ARTS FACULTY COUNCIL
TUESDAY, OCTOBER 16, 2012
306 TIER
2:30 PM TO 4:30 PM

AGENDA

1. Adoption of the Agenda [for approval]

2. Minutes of the April 10, 2012 Meeting [for approval]

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. New Business

   4.1 Report of the Course and Program Approval Committee (changes) [for information]
   4.2 Report of the Course and Program Approval Committee
       i) Proposal for new BA Honours Program in Anthropology (att. 4.2i) [for approval]
       ii) Proposal for new BA Honours Program in Criminology (att. 4.2ii) [for approval]
   4.3 Report of the Nominating Committee [for information]
   4.4 Election of Senators and replacement committee members [for approval]
   4.5 Revision to the Terms of Reference for Arts Local Discipline Committee [for approval]
   4.6 Revision to Terms of Reference for Academic Regulations Appeals Committee [for approval]
   4.7 Duff Roblin Professorship [for approval]
   4.8 Promotion and Tenure Procedures and Criteria [for approval]

5. Report of the Dean and Associate Deans

   6.1 Dean’s Report
   6.2 Associate Deans’ Reports

6. Information Items

7. Question Period. Questions should be submitted by 10:00 a.m. October 15th, 2012

8. Adjournment

Please forward REGRETS ONLY to Janice Gripp, Secretary to Arts Faculty Council by phone at 8439 or email at janice.gripp@ad.umanitoba.ca.
Faculty of Arts Council  
April 10, 2012  
306 Fletcher Argue Building  

Minutes


1. Adoption of the Agenda

MOTION: That the agenda be adopted with the 4.4 being changed to “Election of Support Staff Senators” and 4.5 being deleted, unless there are nominations from the floor. (M. Morry)

CARRIED

2. Minutes from the Previous Meeting

MOTION: That the minutes of February 8, 2012 be approved as circulated. (R. Desai)

CARRIED

3. Business arising from the minutes

There was no business arising from the minutes

4. New Business

4.1 Report of the Academic Regulations Policy Committee

Dean Taylor noted that this report consists of four motions and suggested that Faculty Council vote on each of the four proposals. Council agreed.

a) Proposal from the Dean’s Office for the Introduction of a Double Advanced Major

Andrew Osborne spoke briefly to the proposal. There were no questions.

MOTION: That the recommendation for the introduction of a Double Advance Major be approved as circulated. (A. Osborne)

CARRIED
b) Proposal to harmonize four specific regulations between Arts, Science and U1

Andrew Osborne spoke to the proposal. He explained that, over time, Arts and Science developed different academic assessment. The establishment of University 1 introduced additional standards as well. The aim of the proposal is to harmonize regulations so that movement from University 1 to either Arts or Science or subsequently from Arts to Science or Science to Arts could be completed very easily and so that, for the most part, students could expect the same regulations and procedures regardless of the faculty.

**MOTION:** That the recommendation to harmonize four specific regulations between Arts, Science and U1 be approved as circulated. (A. Osborne)

*CARRIED*

c) Admission as a transfer student

**MOTION:** That the recommendation to harmonize the admission of transfer students, in keeping with the previous proposal, be approved as circulated. (A. Osborne)

*CARRIED*

d) Dean’s Honour List

Dr. Osborne noted that all three units, Arts, Science and U1, have significantly different ways of determining Dean’s Honour roll. Currently 27% of Arts students receive this honour. In order to harmonize, the minimum credit hours will increase from 9 to 12 hours and the GPA will increase from 3.5 to 3.75.

**MOTION:** That the recommendation to change the requirements for Dean’s Honour list be approved as circulated. (A. Osborne)

*CARRIED*

4.2 Teaching Excellence Committee Terms of Reference

**MOTION:** That the revised terms of reference for the Teaching Excellence Committee be approved as circulated. (L. Wilkinson)

*CARRIED*

4.3 Report of the Nominating Committee

Dean Taylor noted that S. Prohlick and L. Millard have withdrawn their nomination from the Equity Diversity & Human Rights Committee. Dean Taylor noted that all the committee vacancies had been filled by the Nominating Committee. He called for any further nominations from the floor for each of the committees. There were additional nominations for the Local Area Safety & Health Committee, the Teaching Excellence Committee, and a leave replacement Senator.

T. Chen asked that, in the future, the Nominating Committee Chair be sure to report to Faculty Council any committees that do not have gender balance prior to Faculty Council meeting.

Ballots were distributed for the necessary elections. The ballots were collected to be counted after the meeting.
MOTION: That the report of the Nominating Committee for all other committee nominations be approved as circulated. (B. Austin-Smith)

CARRIED

4.4 Election of Support Staff Senators

Gerry Strom nominated Janet Sealey. Ms. Sealey accepted the nomination. There were no further nominations and Ms. Sealey was awarded the position.

4.5 Agenda item cancelled

4.6 Report of the Executive Committee

Dean Taylor noted that the report includes nominations for the vacancies on the Executive Committee.

MOTION: That the Report of the Executive Committee be approved as circulated. (A. Young)

CARRIED

5. Committee Reports for Information

Dean Taylor asked if there were any questions with regards to the committees’ annual reports.

D. Churchill noted that although he had expressed concern last year that the Research Committee had not met, it had not met again this year. Dean Taylor’s understanding is that there was a decision taken by the committee to elect its own chair and that has not happened. He assured Faculty Council that he will ensure the committee meets this fall and elects a chair. R. Hoppa added that when the terms of reference were changed, the committee felt strongly that the committee work from the ground up. He also noted that the ad hoc committee to develop a strategic research plan was struck because the previous Dean wanted broad representation from across the faculty on that committee. R. Hoppa explained there was no intent to side step Faculty Council.

B. Austin Smith noted that there seems to be committees that are languishing and not fulfilling their purpose. She enquired whether Faculty Council can task the committee to change their terms of reference to make the committees more purposeful.

R. O’Kell enquired why the Academic Regulations Appeals Committee had not met considering the number of authorized withdrawals, which is part of the mandate of this committee.

L. Wilkinson noted there have not been that many authorized withdrawals and almost all were for medical reasons and did not require academic input.

R. Desai asked what the mandate of the Rules and Procedures committee is. B. Ferguson replied that, on referral from other committees, it determines rules and procedures.

D. Camfield noted as a committee member that the Local Area Safety & Health committee differs and is not actually a Faculty Council committee, but works under provincial mandate. He noted that at present, names are forwarded to UMFA and the other worker groups. However this may change in the future and the worker groups themselves may appoint members to this committee.

D. Churchill asked whether the report received by the Equity, Diversity & Human Rights Committee would come forward to Faculty Council. B. Ferguson noted that he did not think so as it was a report to the Dean and contained confidential employee information.
6. Report of the Dean and Associate Deans

6.1 Dean’s Report

Dean Taylor noted he has met several times with M. Langedock (Chief Information Officer) to discuss the shared service plan. The meetings have been very productive and Mr. Langedock has agreed to work with us to look at what is best for the Faculty.

Dean Taylor presented a power point presentation on the Faculty’s Strategic Resource Plan. He noted that this presentation is very close to what was presented to the President and the Vice Presidents. The President and Vice Presidents had a few clarification questions following the presentation, but that all in all the presentation went very well. Dean Taylor also noted that the three Associate Deans as well as Elisabeth Ross accompanied him to the presentation.

There was a short discussion with some suggestions on additional information that could be added to next year’s presentation. Dean Taylor noted that he would be meeting again with the same Strategic Resource Planning Committee to have further discussions and to do strategic planning.
DATE: August 14, 2012

TO: Janice Gripp, Secretary, Arts Executive Committee and Arts Faculty Council

FROM: G. Smith, Chair, Course and Program Approvals Committee, Faculty of Arts

SUBJECT: Report of the Faculty of Arts Course and Program Approval Committee
[C.P.A.C. Motions - August 9, 2012]

1) The motions listed below were approved by the Course and Program Approvals Committee at its meeting of Thursday, August 9th, 2012. Would you arrange to have them placed on the agenda for consideration at the next meeting of the Arts Executive. "New" courses have been underscored. (Attachment 1)

2) In addition, would you arrange to have the introduction of two new programs:
   2a-12 Anthropology Honours Program  Attachment 2.1
   (pending approval of Statement of Intent by COPSE)
   2b-12 Criminology Honours Program  Attachment 2.2

placed on the agenda for consideration at the next meeting of the Arts Faculty Council.

C.P.A.C. Ref. DEPARTMENT/PROGRAM MOTION

2a-12 Anthropology (Undergraduate Programs)

That the proposal to introduce:
   Anthropology Honours Program

for a net change in credit hours of +0 hours, be approved pending COPSE's approval of the Statement of Intent.
2b-12 Sociology - Criminology Honours Program (Undergraduate Programs)

That the proposal to introduce:
Criminology Honours Program

for a net change in credit hours of + 0 hours, be approved.

3a-12 History (Graduate Courses/Programs)

That the proposal to delete:
HIST 7370 History of Recorded Communication Cr.Hrs. 6
HIST 7380 Selected Problems in Archival Studies Cr.Hrs. 6

and to introduce:
HIST 7372 History of Archiving and Archival Records Cr.Hrs. 6
HIST 7382 Archiving in the Digital Age Cr.Hrs. 6
HIST 7392 Selected Topics in Archival Studies Cr.Hrs. 3

for a net change in credit hours of + 3 hours, be approved.

3b-12 Native Studies (Graduate Courses/Programs)

That the proposal to introduce:
NATV 7330 Advanced Seminar in Indigenous Research Cr.Hrs. 3

for a net change in credit hours of + 3 hours, be approved.

