculty member will submit the following to the Department Head, **BOTH** electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

Procedure for Department Offices
1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The faculty member signs page 4 to indicate he/she has read the form.
3. **By JANUARY 4TH** for TENURE-TRACK faculty and **FEBRUARY 6TH** for TENURED faculty, the Department will submit the following to the Dean’s Office, **BOTH** electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) Statistical Summary
   e) CV
   f) Request for Merit
   g) Teaching Dossier
   h) Additional Information (if applicable)
   i) Conflict of Interest Form

Related Information
- Science Criteria Document – Section 8: Increments
  [http://www.uregina.ca/science/administration/links.html](http://www.uregina.ca/science/administration/links.html)
- URFA Collective Agreement - Articles 17.9 & 17.6
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)
Faculty: Request for Promotion to Assistant Professor

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Procedure for Faculty Members

1. **By NOVEMBER 30TH** the faculty member will submit a written request to be considered for promotion to the Dean with a copy to the Department Head. The request must include the following:
   a) the faculty member’s CV
   b) 1 published peer evaluated article
   c) 3 letters of reference **may** be provided, but are not required. The faculty member will solicit letters.

2. **By DECEMBER 15TH** the TENURE-TRACK faculty member will submit the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

3. **By JANUARY 31ST** the TENURED faculty member will submit the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

Procedure for Department Offices

1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The faculty member signs page 4 to indicate he/she has read the form.
3. **By JANUARY 4TH for TENURE-TRACK faculty and FEBRUARY 6TH for TENURED faculty**, the Department will submit the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) Statistical Summary
   e) CV
   f) Request for Promotion
   g) Letters of Reference (if provided by the faculty member)
   h) Teaching Dossier
   i) Additional Information (if applicable)
   j) Conflict of Interest Form

Related Information

- Science Criteria Document - Section 6: Promotions
  http://www.uregina.ca/science/administration/links.html

- URFA Articles 17.6 &17.9
  http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html
Faculty: Request for Promotion to Associate Professor

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Procedure for Faculty Members

1. By NOVEMBER 30TH the faculty member will submit a written request to be considered for promotion to the Dean with a copy to the Department Head. The request must include:
   a) faculty member’s CV
   b) 3 published peer evaluated articles
   c) a list of 3 external referees with a short biography for each including contact information may be provided by the faculty member. The Dean’s Office will solicit letters.

2. By DECEMBER 15TH the TENURE-TRACK faculty member will submit the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

3. By JANUARY 31ST the TENURED faculty member will submit the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

Procedure for Department Offices

1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.

2. The faculty member signs page 4 to indicate he/she has read the form

3. By JANUARY 4TH for TENURE-TRACK faculty and FEBRUARY 6TH for TENURED faculty, the Department will submit the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) Statistical Summary
   e) CV
   f) Request for Promotion
   g) Letters of Reference (if provided by the faculty member)
   h) Teaching Dossier
   i) Additional Information (if applicable)
   Conflict of Interest Form

Related Information

- Science Criteria Document - Section 6: Promotions
  http://www.uregina.ca/science/administration/links.html

- URFA Articles 17.6 & 17.9
  http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html
Faculty - Request for Promotion to Instructor II or III

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Procedure for Faculty Members
1. By NOVEMBER 30th the faculty member will submit a written request to be considered for promotion to the Dean with a copy to the Department Head. The request must include:
   a) the faculty member’s CV
   b) 2 letters of reference may be provided. The faculty member will solicit letters.
2. By DECEMBER 15th the TENURE-TRACK faculty member will submit the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier
   e) Additional Information (if applicable)
   f) Conflict of Interest Form
3. By JANUARY 31st the TENURED faculty member will submit the following to the Department Head, BOTH electronically and as an original printed package:
   g) Annual Information Form
   h) Statistical Summary
   i) CV
   j) Teaching Dossier
   k) Additional Information (if applicable)
   l) Conflict of Interest Form

Procedure for Department Offices
1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The faculty member signs page 4 to indicate he/she has read the form.
3. By JANUARY 4th for TENURE-TRACK faculty members and FEBRUARY 6th for TENURED faculty members, the Department will submit the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) Statistical Summary
   e) CV
   f) Request for Promotion
   g) Letters of Reference (if provided by the faculty member)
   h) Teaching Dossier
   i) Additional Information (if applicable)
   j) Conflict of Interest Form

Related Information
- Science Criteria Document – Section 6: Promotions
  http://www.uregina.ca/science/administration/links.html
- URFA Article 17.9
  http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html
Faculty: Request for Promotion to Professor

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Procedure for Faculty Members

1. **By NOVEMBER 30TH the faculty member will submit** a written request to be considered for promotion to the Dean with a copy to the Department Head. The request must include:
   a) the faculty member’s CV
   b) 5 published peer evaluated articles
   c) a list of 6 external referees with a short biography for each along with the referee’s contact information.
   The Dean’s Office will solicit the letters from the referees.

