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 August 31st (or July 15th), 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
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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
Recommendation for Tenure Form (or at a later date if that is agreed to by the Head). The Head is responsible
to ensure that all materials supplied by the candidate and any transmission of all such material 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
Recommendation for Tenure Form from the faculty member, or by the faculty member submitting a duly
completed Recommendation 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
Recommendation 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., and service that he/she wishes to be taken into
consideration. Faculty members are encouraged to prepare a "Teaching Dossier" which may
include: 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 are also
encouraged to 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.
A faculty member seeking early consideration of tenure may withdraw his/her application for tenure by notifying the Dean or his/her designate (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
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 Recommendation 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 Recommendation for Tenure Form and has not subsequently withdrawn it. The recommendation of the Head shall be in writing on the final page of the Recommendation for Tenure 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; counselling 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.**