3c-12 Political Studies (Graduate Courses/Programs)

That the proposal to introduce:
POLS 7130 Theories and Issues in Public Administration Cr.Hrs. 3
POLS 7132 Public Policy Process and Issues Cr.Hrs. 3
POLS 7134 Qualitative Methods and Communications for the Cr.Hrs. 3
POLS 7136 Governance and Administration Public Sector Cr.Hrs. 3
POLS 7138 Quantitative Methods for Policy Analysis Cr.Hrs. 3
POLS 7140 Principles of Public Finance for Policy Analysis Cr.Hrs. 3
POLS 7980 Professional Development Cr.Hrs. 3
POLS 7990 MBA Capstone Seminar Cr.Hrs. 3

and to modify:
Master of Public Administration Program -
- moving from a program of 24-48 credit hours to a program of 36 credit hours;
- 24 credit hours of required coursework rather than up to 27 credit hours of coursework;
- 12 credit hours of optional courses (taken primarily through Political Studies and the UW Politics department as well as other accepted courses from other
departments/faculties) instead of up to 21 credit hours of optional courses;
- all courses (required and optional) normally will be taken at the 7000 level;
- the thesis option and comprehensive exam will be eliminated;
- a mandatory co-op program is incorporated for full-time students;
- the MBA and Aerospace Systems Course (Defence) streams will remain as part of
the program.

for a net change in credit hours of + 24 hours, be approved.

5a-12 Anthropology (Undergraduate Courses/Programs)

That the proposal to modify:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2060</td>
<td>European Archaeology (D)</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 3380</td>
<td>Anthropology and Contemporary Social Issues (B)</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 3470</td>
<td>History of Anthropology (B)</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 4850</td>
<td>Advanced Seminar in Anthropological Theory (B)</td>
<td>3</td>
</tr>
</tbody>
</table>

All Anthropology course titles by the removal of the area of study currently noted in brackets following the course titles.

General Major - Year 2/3 requirements to include:
- ANTH 2000, ANTH 2100, ANTH 2860
- ANTH 2020 or ANTH 2530
- 12 credit hours from courses at the 2000 level and above (of these a minimum of 6 credit hours must be at the 3000 and/or 4000 level) (no more than 6 credit hours may be taken from ANTH 4830 or ANTH 4840)

Advanced Major - Year 2/3/4 requirements to include:
- ANTH 2000, ANTH 2100, ANTH 2860, ANTH 3470, ANTH 4850
- ANTH 2020 or ANTH 2530
- 3 credit hours from: ANTH 2820, ANTH 2890, ANTH 3720, ANTH 3730, ANTH 3930, ANTH 3950, ANTH 3980, ANTH 3990
- 3 credit hours from courses at the 4000 level (no more than 6 credit hours may be taken from ANTH 4830 or ANTH 4840)
- 18 credit hours from courses at the 2000 level and above (of these a minimum of 9 credit hours must be at the 3000 and/or 4000 level) (no more than 6 credit hours may be taken from ANTH 4830 or ANTH 4840)
- Students considering graduate studies should include a quantitative methods course among their non-Anthropology electives (e.g., Sociology SOC 2290, Statistics STAT 1000 and STAT 2000)

Minor (Concentration) - Year 2/3 requirements to include:
- 12 credit hours from courses at the 2000 level and above (ANTH 2000 is recommended for students taking a Minor because the course is fundamental to many subsequent Anthropology courses)

for a net change in credit hours of + 0 hours, be approved.
5b-12 Asian Studies (Undergraduate Courses/Programs)

That the proposal to modify:
  List A - to include:
    FILM 2380 The International Cinema 1 (3)
      (Acceptable for credit only when the topic is Asia related)
    FILM 2390 The International Cinema 2 (3)
      (Acceptable for credit only when the topic is Asia related)

for a net change in credit hours of +0 hours, be approved.

5c-12 Canadian Studies (Undergraduate Courses/Programs)

That the proposal to modify:
  List of Approved Courses in Canadian Studies - to include:
    HIST 3442 Race, Ethnicity, Immigration, and Nation in Canadian History (C) (3)
    HIST 3572 The History of Women, Gender, and Sexuality in Canada (C) (6)

for a net change in credit hours of +0 hours, be approved.

5d-12 Central and East European Studies (Undergraduate Courses/Programs)

That the proposal to modify:
  General Major - Year 2/3 requirements to include:
    - 18 credit hours from the List of Approved Courses in Central and East European Studies, of which at least 6 credit hours must be taken in two subject fields

  Advanced Major - Year 2/3/4 requirements to include:
    - 36 credit hours from the List of Approved Courses in Central and East European Studies, of which at least 12 credit hours must be taken in two subject fields

  Honours Double - Year 1 requirements to include:
    - 6 credit hours in a language from courses numbered at the 1000 or 2000 level in Russian, German, Ukrainian, Polish or Yiddish
    and Year 2/3 requirements to include:
    - 6 credit hours from the List of Approved Courses in Central and East European Studies
    - 6 credit hours in a language from courses numbered at the 1000 or 2000 level in Russian, German, Ukrainian, Polish or Yiddish (students who begin their language instruction in Year 1 with 6 credit hours of courses numbered beyond the 1000 level may take 6 credit hours at the 1000 or 2000 levels in a different language approved by the program coordinator)
    - 6 credit hours in a language at the 3000 level in Russian, German, Ukrainian, or Polish
    - 6 credit hours at the 3000 level in History, Economics, Political Studies, Russian,
Ukrainian, German, or Fine Arts (courses must be individually approved by the program coordinator as relevant to Central and East European Studies)
- 12 credit hours in other Honours field
- 6 credit hours in ancillary options
and Year 4 requirements to include:
- 12 credit hours from courses numbered at the 4000 level in Economics, German, History, Political Studies, Russian, Ukrainian or Fine Arts (of these at least 6 credit hours must be taken from two subject fields and courses must be individually approved by the program coordinator as relevant to Central and East European Studies)
- minimum of 12 hours of credit in other Honours field

List of Approved Courses in Central and East European Studies - to include:
YDSH 2320   Yiddish Literature and Language (6)
RLGN 2530   Eastern Christianity in the Contemporary World (A) (3)

for a net change in credit hours of + 0 hours, be approved.

5e-12 Classics (Undergraduate Courses/Programs)

That the proposal to delete:
GRK 2730   Readings on Heroic and Mythological Themes Cr.Hrs. 3
GRK 2750   Readings on the Intellectual Life of Classical Athens Cr.Hrs. 3

and to introduce:
GRK 2732   Readings in Greek Poetry Cr.Hrs. 3
GRK 2752   Readings in Greek Prose Literature Cr.Hrs. 3
CLAS 3264   Pompeii and Herculaneum Cr.Hrs. 3

and to modify:
GRK 3750   Homer Cr.Hrs. 3
GRK 3770   Greek Poetry of the Archaic Period Cr.Hrs. 3
GRK 3790   The Greek Tragedians Cr.Hrs. 3
GRK 3810   Aristophanes Cr.Hrs. 3
GRK 3830   The Greek Historians Cr.Hrs. 3
GRK 3850   Plato Cr.Hrs. 3
GRK 3870   The Attic Orators Cr.Hrs. 3
LATN 3740   Roman Comedy Cr.Hrs. 3
LATN 3760   Orations of Cicero Cr.Hrs. 3
LATN 3780   Roman Satire Cr.Hrs. 3
LATN 3800   Lyric and Elegiac Poetry of the Augustan Age Cr.Hrs. 3
LATN 3820   Vergil's Aeneid Cr.Hrs. 3
LATN 3840   Vergil's Eclogues and Georgics Cr.Hrs. 3
LATN 3860   The Roman Historians Cr.Hrs. 3
LATN 3880   Poetry of the Silver Age Cr.Hrs. 3

for a net change in credit hours of + 3 hours, be approved.
5f-12 Economics (Undergraduate Courses/Programs)

That the proposal to modify:

- ECON 2390 Introduction to Environmental Economics Cr.Hrs. 3
- ECON 3700 Microeconomic Analysis 2 Cr.Hrs. 3
- ECON 3800 Macroeconomic Analysis 2 Cr.Hrs. 3

for a net change in credit hours of +0 hours, be approved.

5g-12 English, Film, and Theatre (Undergraduate Courses/Programs)

That the proposal to introduce:

- Double Advanced Major - English - consisting of 42 credit hours:
  - Year 1 - ENGL 1200 or ENGL 1300 (or the former 004.126), or both ENGL 1310 and ENGL 1340
  - Year 2/3/4 - 36 credit hours in English at the 2000 level and above to include at least 12 credit hours of literature prior to 1900 (at least 9 credit hours must be at the 3000 level)

- Double Advanced Major - Film Studies - consisting of 42 credit hours:
  - Year 1 - FILM 1290 and FILM 1310
  - Year 2/3/4 - FILM 2280; FILM 2380 or FILM 2390 or FILM 2430; FILM 3420 or ENGL 2640; 24 additional credit hours in Film Studies at the 2000 level and above (of the 24 credit hours, at least 6 credit hours, excluding FILM 3420, must be at the 3000 level)

- Double Advanced Major - Theatre - consisting of 42 credit hours:
  - Year 1 - THTR 1220
  - Year 2/3/4 - THTR 2470; 9 credit hours from THTR 2150, THTR 2160, THTR 2170, THTR 2180, THTR 2490, THTR 3470; 24 additional credit hours from Theatre courses at the 2000 level and above

and to modify:

- ENGL 1340 Introduction to Literary Analysis Cr.Hrs. 3

English General Major and Single Advanced Major Program Notes - footnote 1 to indicate that Theatre courses THTR 1220, THTR 2170, THTR 2180 and THTR 2490 may be used toward the General Major and Single Advanced Major in English; and footnote 4 to include the Double Advanced Major; and the addition of a footnote on the English Single Advanced Major recommending students complete a six credit hour theory course, specifically ENGL 2640.
Film Studies General Major, Single Advanced Major and Minor (Concentration) Program
Notes - addition of footnote 1 to advise students that topics courses may be taken more than
once for credit.

for a net change in credit hours of + 0 hours, be approved.