2. **By JANUARY 31ST the faculty member will submit** the following to the Department Head, **BOTH** electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

Procedure for Department Offices

1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The faculty member signs page 4 to indicate he/she has read the form.
3. **By FEBRUARY 6TH the Department will submit** the following to the Dean’s Office, **BOTH** electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) Statistical Summary
   e) CV
   f) Request for Promotion
   g) Teaching Dossier
   h) Additional Information (if applicable)
   i) Conflict of Interest Form

Related Information

- Science Criteria Document – Section 6: Promotions
  [http://www.uregina.ca/science/administration/links.html](http://www.uregina.ca/science/administration/links.html)

- URFA Articles 17.6, 17.9, 17.10 & 17.17
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)
Faculty: Request for Tenure

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Background per URFA

A faculty member may request consideration for tenure and promotion at the same time or in separate review periods. However, no tenure-track appointment may normally continue for more than 5 years.

Procedure for Faculty Members

1. **By NOVEMBER 30** the faculty member will submit a written request to be considered for tenure to the Dean with a copy to the Department Head. The request must include:
   a) the names of 3 referees with a short biography for each including contact information. The Dean’s Office will solicit the letters from the referees.
   b) the faculty member’s CV
   c) 3 of the faculty member’s articles

2. **By DECEMBER 15** the faculty member will submit the following to their Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) Statistical Summary
   c) CV
   d) Teaching Dossier
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

Procedure for Department Offices

1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The faculty member signs page 4 to indicate he/she has read the form.
3. **By JANUARY 4** the Department will submit the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) Statistical Summary
   e) CV
   f) Request for Tenure
   g) Teaching Dossier
   h) Additional Information (if applicable)
   i) Conflict of Interest Form

Related Information

- Science Criteria Document - Section 5: Appointments with Tenure
  http://www.uregina.ca/science/administration/links.html
- URFA Article 17.9
  http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html
Lab Instructors: Academic Performance Review - General

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Policy per Faculty of Science
Every year Science lab instructors must complete an Annual Information Form and submit it to the Department Head, BOTH electronically and as an original printed package whether they will be reviewed or not.

Procedure
Procedure for Annual Performance Review Forms (APR)
1. Page 1 of the Annual Performance Review form is prepared by Human Resources and sent to the Dean’s Office in November.
2. The Dean’s Office forwards the page to the department administrative assistants to distribute to their lab instructors.
3. Lab Instructors should check page 1 of the Annual Performance Review form for errors or omissions and indicate any corrections on the page.
4. This page is submitted with their package to their Department Head.
5. At the end of the review process the Dean’s Office will advise Human Resources of any corrections.

Related Information
- Science Criteria Document – Lab Instructors
  [http://www.uregina.ca/science/administration/links.html](http://www.uregina.ca/science/administration/links.html)

- URFA Article 17
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)

- Annual Performance Review Forms
  [http://www.uregina.ca/science/administration/review.html](http://www.uregina.ca/science/administration/review.html)
Lab Instructors: ALL REVIEWED during the Academic Performance Review

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Background
Page 1 of the Annual Performance Review form is prepared by Human Resources and sent to the Dean’s Office in November. The Dean’s Office forwards the page to the department administrative assistant to distribute to the lab instructors.

Procedure for Lab Instructors
1. Lab Instructors should check page 1 of the Annual Performance Review form for errors or omissions and indicate any corrections on the page.
2. This page is submitted with their package to the Department Head.
3. At the end of the review process the Dean’s Office will advise Human Resources of any corrections.
4. By JANUARY 31ST every lab instructor who is being reviewed will submit the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) CV
   c) Teaching Dossier – not required in URFA agreement
   d) Additional Information (if applicable)
   e) Conflict of Interest Form

Procedure for Department Offices
1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The lab instructor signs page 4 to indicate he/she has read the form.
3. By FEBRUARY 6TH the Department will submit the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Annual Information Form
   c) CV
   d) Teaching Dossier – not required in URFA agreement
   e) Additional Information (if applicable)
   f) Conflict of Interest Form

Related Information
- Science Criteria Document – Section 4: Performance of Duties
  http://www.uregina.ca/science/administration/links.html
- URFA Collective Agreement - Article 17
  http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html
Lab Instructors:  NOT REVIEWED during the Academic Performance Review