5h-12  French, Spanish and Italian (Undergraduate Courses/Programs)

That the proposal to introduce:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 2210</td>
<td>Voices and Images of Latin America</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 3080</td>
<td>Contemporary Latin American Novel</td>
<td>3</td>
</tr>
</tbody>
</table>

for a net change in credit hours of + 6 hours, be approved.

5i-12  Global Political Economy (Undergraduate Courses/Programs)

That the proposal to modify:

General Major Program - Political Studies requirement to include - 6 credit hours from
POLS 1000, POLS 1040, or POLS 1040; POLS 3320.

Advanced Major Program - Political Studies requirement to include - 6 credit hours from
POLS 1000, POLS 1040, or POLS 2040; POLS 3220; POLS 3250, POLS 3810, or POLS
3840.

List of Suggested Electives - to include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 3260</td>
<td>Commerce, Rights and Empire in European Thought, 500-2000 (M) (3)</td>
</tr>
<tr>
<td>LABR 3210</td>
<td>Working People in Hard Times (3)</td>
</tr>
<tr>
<td>LABR 3220</td>
<td>Global Sweatshops, Global Struggles (3)</td>
</tr>
</tbody>
</table>

for a net change in credit hours of + 0 hours, be approved.

5j-12  History (Undergraduate Courses/Programs)

That the proposal to delete:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2970</td>
<td>Modern Canada: 1921 to the Present (C)</td>
<td>6</td>
</tr>
<tr>
<td>HIST 3570</td>
<td>History of Women in Canada (C)</td>
<td>6</td>
</tr>
</tbody>
</table>

and to introduce:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 3442</td>
<td>Race, Ethnicity, Immigration, and Nation in Canadian History (C)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 3572</td>
<td>The History of Women, Gender, and Sexuality in Canada (C)</td>
<td>6</td>
</tr>
</tbody>
</table>
and to modify:
- HIST 2286 Modern Canada (C) Cr.Hrs. 3

for a net change in credit hours of - 3 hours, be approved.

**5k-12 Interdisciplinary (Undergraduate Courses/Programs)**

That the proposal to modify:
- ARTS 1110 Introduction to University Cr.Hrs. 3

for a net change in credit hours of + 0 hours, be approved.

**5l-12 Labour Studies (Undergraduate Courses/Programs)**

That the proposal to modify:
- List of Electives - to include:
  - HIST 3572 The History of Women, Gender, and Sexuality in Canada (C) (6)
and to flag as no longer offered:
- HIST 3570 History of Women in Canada (C) (6)

for a net change in credit hours of + 0 hours, be approved.

**5m-12 Latin American Studies (Undergraduate Courses/Programs)**

That the proposal to modify:
- Minor (Concentration) Program - list of courses available to students to include:
  - SPAN 2210 Voices and Images of Latin America (3)
  - SPAN 3080 Contemporary Latin American Novel (3)

for a net change in credit hours of + 0 hours, be approved.

**5n-12 Native Studies (Undergraduate Courses/Programs)**

That the proposal to modify:
- NATV 1200 The Native Peoples of Canada Cr.Hrs. 6
- NATV 1220 The Native Peoples of Canada, Part 1 Cr.Hrs. 3
- NATV 1240 The Native Peoples of Canada, Part 2 Cr.Hrs. 3
- NATV 1250 Introductory Cree 1 Cr.Hrs. 3
- NATV 1260 Introductory Cree 2 Cr.Hrs. 3

for a net change in credit hours of + 0 hours, be approved.

**5o-12 Philosophy (Undergraduate Courses/Programs)**

That the proposal to delete:
- PHIL 2610 History and Philosophy of Science Cr.Hrs. 6
and to introduce:

**PHIL 2612** A Philosophical History of Science Cr.Hrs. 3
**PHIL 2614** Philosophy of Science Cr.Hrs. 3

and to modify:

Honours Single and Honours Double Programs - PHIL 2610 to be replaced by PHIL 2612 and PHIL 2614.

for a net change in credit hours of + 0 hours, be approved.

**5p-12 Psychology (Undergraduate Courses/Programs)**

That the proposal to modify:

**PSYC 3360** Experimental Child Psychology Cr.Hrs. 3
**PSYC 4520** Honours Research Seminar Cr.Hrs. 6

Honours Single Program - Year 3 requirements to include PSYC 3200 and reduce the Psychology courses numbered at the 2000 or 3000 level (3 hours each of at least two different lettered menu courses not taken in Year 2) to 9 credit hours.

for a net change in credit hours of + 0 hours, be approved.

**5q-12 Religion (Undergraduate Courses/Programs)**

That the proposal to introduce:

**RLGN 2222** The Supernatural in Popular Culture (C) Cr.Hrs. 3
**RLGN 3194** Islamic Philosophy (B) Cr.Hrs. 3
**RLGN 3560** Texts in Original Languages Cr.Hrs. 3

for a net change in credit hours of + 9 hours, be approved.

**5r-12 Sociology (Undergraduate Courses/Programs)**

That the proposal to introduce:

**SOC 4490** Advanced Seminar in Criminology Cr.Hrs. 3

and to modify:

**SOC 2200** Sociology Through Film Cr.Hrs. 3
**SOC 3100** Practicum in Criminological/Sociological Research Cr.Hrs. 6

Honours Single Program - Year 4 requirements to include:

- SOC 4450, SOC 4460, SOC 4560, SOC 4570
- 3 credit hours from SOC 3820, SOC 4580
- 12 credit hours in ancillary options
Honours Double Program - Year 3 to include:
- 6 credit hours from SOC 3310, SOC 3330, SOC 3350, SOC 3360, SOC 3380, SOC 3390, SOC 3700
- 3 credit hours in Sociology courses numbered at the 2000 or 3000 level
- 9 credit hours in ancillary options
and Year 4 to include:
- SOC 4450, SOC 4460, SOC 4560, SOC 4570
- 3 credit hours from SOC 3820, SOC 4580

for a net change in credit hours of + 3 hours, be approved.

5s-12 Women's and Gender Studies (Undergraduate Courses/Programs)

That the proposal to modify:
List A - to include:
   HIST 3572 The History of Women, Gender, and Sexuality in Canada (C) (3)
and to flag as no longer offered:
   HIST 3570 History of Women in Canada (3) (6)

for a net change in credit hours of + 0 hours, be approved.

6a-12 Other Faculties and Schools - History of Art (Undergraduate Courses/Programs)

That the proposal to modify:
List B - to include:
   FAAH 2930 Writing about Art (3)

for a net change in credit hours of + 0 hours, be approved.

GS/vw
Encls. Anthropology Honours Program - Full Program Proposal (Draft)
Criminology Honours Program - Full Program Proposal

c.c. V. Warkentin, Secretary, CPAC
DATE: August 14, 2012

TO: Janice Gripp, Secretary, Arts Executive Committee and Arts Faculty Council

FROM: G. Smith, Chair, Course and Program Approvals Committee, Faculty of Arts

SUBJECT: Report of the Faculty of Arts Course and Program Approval Committee
[C.P.A.C. Motions - August 9, 2012]

1) The motions listed below were approved by the Course and Program Approvals Committee at its meeting of Thursday, August 9th, 2012. Would you arrange to have them placed on the agenda for consideration at the next meeting of the Arts Executive. “New” courses have been underscored.

(Assignment 1)

2) In addition, would you arrange to have the introduction of two new programs:

   2a-12 Anthropology Honours Program Attachment 2.1

   (pending approval of Statement of Intent by COPSE)

   2b-12 Criminology Honours Program Attachment 2.2

   placed on the agenda for consideration at the next meeting of the Arts Faculty Council.

C.P.A.C. Ref. DEPARTMENT/PROGRAM

MOTION

2a-12 Anthropology (Undergraduate Programs)

That the proposal to introduce:

   Anthropology Honours Program

for a net change in credit hours of + 0 hours, be approved pending COPSE's approval of the Statement of Intent.
DATE: September 12, 2012

TO: Dean Taylor, Chair Arts Faculty Council

FROM: Mark Hudson, Chair Arts Nominating Committee

SUBJECT: Replacement Committee members

Arts Nominating Committee received a request to find two nominations for replacements of committee members. The following nominations are presented for your approval.

Senate - 2 nominations required

Term Replacement (for Julie Guard)
Term – July 1, 2012 – December 31, 2012
Nominee - Neil McArthur (Philosophy)

Term Replacement (for Susan Prentice)
Term – September 1, 2012 – March 1, 2013
Todd Mondor (Psychology)

Arts Executive Committee
Term Replacement (for Susan Prentice)
Term – September 1, 2012 – March 1, 2013
Nominee – Christopher Powell (Sociology)

Local Discipline Committee
Term replacement (for Greg Smith)
Term – September 1, 2012 – June 30, 2013
Nominee – Glenn Clark (English, Film, & Theatre)
August 29, 2012

TO: J. Taylor, Dean, Faculty of Arts
FROM: E. Stone, Secretary, Faculty of Arts Academic Regulations Appeal Committee
RE: Revisions to the Academic Regulations Appeals Committee Terms of Reference

The above noted Committee met on August 29, 2012, to consider revisions to the Faculty of Arts Academic Regulations Appeals Committee Terms of Reference.

To clarify the process of electing a Chair for this committee, we have added a fourth bullet under the Terms of Reference Section.

We are also correcting an editorial error that was made when the Terms of Reference were last approved. The Terms of Reference indicate that the Dean of Arts (or designate) is an ex officio member and also the Chair. We are correcting this error by deleting “and chair”.

Attached please find a draft copy of the revised Terms of Reference which I would ask you to include on the agenda for the next meeting of Arts Faculty Council Executive such that the amendments may be transmitted to Arts Faculty Council in time for the meeting on October 16, 2012.

cc: Professor L. Wilkinson, Chair, Academic Regulations Appeals Committee

ES/lt
Encl.
Academic Regulations Appeals Committee
Faculty of Arts
Terms of Reference

AUTHORITY:
Established by Arts Faculty Council as a standing committee of Faculty Council

PURPOSE:
The Academic Regulations Appeals Committee shall receive and decide on appeals against, or questions concerning the application of, undergraduate regulations relating to admissions in the General, Advanced, Honors and the Bachelor of Arts Integrated Studies degree programs, examinations, grading systems, required performance levels, and all requirements for receiving degrees.

TERMS OF REFERENCE:

1. The Committee shall recommend to the Academic Regulations Policy Committee changes that it finds to be desirable in the academic regulations.
2. The Committee shall send to the Executive Committee a report summarizing each of its decisions. The Committee shall report at least once annually to Executive Committee.
3. Secretary to the Committee shall be the administrative assistant to the Dean's Executive Assistant (Academic)
4. The chair will be elected by the Academic Regulations Policy committee annually.

COMPOSITION:

1. Dean of Arts (or designate) - ex officio and chair
2. Five faculty members with two year terms, three to be elected in one year, two in the following year elected by Faculty Council annually
3. Four undergraduate students nominated by the President of the Arts Student Body Council with one year terms
4. Chair of the Academic Regulations Policy Committee – ex officio
5. Dean of St. Boniface College or delegate - ex officio
6. Dean of Studies at St. Paul’s College – ex officio
7. Dean of Studies at St. John’s College – ex officio
8. Dean’s Executive Assistant Academic – ex officio (non-voting member)
9. Registrar’s Office Representative – ex officio (non-voting member)
10. Dean’s Academic Administrative Assistant – ex officio (non-voting member)

(*Also acts as Secretary to the Committee)

Established and approved by Faculty Council November 1982
Revisions approved by Faculty Council May 1985, May 1998, February 2011

1 All ex officio members of standing committees have voting rights unless otherwise stipulated
August 29, 2012

TO: J. Taylor, Dean, Faculty of Arts
FROM: J. Sealey, Secretary, Faculty of Arts Local Discipline Committee
RE: Report of the Faculty of Arts Local Discipline Committee

The above noted Committee met on August 28, 2012, to consider revisions to the Faculty of Arts Local Discipline Committee Terms of Reference proposed by the Dean’s Office to include alternate committee members within its composition.

Attached please find a copy of the current and draft revised Terms of Reference which I would ask you to include on the agenda for the next meeting of Arts Faculty Council Executive such that the amendments may be transmitted to Arts Faculty Council in time for the meeting on October 16, 2012.

cc: Professor G. Smith, Chair, Local Discipline Committee

JS/lt

Encl.
LOCAL DISCIPLINE COMMITTEE
Faculty of Arts
Terms of Reference

AUTHORITY:

Established by the Dean of Arts as a standing committee of Faculty Council that will be advisory to the Dean. The Local Discipline Committee has the authority to consider and dispose of student appeals in keeping with the Student Discipline Bylaw and Procedures.

PURPOSE:

Within the framework of the University policy and procedures on student discipline, the Arts discipline committee, as the local discipline committee at the faculty level shall act as an advisory body to the Dean of Arts in matters of student discipline and shall hear student appeals of disciplinary decisions of the Dean of Arts (or designate).

TERMS OF REFERENCE:

1.) The Committee shall conduct its activities according to the University of Manitoba Student Discipline By-Laws and University of Manitoba Student Discipline Procedures

2.) Before making any recommendations to the University Discipline Committee, the Committee shall first receive approval by Arts Faculty Council on any matter of policy or procedure relating to student discipline.

3.) The Committee shall report annually or more frequently as required to the Dean of Arts

COMPOSITION:

1.) The Dean of Arts (or delegate), *ex officio*

2.) Four academic members of the Faculty of Arts, two of whom are elected each year by Faculty Council.

3.) Four undergraduate students from the Faculty of Arts, appointed by the Senior Stick of the Arts Student Body Council to serve a one year term

4.) The Executive Assistant (Academic) to the Dean, *ex officio* (non-voting)

(* shall serve as the secretary to the committee)

Established and approved by Faculty Council Oct., 1981
Revisions approved by Faculty Council May 1987, April 1993, November 1998, February 2011

*All ex officio members of standing committee have voting rights unless otherwise stipulated*
Local Discipline Committee
Faculty of Arts
Terms of Reference

AUTHORITY:

Established by the Dean of Arts as a standing committee of Faculty Council that will be advisory to the Dean. The Local Discipline Committee has the authority to consider and dispose of student appeals in keeping with the Student Discipline Bylaw and Procedures.

PURPOSE:

Within the framework of the University policy and procedures on student discipline, the Arts discipline committee, as the local discipline committee at the faculty level shall act as an advisory body to the Dean of Arts in matters of student discipline and shall hear student appeals of disciplinary decisions of the Dean of Arts (or designate).

TERMS OF REFERENCE:

1.) The Committee shall conduct its activities according to the University of Manitoba Student Discipline By-Laws and University of Manitoba Student Discipline Procedures

2.) Before making any recommendations to the University Discipline Committee, the Committee shall first receive approval by Arts Faculty Council on any matter of policy or procedure relating to student discipline.

3.) The Committee shall report annually or more frequently as required to the Dean of Arts

COMPOSITION:

1.) The Dean of Arts (or delegate), *ex officio*.

2.) Four academic members of the Faculty of Arts, two of whom are elected each year by Faculty Council for a two-year term. In addition two academic members shall be elected as alternates for a two-year term.

3.) Four undergraduate students from the Faculty of Arts, appointed by the Senior Stick of the Arts Student Body Council to serve a one year term. In addition two undergraduate students are to be appointed as alternates.

4.) The Executive Assistant (Academic) to the Dean, *ex officio* (non-voting) shall serve as the secretary to the committee.

*Established and approved by Faculty Council Oct., 1981
Revisions approved by Faculty Council May 1987, April 1993, November 1998, February 2011

*All ex officio members of standing committee have voting rights unless otherwise stipulated.

*If a quorum of the Committee cannot be obtained by reason of disqualification or absence of members, the Chair or Executive Assistant may request that one or more alternates act as a temporary replacement or replacements.*
September 11, 2014

TO: Arts Faculty Council
FROM: Jeff Taylor, Dean of Arts

SUBJECT: Duff Roblin Professorship in Government

It has recently been brought to my attention that the above named Professorship was never approved by Senate or the Board of Governors as provided for under the policy on Chairs and Professorships.

The attached proposal has been recommended for approval by the Political Studies Departmental Council and forwarded to Faculty Council for consideration. Once recommended for approval by Arts Faculty Council, the proposal will be forwarded to Senate and ultimately the Board of Governors.
<table>
<thead>
<tr>
<th>A) type of appointment</th>
<th>Professorship</th>
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<tbody>
<tr>
<td>b) name of professorship</td>
<td>The Duff Roblin Professorship in Government</td>
</tr>
<tr>
<td>c) the purpose and objectives of the Professorship</td>
<td>The purpose and objectives of the Professorship are to enhance the study of Canadian Government and public affairs, and to aid the educational development of younger scholars through the Duff Roblin Graduate Fellowship Program, which is overseen by the Duff Roblin Professor.</td>
</tr>
<tr>
<td>d) the relationship of the goals of the Professorship to those of the proposing unit</td>
<td>The Department of Political Studies is committed to understanding the dynamics of human interaction in which individuals and groups compete and cooperate to achieve their goals. Political scientists study these dynamics in many contexts, which are linked to five major sub-fields in the Department. The two sub-fields most directly related to the goals of the Professorship are Canadian Politics and Public Administration.</td>
</tr>
<tr>
<td>e) the method by which the Professorship will be funded</td>
<td>A private endowment from the Honourable Duff Roblin, PC, CC, OM, the 14th Premier of Manitoba.</td>
</tr>
<tr>
<td>f) the general and specific required academic qualifications of the candidates or nominees</td>
<td>The successful candidate for the Duff Roblin Professorship shall have made, or be deemed to have the capacity to make, a significant contribution to the study and understanding of Canadian politics, government and public policy.</td>
</tr>
<tr>
<td>g) the term of the appointment including, where applicable, provisions for reappointment</td>
<td>The initial appointment shall be for a three year term, and shall be renewable for further term(s) of up to three years.</td>
</tr>
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| h) any other provisions unique to the Professorship | i. The Professor shall deliver at least one annual public lecture  
   ii. The Professor shall normally teach a six credit-hour course, or two three credit-hour courses in the Department of Political Studies  
   iii. The Professor shall undertake research  
   iv. The Professor shall supervise graduate research, normally including that of the holders of the Roblin Fellowships, for which program s/he will have general administrative responsibility  
   v. The Professor shall at least once during his/her term organize a colloquium on an appropriate subject or subjects, which might include over time, a series of colloquia on Manitoba premiers and their governments in the modern period. |
September 12, 2012

TO: Arts Faculty Council
FROM: Jeff Taylor, Dean of Arts

SUBJECT: PROMOTIONS AND TENURE PROCEDURES AND CRITERIA

Attached are the "Promotions in the Faculty of Arts: Procedures and Criteria" and "Tenure in the Faculty of Arts: Procedures and Criteria." We have made minor procedural changes to both documents.