Update: October 1, 2016  
Owner: Dean’s Office, Faculty of Science  
Contact: Dean’s Office, Faculty of Science

Procedure for Lab Instructors
1. **By JANUARY 31ST** every lab instructor who is NOT REVIEWED will submit the following to the Department Head, **BOTH** electronically and as an original printed package:
   a) Annual Information Form  
   b) CV (not required if Tenured)  
   c) Teaching Dossier (not required if Tenured)  
   d) Additional Information (if applicable)  
   e) Conflict of Interest Form

Procedure for Department Offices
1. The Department Head completes the Annual Performance Review form **NOT** including the “initial reviewer recommendation” section on page 4.  
2. The lab instructor signs page 4 to indicate he/she has read the form.  
3. **By FEBRUARY 6TH** the Department will submit the following to the Dean’s Office, **BOTH** electronically and as an original printed package:  
   a) Annual Performance Review Form  
   b) Annual Information Form  
   c) CV (not required if Tenured)  
   d) Teaching Dossier (not required if Tenured)  
   e) Additional Information (if applicable)  
   f) Conflict of Interest Form

Related Information
- Science Criteria Document - Section 4: Evaluation  
  [http://www.uregina.ca/science/administration/links.html](http://www.uregina.ca/science/administration/links.html)
- URFA Collective Agreement - Articles 17.3.3 &17.8  
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)
Lab Instructors: Renewal of Tenure-Track Appt.

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Policy per URFA
Tenure-track lab instructors appointed July 1st are not reviewed until the second year of their appointment. Tenure-track lab instructors appointed prior to July 1st are reviewed the same year as their appointment.

Policy per Faculty of Science
The Department Head will complete the Annual Performance Review Form for all laboratory instructors.

Procedure for Lab Instructors
1. By DECEMBER 15th the tenure-track lab instructor will submit the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) CV
   c) Teaching Dossier
   d) Additional Information (if applicable)
   e) Conflict of Interest Form
2. All tenure-track lab instructors must include a copy of their current Curriculum Vitae and Teaching Dossier until tenure is awarded.
3. Teaching for each tenure-track lab instructor is to be evaluated by the Department Head (or designate) and the comments are to be included with the initial review.

Procedure for Department Offices
1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The lab instructor signs page 4 to indicate he/she has read the form.
3. By JANUARY 4th the Department will submit the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) CV
   e) Teaching Dossier
   f) Additional Information (if applicable)
   g) Conflict of Interest Form

Related Information
- Science Criteria Document – Section 4: Performance of Duties
  http://www.uregina.ca/science/administration/links.html
- URFA Collective Agreement - Article 17.9
  http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html
Lab Instructors: Request for Merit

Update: October 1, 2016
Owner: Dean's Office, Faculty of Science
Contact: Dean's Office, Faculty of Science

Procedure for Lab Instructors
1. **By NOVEMBER 30TH** the lab instructor will submit a written request to be considered for a merit increment to the Dean with a copy to the Department Head.

2. **By DECEMBER 15TH** the TENURE-TRACK lab instructor will submit the following to the Department Head, BOTH electronically and as an original printed package:
   - a) Annual Information Form
   - b) CV
   - c) Teaching Dossier
   - d) Additional Information (if applicable)
   - e) Conflict of Interest Form

3. **By JANUARY 31ST** the TENURED lab instructor will submit the following to the Department Head, BOTH electronically and as an original printed package:
   - a) Annual Information Form
   - b) CV
   - c) Teaching Dossier
   - d) Additional Information (if applicable)
   - e) Conflict of Interest Form

Procedure for Department Offices
1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The lab instructor signs page 4 to indicate he/she has read the form.
3. **By JANUARY 4TH** for TENURE-TRACK lab instructors and **FEBRUARY 6TH** for TENURED lab instructors, the Department will submit the following to the Dean's Office, BOTH electronically and as an original printed package:
   - a) Annual Performance Review Form
   - b) Teaching evaluation from Department Head
   - c) Annual Information Form
   - d) CV
   - e) Request for Merit
   - f) Teaching Dossier
   - g) Additional Information (if applicable)
   - h) Conflict of Interest Form

Related Information
- Science Criteria Document – Section 8: Increments
  http://www.uregina.ca/science/administration/links.html
- URFA Collective Agreement - Articles 17.9 & 17.6
  http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html
Lab Instructors: Request for Promotion to Lab Instructor II

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Procedure for Lab Instructors
1. **By NOVEMBER 30th the lab instructor will submit** a written request for promotion to the Dean with a copy to the Department Head. The request must include:
   a) the lab instructor’s CV
   b) 2 letters of reference may be provided. The lab instructor will solicit letters.