First, we have changed language in the "Effective Dates and Guidelines" section of "Promotions in the Faculty of Arts: Procedures and Criteria" to make the language consistent with the UM-UMFA Collective Agreement. The previous language was out of date.

Second, we have changed "Recommendation for Tenure Form" to "Application for Tenure form" and "Recommendation for Promotion Form" to "Application for Promotion form" throughout each document as applicable. The previous language was out of date.
PROMOTIONS IN THE FACULTY OF ARTS: PROCEDURES AND CRITERIA  
Approved by Arts Faculty Council: December 16, 1983  
Amended by Arts Faculty Council: September 24, 1984; June 25, 1996; May 12, 1999; February 21, 2000;  
November 13, 2001; October 12, 2011

This document summarizes the procedures and criteria related to promotions within the Faculty of Arts. The procedures and criteria reflect the relevant articles of the Collective Agreement between the University of Manitoba and UMFA, as well as the policies and practices followed in the Faculty of Arts over the last few years. Anyone having questions about the meaning of this statement should contact his/her Head; if it is a matter of whether this statement contains an incorrect interpretation of the Collective Agreement, the Dean should be informed of this immediately. Anyone who would like to see future changes made with respect to the procedures and criteria should communicate this to his/her Head and, in cases where the change would be to a provision derived from the Collective Agreement, to UMFA.

1. Effective dates and deadlines

In accordance with the Collective Agreement, a promotion takes effect on March 30 of the calendar year following the calendar year in which the application is submitted, and is contingent upon approval by the Board of Governors. In the Faculty of Arts, the normal deadline for the receipt of promotion applications and accompanying documentation will be September 10th. The Department Head shall be responsible for setting any internal departmental deadlines that may be necessary to ensure that all material reaches the Dean's office by the deadline date.

All promotion materials submitted by the candidate should be sent to the Dean by or through the Department Head. After September 10th, no supporting documentation will be accepted unless it is requested by the Dean or the Promotion Committee, or except pursuant to 3(b) (viii) post.

In accordance with the Collective Agreement, all promotion proceedings shall normally be completed by April 30th.

2. Promotion Committees

a. The Dean shall be responsible for establishing a faculty-based nucleus Promotion Committee to which shall be added Department representatives for each Department. Where possible, the majority of the voting members of the Promotion Committee are to be persons from the candidate's Department who have the expertise to judge the achievements of the candidate. Department representatives shall be selected by, and if possible from, the Department in accordance with a procedure determined by all full-time and part-time faculty members. However, that procedure cannot be adopted if it were to allow a person who is to receive a promotion recommendation from the Committee to choose directly any member of the Committee.

Gender parity will be sought on all promotion committees. Where gender parity is not feasible, there shall be at least one (1) member of each gender on each promotion committee.

b. There shall be a Promotion Committee for each Department, and preferably one for each rank*, composed of three (3) representatives selected by, but not necessarily from, the academic staff of faculty rank in the Department, and two (2) nominees of the Dean from the nucleus Promotion Committee. At least two (2) of the departmental representatives and at least one (1) of the Dean's nominees shall be at or above the rank applied for.

*Permanent Instructors can evaluate promotion applications only of those in Instructor positions

In providing for the consideration of a candidate who is from a very small Department, or who is the Head or Acting Head of the Department, or who holds a cross-appointment with another program, the Dean and/or the Department Council shall follow procedures as similar to those laid down here as is practical.

The Head of the candidate's Department shall serve on the Promotion Committee in a non-voting capacity. The Dean or his/her designate shall be the non-voting Chairperson of each Promotion Committee.
c. Prior to the first meeting of a Promotion Committee, the Dean shall make known the names of those faculty members scheduled to be considered, and invite written submissions to the Promotion Committee from faculty members on the candidate’s teaching and scholarship and from students on the candidate’s teaching. Also prior to the first meeting, the Chairperson shall write to all members of the Promotion Committee (with a copy to each person scheduled to be considered by the Promotion Committee), informing them of the time and place of the first meeting, and asking them to study thoroughly (and keep confidential) the material provided to them by the Head, the candidates, and by faculty members and students. The candidate is responsible for providing sufficient material evidence to support his/her case for a positive promotion recommendation at the time that he/she submits the duly completed Application for Promotion form (or at a later date if that is agreed to by the Head). The Head is to ensure that all materials supplied by the candidate are duplicated and forwarded to the Committee Chairperson.

3. Procedures

a. Department-level procedures

i. Initiating a promotion consideration

The Collective Agreement states that the matter of promotion shall be discussed by the Department Head and the faculty member prior to the commencement of promotion proceedings. A promotion consideration may be initiated either by the Department Head requesting a duly completed Application for Promotion form from the faculty member, or by the faculty member submitting a duly completed Application for Promotion form to his/her Head. The Head shall forward this form to the Dean.

It shall be the faculty member's responsibility to provide, at the time he/she submits the duly completed Application for Promotion form (or at a later date, if that is agreed to by the Head), any supporting documentary evidence with respect to teaching, research, and service, that he/she wishes to be taken into consideration. Faculty members should prepare a "Teaching Dossier" which includes the faculty member's orientation toward teaching, teaching responsibilities, course syllabi, assignments and evaluation instruments, summaries of student evaluations (copies of SEEQ report summary sheets), and evidence of other teaching activities and accomplishments. Faculty members should also submit a parallel "Research Dossier" outlining the faculty member's research agenda, current research, scholarly and/or artistic activities, major publications and/or performances, and any other information with respect to the faculty member's current or future research and scholarly activities. Faculty members should also submit a "Service Dossier" outlining the faculty member's service agenda, current involvement with local and community associations and outreach activities, and any other information with respect to the faculty member's current or future service-related activities.

NOTE: preceding each of the Teaching, Research, and Service dossiers, a narrative should be included as a separate document.

Once a Application for Promotion form has been submitted by a faculty member (whether this is done at the request of the Head or on the faculty member's own initiative), the Head is not free to prevent the case from going forward to the Dean (nor is the Dean free to prevent it from going forward to the Vice-President) so long as the faculty member continues to want it to proceed; the faculty member, however, is free to have the consideration stopped at any point by submitting to the Dean or his/her designate (Chairperson) a written request to that effect.

b. Faculty-level procedures

i. In the case of an applicant who is also a member of one of the Colleges, the Dean shall provide the Provost or the Dean of Studies with an opportunity to submit any relevant information. Any material so provided shall be considered by the Promotion Committee.

ii. Before making a recommendation regarding promotion, each Promotion Committee shall seek the advice of members of the

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Information and resources on the preparation of a "Teaching Dossier" are available from University Teaching Services at http://intranet.umanitoba.ca/academic_support/uts/
candidate’s Department and other faculty members in the Faculty. The written opinions from faculty members on the candidate’s teaching and scholarship, and from students on the candidate’s teaching, shall be solicited. This soliciting is to be done by the Dean or his/her designate. Where appropriate this information shall be sought through the Department Councils of any Department in which the candidate teaches. The Promotion Committee may also solicit written opinions from outside experts in the candidate’s field on the candidate’s teaching and scholarship.

iii. The non-voting Chairperson of the Promotion Committee (i.e., the Dean or his/her designate) is responsible for ensuring that the procedures carried out by the Committee reflect due process, and are in keeping with the appropriate provisions of the Collective Agreement and the criteria and weightings of the Faculty, so that a just and defensible recommendation can be achieved.

iv. Outside Evaluations: In the case of each candidate being considered for a possible promotion to Professor, reports shall be obtained from at least two outside evaluators, who shall be established scholars (normally themselves at the rank of Professor) whom the Dean considers competent to make the required judgments. These scholars shall be asked for a confidential evaluation of the candidate’s complete promotion file, including any teaching and research dossiers. The external evaluators shall be asked whether the candidate’s record on teaching is sufficiently meritorious, and whether his/her publications are sufficiently distinguished, both in quantity and quality, to justify promotion to Professor.

In all communications with the outside evaluators, there is to be no hint of whether or not the Dean or Head is already inclined to be favourably disposed with respect to a possible promotion.

The Dean shall draw up, in consultation with the Head, a list of outside evaluators. This list shall be shown to the candidate who may request the deletion of any name for cause. The Dean shall select the outside evaluators and carry on all correspondence with them.

Both the Head and the candidate will receive a copy of each evaluator’s report as soon as is practical; but unless the evaluator has agreed to give up anonymity, the candidate will not be told the name of the evaluator, and will receive a copy of the report from which any clear means of identifying the author have been deleted.

v. The candidate being considered for promotion shall have an opportunity to meet at least once with the Promotion Committee, and shall be informed by the Dean or his/her designate before the Promotion Committee begins consideration of his/her application of the nature of all the documents and other evidence the Promotion Committee shall consider.

vi. If a Promotion Committee cannot make a positive recommendation as a result of its deliberations, the Chairperson of the Promotion Committee shall so inform the candidate in writing. The written notification shall indicate in general terms the area(s) of concern that the Committee will wish to discuss, and establish a date for a meeting between the candidate and the Chairperson at which time the Chairperson shall give the candidate an oral account of the nature of any reservations or negative considerations that the Promotion Committee may have. The written notification shall also stipulate that at the meeting between the Chairperson and the candidate, a date will be set for the candidate to meet with the Committee to speak to these concerns.

vii. The Chairperson in consultation with the faculty member shall establish the date for a subsequent meeting with the Promotion Committee where the candidate shall be given the opportunity to speak to these concerns.

viii. A reasonable time will be allowed the candidate to seek advice, solicit opinion, and provide further documentation in order to prepare for such a meeting.

ix. The Promotion Committee shall evaluate the application and supporting evidence and shall make its recommendation to the Dean. The Chairperson shall report in writing all recommendations, together with the specific reasons therefore related to the criteria and weightings established by the Faculty of Arts, to the faculty member, Department Head and the Dean.
x. Following receipt of the Promotion Committee's report, the Head of the candidate's Department shall make a recommendation on promotion to the Dean for each faculty member who has submitted a duly completed Application for Promotion form and has not subsequently withdrawn it.

The Head, after considering the Application for Promotion form and supporting material submitted by the candidate, shall submit his/her recommendation to the Dean on the Department Head Recommendation form. The recommendation of the Head shall be in writing and accompanied by the specific reasons therefore related to the criteria and weightings established by the Faculty of Arts. The Head shall deliver a copy of the recommendation and reasons to the faculty member.

The Dean shall transmit the Promotion Committee's recommendation, his/her own recommendation, and that of the Department Head to the Vice-President (Academic). The recommendation of the Dean shall be in writing, and accompanied by the specific reasons therefore related to the criteria and weightings established by the Faculty of Arts. The Dean shall deliver a copy of the recommendation and reasons to the faculty member.

xi. If the recommendation of the Department Head or the Dean is different from that of the Promotion Committee then he/she shall advise the Promotion Committee in writing.

xii. If the candidate is not to be recommended for promotion, the President shall notify him/her in writing of this fact, together with the specific reasons, within forty (40) working days of the date of the recommendation of the Promotion Committee to the Dean as provided in s.20.A.3.8 of the Collective Agreement and shall at the same time advise him/her of the right to appeal in accordance with s.20.D of the Collective Agreement.

xiii. The candidate shall be notified of the status of a recommendation regarding his/her promotion to the Board of Governors not later than ten (10) working days following the meeting at which the recommendation was considered.

4. Conditions for Application for Promotion and Criteria for Evaluation

a. According to the Collective Agreement, promotions from one rank to another shall be based upon the contribution that the faculty member has made to his/her discipline and to his/her Department, Faculty and the University at his/her current rank over a period of time, taking into account his/her academic attributes and his/her performance of assigned and other duties. The duties specifically assigned to the faculty member during the period under consideration must be taken into account in the application of the criteria and weightings.

b. Academic attributes (not necessarily in order of importance) to be considered in determining the suitability of a faculty member for promotion normally shall include, but are not limited to:

i. Research, Scholarly Work and Other Creative Activities
   Factors that may be considered include: the publication of books, monographs, and contributions to edited books; contributions to reference works; papers in both refereed and non-refereed journals; technical reports; papers delivered at professional meetings; participation in panels; unpublished research including current work in progress both supported and non-supported; editorial and refereeing duties; creative works and performances; non-funded, grant, and/or contract-based research; commissioned works; and scholarship as evidenced by the candidate's depth and breadth of knowledge and general contributions to the research life of the University. Promotion Committees shall consider any published and unpublished works submitted by the candidate.

ii. Teaching
   Factors that may be considered include: course work and all related activities; supervision of the work of honours and graduate students; participation in seminars and colloquia; innovative methods in teaching and other contributions to the teaching activities of the University. The written opinions of students and/or fellow faculty members shall normally be sought. The measure of teaching performance shall include Senate-approved student evaluations.

iii. Service
Factors that may be considered include: participation in University, faculty, Departmental and staff committees; counselling students; service in professional organizations (including UMFA and CAUT); general administrative duties; community service where the individual has made an essentially nonremunerative contribution by virtue of special academic competence. Service includes internal and external activities related to the research and teaching function of the University.

Candidates for promotion will also be assessed in relation to their service to the University and to the community. The service category is of relatively less importance than those of teaching and research/artistic activity. Nevertheless, a Promotion Committee may take into account service to the University and the community as a supplement to performance in these other areas. Satisfactory performance of routine administrative duties (on department/program committees, for example) is expected. Apart from the obvious contribution to the University from good teaching and research, a sustained commitment to the welfare of the University, as evidenced by the candidate's having undertaken special assignments or administrative appointments, or other activities which contribute significantly to the welfare of the University as an institution, may be taken into account, provided that these are fully documented. Similarly, only a sustained record of significant service to the wider community, related to the candidate's discipline/field and which has clearly had the effect of tangibly enhancing the relationship between the University and the community may be taken into account. Such activities must be fully documented. Activities which are simply part of the University's teaching function will not be considered in the category of service to the community.

c. A description of the ranks and the associated attributes and qualifications follows.

**Promotion from Instructor I to Instructor II:**
To be eligible for promotion to the rank of Instructor II, an individual must possess necessary academic qualifications, demonstrated teaching ability which is rated as "average" or better, based on student evaluations, peer evaluation or other evidence, (where applicable) competence in language instruction, student counselling, creative works, and/or service. Normally, he/she should hold a completed Master's degree or its equivalent. Further, an individual normally must have at least five years of experience in a university or equivalent position.

**Promotion from Instructor II to Senior Instructor:** To be eligible for promotion to the rank of Senior Instructor, an individual must possess necessary academic qualifications, demonstrated teaching ability which is rated as "average" or better, based on student evaluations, peer evaluation or other evidence, (where applicable) competence in language instruction, student counselling, creative works, and/or service. Normally, he/she should hold a completed Ph.D. degree or its equivalent. Promotion to the rank of Senior Instructor is normally awarded to individuals who are excellent teachers, and who have ten or more years of experience in a university or equivalent position.

**Promotion from Lecturer to Assistant Professor:** To be eligible for promotion to the rank of Assistant Professor, an individual must ordinarily possess the terminal degree and/or professional registration or certification appropriate to his/her field of study. He/she must have demonstrated teaching ability which is rated as "average" or better, based upon student evaluations, peer evaluation, or other evidence. Success in teaching is evidenced by the ability to provide instruction at the various levels in his/her discipline. The potential for competent performance in research/artistic activity must be evident. This may take the form of articles already published in reputable scholarly journals, invited papers delivered to academic or professional associations, peer-evaluated unpublished research deemed to be of publishable quality, and other scholarly activities. Current unpublished research work shall be taken into consideration, but shall be given a lesser weighting than publications. For artistic and/or creative activity, the candidate must have shown potential equivalent to that described above mutatis mutandis. Significant activity related to service to the University, and non-remunerative service to the community, will also be taken into account in individual cases.

**Promotion from Assistant Professor to Associate Professor:** Promotion to the rank of Associate Professor normally requires evidence of successful teaching and scholarly activity beyond that expected of an Assistant Professor. Promotion to this rank is not automatic or based on years of service.

To be eligible for appointment to the rank of Associate Professor, an individual must ordinarily possess the appropriate terminal
degree and/or professional registration or certification, substantial and successful experience in teaching and/or demonstrated research or professional accomplishments.

To be eligible for promotion to the rank of Associate Professor, a candidate must meet the standards of teaching performance required for the Assistant Professor rank. In addition, there should be evidence of a record of consistency both in the candidate's commitment to good teaching and in his/her ability in classroom teaching, and in his/her commitment to the promotion of students' academic pursuits through student counselling and the stimulation of interest in continued study of the discipline/field. The candidate will be expected to have achieved significant results of research/artistic or creative activity for which he/she has been largely responsible. Such results must include publications in refereed journals, books (or chapters in books), monographs or comparable publications. There must be evidence of a sound contribution in the field of specialization. If the published works are modest, there must be evidence of further work to be published or an otherwise adequately documented record of scholarly activity and achievement related to the discipline/field. Current unpublished research work shall be taken into consideration, but shall be given a lesser weighting than publications. For artistic and/or creative activity, the candidate will be expected to have demonstrated ability in creative work and a positive reputation extending beyond the immediate community.

The candidate should have participated in exhibitions or other forms of performance to an extent which promises future development. Significant activity related to service to the University, and non-remunerative service to the community, will also be taken into account in individual cases.

Promotion from Associate Professor to Professor: Promotion to the rank of Professor normally requires evidence of successful teaching and scholarly activity beyond that expected of an Associate Professor. Promotion to this rank is not automatic or based on years of service.

To be eligible for appointment to the rank of Professor, an individual must ordinarily possess the appropriate terminal degree and/or professional registration or certification, distinguished achievements in teaching and/or a wide reputation for scholarship, creative accomplishment, or professional achievement among his/her peers in the academic community, including, but not limited to, his/her peers at this University.

To be eligible for promotion to the rank of Professor, an individual will be judged on the basis of total performance: teaching; research and scholarly activity, including creative accomplishment; service to the University; and non-remunerative service to the community. The successful candidate will be expected to have established a wide reputation in his/her field of interest, to be deeply engaged in scholarly work, to have shown him/herself to be an effective teacher, and to have a satisfactory record of service to the University and/or to the community. Teaching and research shall normally be weighted equally.