2. **By DECEMBER 15th the TENURE-TRACK lab instructor will submit** the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) CV
   c) Teaching Dossier
   d) Additional Information (if applicable)
   e) Conflict of Interest Form

3. **By JANUARY 31st the TENURED lab instructor will submit** the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) CV
   c) Teaching Dossier
   d) Additional Information (if applicable)
   e) Conflict of Interest Form

Procedure for Department Offices
1. The Department Head will provide a 5-year synopsis of the laboratory instructor’s teaching (laboratories taught and statistical summary).
2. The Department Head will complete the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
3. The lab instructor signs page 4 to indicate he/she has read the form.
4. **By JANUARY 4th for TENURE-TRACK lab instructors and FEBRUARY 6th for TENURED lab instructors, the Department will submit** the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) CV
   e) Request for Promotion
   f) Letters of Reference (if provided by the lab instructor)
   g) Teaching Dossier
   h) Additional Information (if applicable)
   i) Conflict of Interest Form

Related Information
- Science Criteria Document Section – 6: Promotions
  [http://www.uregina.ca/science/administration/links.html](http://www.uregina.ca/science/administration/links.html)
- URFA Collective Agreement - Article 17.9
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)
Lab Instructors: Request for Promotion to Lab Instructor III

Update: October 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Procedure for lab Instructors
1. **By NOVEMBER 30th the lab instructor will submit** a written request for promotion to the Dean with a copy to the Department Head. The request must include:
   a) the lab instructor’s CV
   b) 2 letters of reference may be provided. The lab instructor will solicit letters.

2. **By DECEMBER 15th the TENURE-TRACK lab instructor will submit** the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) CV
   c) Teaching Dossier
   d) Additional Information (if applicable)
   e) Conflict of Interest Form

3. **By JANUARY 31st the TENURED lab instructor will submit** the following to the Department Head, BOTH electronically and as an original printed package:
   a) Annual Information Form
   b) CV
   c) Teaching Dossier
   d) Additional Information (if applicable)
   e) Conflict of Interest Form

Procedure for Department Offices
1. The Department Head will provide up to a 5-year synopsis of the laboratory instructor’s teaching (laboratories taught and statistical summary).
2. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
3. The lab instructor will sign page 4 to indicate he/she has read the form.
4. **By JANUARY 4th for TENURE-TRACK lab instructors and FEBRUARY 6th for TENURED lab instructors, the Department will submit** the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) CV
   e) Request for Promotion
   f) Letters of Reference (if provided by the lab instructor)
   g) Teaching Dossier
   h) Additional Information (if applicable)
   i) Conflict of Interest Form

Related Information
- Science Criteria Document Section – 6: Promotions
  [http://www.uregina.ca/science/administration/links.html](http://www.uregina.ca/science/administration/links.html)
- URFA Collective Agreement - Article 17.9
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)
Lab Instructors: Request for Tenure

Update: October 1, 2016
Owner: Dean's Office, Faculty of Science
Contact: Dean's Office, Faculty of Science

Background per URFA
A lab instructor may request consideration for tenure and promotion at the same time or in separate review periods. **However no tenure-track appointment may normally continue for more than 5 years.**

Procedure for Lab Instructors
1. **By NOVEMBER 30\(^{TH}\) the lab instructor will submit** a written request to be considered for tenure to the Dean with a copy to the Department Head. The request must include:
   a) the names of 3 referees with a short biography for each including contact information. **The Dean's Office will solicit the letters from the referees.**
   b) the lab instructor's CV
2. **By DECEMBER 15\(^{TH}\) the lab instructor will submit** the following to the Department Head, **BOTH** electronically and as an original printed package:
   a) Annual Information Form
   b) CV
   c) Teaching Dossier
   d) Additional Information (if applicable)
   e) Conflict of Interest Form

Procedure for Department Offices
1. The Department Head completes the Annual Performance Review Form including the “initial reviewer recommendation” section on page 4.
2. The lab instructor signs page 4 to indicate he/she has read the form.
3. **By JANUARY 4\(^{TH}\) the Department will submit** the following to the Dean's Office, **BOTH** electronically and as an original printed package for each lab instructor:
   a) Annual Performance Review Form
   b) Teaching evaluation from Department Head
   c) Annual Information Form
   d) CV
   e) Request for Tenure
   f) Teaching Dossier
   g) Additional Information (if applicable)
   h) Conflict of Interest Form

Related Information
- Science Criteria Document - Section 5: Appointments with Tenure
  [http://www.uregina.ca/science/administration/links.html](http://www.uregina.ca/science/administration/links.html)
- URFA Article 17.9
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)