A candidate for the rank of Professor must have demonstrated a sustained and successful commitment to research and scholarly activity over a considerable span of time, and a reasonable expectation that this will continue in the future. The results of his/her research must have been published in sufficient quantity and quality to indicate that the candidate's contribution is widely recognized by academic authorities in his/her field. Where appropriate, artistic activity will be taken into account as supplements to the foregoing requirement.

Where it is appropriate to the candidate's academic field, he/she must have demonstrated ability in artistic or creative works, performances, or directing, including a sustained commitment to such activity over a considerable period of time, and reasonable expectation that such activity will continue in the future. Evidence must be presented of public exhibitions and other types of performance. The candidate should have achieved some measure of national or international recognition. Evidence of this recognition must be presented in documentary form, including reviews by reputable critics and peers from outside the University.

Teaching effectiveness is demonstrated by the degree to which the candidate for promotion is able to stimulate and challenge the intellectual ability of students, to communicate academic material effectively, and to maintain a mastery of his/her subject areas. It also involves maintaining accessibility to students, and the ability to influence the intellectual and scholarly development of students. A demonstrated high level of competence in teaching is required. In all but the most exceptional cases, this must be shown to have extended consistently over a considerable span of time, not merely in the two or three years prior to promotion.
In exceptional cases, a candidate with a long-standing record of outstanding teaching, including distinguished performance in the classroom and dedication to the welfare of students through counselling, personal contact and assistance, pedagogical innovations, and other related activities, constitutes an instance in which the relative importance of teaching shall be increased. Even in such cases, however, it will normally be considered a minimum requirement that there be at least some refereed publications in (a) reputable journal(s) or books, or (if appropriate) an equivalent in terms of artistic performance.

d. When a faculty member is or has been cross-appointed to two departments, programs or divisions, assessments of the candidate's teaching, research/artistic activities, and service should be sought from departments, programs or divisions.

e. It must be understood that in a situation where promotions by and large are determined by academic peers working in committee, the concrete meaning of the stated criteria for promotion becomes clear only as the Faculty accumulates experience as to who gets promoted and who does not. Though criteria must be published, it is not necessary or especially useful to become very specific in criteria designed to be applied on a Faculty-wide basis. In the long run the best guarantee of justice and sound academic standards is the utilization of committees of academic peers acting in accordance with sound procedures.

May 2012
TENURE IN THE FACULTY OF ARTS: PROCEDURES AND CRITERIA
Approved by Arts Faculty Council: October 1, 1983
Amended by Arts Faculty Council: April 25, 1996; May 12, 1999; November 13, 2001; October 12, 2011

This document summarizes the procedures and criteria related to tenure within the Faculty of Arts. The procedures and criteria reflect the relevant articles of the Collective Agreement between the University of Manitoba and UMFA, as well as the policies and practices followed in the Faculty of Arts over the last few years. Anyone having questions about the meaning of this statement should contact his/her Head; if it is a matter of whether this statement contains an incorrect interpretation of the Collective Agreement, the Dean should be informed of this immediately. Anyone who would like to see future changes made with respect to the procedures and criteria should communicate this to his/her Head and, in cases where the change would be to a provision derived from the Collective Agreement, to UMFA.

1. Effective dates and deadlines

In accordance with the Collective Agreement, tenure takes effect on July 1st following approval by the Board of Governors. In the Faculty of Arts, the normal deadline for the receipt of tenure applications and accompanying documentation will be July 15th. The Department Head shall be responsible for setting any internal departmental deadlines that may be necessary to ensure that all material reaches the Dean's office by the deadline date.

All tenure materials submitted by the applicant should be sent to the Dean by or through the Department Head. After July 15, no supporting documentation will be accepted unless it is requested by the Dean or the Tenure Committee, or except pursuant to section 3(b)(vii) post.

All tenure proceedings shall normally be completed by the end of October each year.

2. Tenure Committees

a. The Dean shall be responsible for establishing a faculty-based nucleus Tenure Committee to which shall be added tenured Department representatives for each Department. Where possible, the majority of the voting members of the Tenure Committee are to be from the candidate's Department to ensure that the majority of the committee has the special expertise of those within a discipline/field to judge competence in it. Department representatives shall be selected by, and if possible from, the Department in accordance with a procedure determined by all full-time and part-time faculty members*. However, that procedure cannot be adopted if it were to allow a person who is to receive a tenure recommendation from the Committee to choose directly any member of the Committee.

*Permanent Instructors can evaluate tenure applications only of those in Instructor positions

Gender parity will be sought on all tenure committees. Where gender parity is not feasible, there shall be at least one (1) member of each gender on each tenure committee.

b. Normally, a Tenure Committee shall consist of three (3) tenured faculty members from the candidate’s Department, and two (2) tenured faculty members from the nucleus Tenure Committee from allied disciplines (selected by the Dean for this purpose).

In providing the review of a person who is from a very small Department, or who is the Head or Acting Head of the Department, or who holds a cross-appointment with another unit, the Dean and/or the Department Council shall follow procedures as similar to those laid down here as is practical.

The Head of the candidate’s Department shall serve on the Tenure Committee in a non-voting capacity. The Dean or his/her designate shall be the non-voting Chairperson of each Tenure Committee.
c. Prior to the first meeting of a Tenure Committee, the Dean shall make known the names of those faculty members scheduled to be considered, and invite written submissions to the Tenure Committee from faculty members on the candidate's teaching and scholarship and from students on the candidate's teaching. Also prior to the first meeting, the Chairperson shall write to all members of the Tenure Committee, informing them of the time and place of the first meeting, and asking them to study thoroughly (and keep confidential) the material provided to them by the Head, the candidates, and by faculty members and students. Each candidate shall be notified in writing of the date of the start of his/her tenure hearing at least five (5) working days in advance of the first meeting. The candidate is responsible for providing sufficient material evidence to support his/her case for a positive tenure recommendation at the time that he/she submits the duly completed Application for Tenure form (or at a later date if that is agreed to by the Head). The Head is to ensure that all materials supplied by the candidate are duplicated and forwarded to the Committee Chairperson.

3. Procedures

a. Department-level procedures

A faculty member who holds a probationary appointment and who has completed the equivalent of at least three (3) years of full-time employment in a faculty capacity at this or another university or in a research appointment at a recognized research establishment other than a university shall have the right to apply for tenure consideration prior to the completion of his/her maximum untenured period. The maximum untenured period for full-time faculty members at the rank of assistant professor, associate professor or professor shall be six (6) years of full-time service, except for any modification in accordance with s. 19.C.5.3.1, s. 19.C.5.3.2, s. 19.C.5.3.3 or s. 19.C.5.6 of the Collective Agreement. Except where a faculty member is seeking early consideration of tenure, or where a faculty member has been granted any leave by (and which will take effect after) September 21 of that year, he/she shall be considered for tenure during the last academic year of his/her maximum untenured period.

A tenure consideration may be initiated either by the Department Head requesting a duly completed Application for Tenure form from the faculty member, or by the faculty member submitting a duly completed Application for Tenure form to his/her Head. The Head shall transmit this form to the Dean.

The Collective Agreement states that the matter of tenure shall be discussed by the Department Head and the faculty member, and by the Dean and the faculty member, prior to the commencement of tenure proceedings. When a faculty member applies for tenure consideration, the candidate shall be expected to meet the same criteria and have achieved the same level of competence as a member who has completed his/her maximum untenured period regardless of the number of years of probation served.

It shall be the faculty member's responsibility to provide, at the time he/she submits the duly completed Application for Tenure form (or at a later date, if that is agreed to by the Head), any supporting documentary evidence with respect to teaching, research, etc., that he/she wishes to be taken into consideration. Faculty members should prepare a "Teaching Dossier" which includes the faculty member's orientation toward teaching, teaching responsibilities, course syllabi, assignments and evaluation instruments, summaries of student evaluations (copies of SEEQ report summary sheets), and evidence of other teaching activities and accomplishments. ** Faculty members should also submit a parallel "Research Dossier" outlining the faculty member's research agenda, current research, scholarly and/or artistic activities, major publications and/or performances, and any other information with respect to the faculty member's current or future research and scholarly activities.

Faculty members should also submit a "Service Dossier" outlining the faculty member's service agenda, current involvement with local and community associations and outreach activities, and any other information with respect to the faculty member's current or future service-related activities.

NOTE: preceding each of the Teaching, Research, and Service dossiers, a narrative should be included as a separate document.

**Information and resources on the preparation of a "Teaching Dossier" are available from University Teaching Services at http://intranet.umanitoba.ca/academic_support/uts/
A faculty member seeking early consideration of tenure may withdraw his/her application for tenure by notifying the Dean or his/her designee (Chairperson) in writing, at any time up to and including September 21 of the academic year in which the application is made.

b. Faculty-level procedures

i. In the case of a candidate who is also a member of one of the Colleges, the Dean shall provide the Provost or the Dean of Studies with an opportunity to submit any relevant information. Any material so provided shall be considered by the Tenure Committee.

ii. Before making a recommendation regarding tenure, each Tenure Committee shall seek the advice of members of the candidate’s Department and other faculty members in the Faculty. The written opinions from faculty members on the candidate’s teaching and scholarship, and from students on the candidate’s teaching shall be solicited. This soliciting is to be done by the Dean or his/her designate. Where appropriate this information shall be sought through the Department Councils of any Department in which the candidate teaches.

iii. The non-voting Chairperson of the Tenure Committee (i.e., the Dean or his/her designate) is responsible for ensuring that the procedures carried out by the Committee reflect due process, and are in keeping with the appropriate provisions of the Collective Agreement and the criteria and weightings of the Faculty, so that a just and defensible recommendation can be achieved.

iv. The candidate being considered for tenure shall have an opportunity to meet at least once with the Tenure Committee, and shall be informed by the Dean before the Tenure Committee begins consideration of his/her application of the nature of all the documents and other evidence the Tenure Committee shall consider.

v. No meetings of a Tenure Committee shall be held without every Committee member being present and no general discussion of candidates shall take place without every member being actually present in the room at the time.

Near the beginning of the first meeting, the Head usually gives an overview of the Department, indicating which areas are covered by the Department and where the candidate(s) fit(s) in as to field. Also at the first meeting, the material submitted for each candidate is checked to ensure that each Committee member has a copy of, or has access to a copy of, any material submitted to the Committee by the candidate(s), the Head, other faculty members, and/or students.

If there is more than one candidate for tenure, the first round of discussion takes them in alphabetical order.

The Committee takes responsibility for the application of criteria and for ensuring that it has sufficient information to make a recommendation that is correct and defensible. All Committee members are urged to pool their information, both favourable and unfavourable. The Committee may, through its Chairperson or the Department Head, request further information from the candidate(s) or from other persons. (While it is presumed that any committee of academic peers has, collectively, the competence to make a sound evaluation of the quality of a candidate's scholarly writings and research publications, as well as of the quality of a candidate's teaching, nevertheless a Tenure Committee may (in special circumstances) request of one or more persons with specialist knowledge, within or outside the University, an advisory opinion concerning the quality of the scholarship contained in a candidate's published and unpublished writings or any portion thereof.)

Committee members (whether selected by their Department or the Dean) are urged to make up their minds independently, and never to allow their vote to be determined by someone else, as if they were instructed delegates. Each Committee member is urged to scrupulously avoid letting any reservations or negative considerations influence his/her vote in a negative way, unless these matters have been communicated to the candidate and the candidate has been invited to appear before the Committee to speak to them.
vi. If a Tenure Committee cannot make a positive recommendation as a result of its deliberations, the Chairperson of the Tenure Committee shall so inform the candidate in writing. The written notification shall indicate the area(s) of concern that the Committee will wish to discuss. The Chairperson, in consultation with the faculty member, shall establish the date for a subsequent meeting with the Tenure Committee where the candidate shall be given the opportunity to speak to these concerns.

vii. If the Committee does decide to invite a candidate in to speak to any reservations or negative considerations, the Chairperson is to attempt to ensure that the candidate understands the nature of these concerns. A reasonable time will be allowed the faculty member to seek advice, solicit opinion, and provide further documentation in order to prepare for such a meeting. When the candidate appears before the Committee, the Chairperson is to begin the discussion by summarizing the concerns communicated to the candidate earlier, and mention that if, during the discussions, a candidate is asked an additional question for which he/she is not prepared, the candidate would be provided with another opportunity to meet with the Committee. If a candidate chooses to be accompanied by another person during such a meeting with the Committee, the candidate must nonetheless speak for him/herself, and not through the other person. Further, the other person must leave with the candidate, and may not be present during the Committee’s deliberations. All Committee members are urged to help in ensuring that the candidate has understood the nature of the concerns expressed, and has been provided with every reasonable opportunity to respond to them. Before a candidate leaves the meeting which he/she has been invited to attend, the Chairperson shall ask the candidate whether he/she feels that any questions or comments were unfair (and if so, in what way), and whether additional time to prepare responses is needed.

viii. All voting is open and recorded, though (like all the proceedings of the Tenure Committee) it is to be kept strictly confidential. (Although we do not have a formal rule against abstentions, Committee members are strongly discouraged from abstaining.) Prior to the vote being taken, the Chairperson shall remind the Committee that no one is to vote negatively on the basis of reservations and negative considerations not clearly presented to the candidate.

ix. The Tenure Committee shall evaluate the application and supporting evidence and shall make its recommendation to the Dean. The Chairperson shall report in writing all recommendations (positive or negative), together with the specific reasons therefore related to the criteria and weightings established by the Faculty of Arts, to the faculty member, Department Head, and the Dean.

x. After considering the Application for Tenure form and supporting material submitted by the candidate and following receipt of the Tenure Committee’s report, the Head of the candidate’s Department shall make a recommendation on tenure to the Dean for each faculty member who has submitted a duly completed Application for Tenure form and has not subsequently withdrawn it. The recommendation of the Head shall be in writing on the Department Head Recommendation form and accompanied by the specific reasons therefore related to the criteria and weightings established by the Faculty of Arts. The Head shall deliver a copy of the recommendation and reasons to the faculty member.

The Dean shall transmit the Tenure Committee’s recommendation, his/her own recommendation, and that of the Department Head to the Vice-President (Academic) in sufficient time to allow the candidate to meet with the Vice-President (Academic) prior to the President sending out notification of whatever recommendations he/she intends to forward to the Board of Governors.

The recommendation of the Dean shall be in writing, and accompanied by the specific reasons therefore related to the criteria and weightings established by the Faculty of Arts. The Dean shall deliver a copy of the recommendation and reasons to the faculty member.

xi. If the recommendation of the Department Head, Dean or the Vice-President (Academic) is different from that of the Tenure Committee then he/she shall advise the Tenure Committee and the candidate in writing.

xii. In accordance with the Collective Agreement, the President shall deliver or send to the faculty member by
registered mail, a written notice of any negative recommendation which he/she intends to forward to the Board, along with the specific reasons, related to the criteria and weightings established pursuant to Article 19, for the negative tenure recommendation and a reminder of the faculty member's right to an appeal as provided in s.19.D.7 of the Collective Agreement.

xiii. When it has considered the President's recommendation, the Board will communicate its decision to the faculty member in writing.

4. Criteria for Evaluation of an Application for Tenure

The recommendations ultimately arrived at by a Tenure Committee are to represent professional judgments in the light of the academic needs of the University, and are to be based on an assessment of the academic attributes, and performance of assigned duties of the candidate(s) by his/her/their peers. The duties specifically assigned to the faculty member during the period of consideration must be taken into account in the application of the criteria and weightings.

Academic attributes (not necessarily in order of importance) to be considered in determining the criteria to be used in assessing the suitability of a faculty member for tenure normally shall include, but are not limited to:

a. Research, Scholarly Work and Other Creative Activities

Factors that may be considered include: the publication of books, monographs, and contributions to edited books; contributions to reference works; papers in both refereed and non-refereed journals; technical reports; papers delivered at professional meetings; participation in panels; unpublished research including current work in progress both supported and non-supported; editorial and refereeing duties; creative works and performances; non-funded, grant, and/or contract-based research; commissioned works; and scholarship as evidenced by the candidate's depth and breadth of knowledge and general contributions to the research life of the University. Tenure Committees shall consider any published works and unpublished works submitted by the candidate.

b. Teaching

Factors that may be considered include: course work and all related activities; supervision of the work of honours and graduate students; participation in seminars and colloquia; innovative methods in teaching and other contributions to the teaching activities of the University. The written opinions of students and/or fellow faculty members shall normally be sought. The measure of teaching performance shall include Senate-approved student evaluations.

c. Service

Factors that may be considered include: participation in University, faculty, Departmental and staff committees; counseling students; service in professional organizations (including UMFA and CAUT); general administrative duties; community service where the individual has made an essentially non-remunerative contribution by virtue of special academic competence. Service includes internal and external activities related to the research and teaching function of the University.

As for the criteria to be taken into account within the Faculty of Arts, emphasis is to be placed primarily on teaching and research, though consideration would be given to contributions in the various types of relevant service. Tenure shall be recommended in instances where the candidate provides material evidence of:

1. A strong teaching record, including instruction of students at the various levels of programs offered in the candidate's department. This would include evidence of successful teaching at the undergraduate level, and where applicable, evidence of effective and successful supervision of honours and/or graduate students (including the supervision of reading courses and theses).
2. Scholarship (or where applicable, artistic activity) which demonstrates that the candidate has made a significant contribution to his/her field; both the quantity and quality of the candidate's scholarly (or where applicable, artistic) activities will be assessed. Tenure Committees shall consider all scholarly works, but will generally give greater weight to published works.

3. Effective service to the Faculty, the University, and/or the professional or academic communities to which the member belongs. (Broader service to the community, through formal and informal arrangements, is also evaluated as an important element of service.) While effective committee and administrative work cannot substitute for effective teaching and well-regarded research, duties of this nature are expected of all members of the University. Tenure Committees shall consider the contributions the candidate has made through his/her committee and administrative service (and through his/her service to learned or professional societies), and specifically, the ways in which such service provides evidence of scholarly knowledge and judgement.

On all three criteria, Tenure Committees shall make recommendations taking into account the candidate's accomplishments to date, and an assessment of the prospect that he/she is likely to continue to make meaningful contributions as a teacher, researcher, and member of the academic community.

5. Tenure and Promotion in the Faculty of Arts

As specified in the Collective Agreement, the procedures related to tenure and promotion are treated separately. In some instances, a faculty member may wish to apply for tenure and promotion at the same time. In all such instances, the faculty member should consult with the Department Head and the Dean, and ensure that he/she has complied with the relevant articles of the Collective Agreement, and Faculty of Arts policies related to both tenure and promotion.

Where the candidate applying for tenure wishes also to be considered for promotion to the rank of Associate Professor, he/she may request that the Dean (with the agreement of UMFA) establish a committee to consider both. In such instances, the Committee shall first consider the matter of tenure, and then promotion. A faculty member recommended for tenure may or may not be recommended for promotion, and such a decision shall be at the discretion of the candidate's academic peers on the Tenure and Promotion Committee.

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