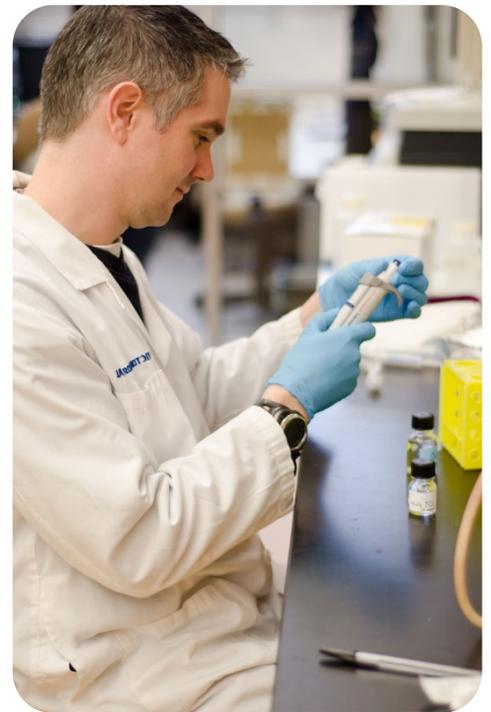
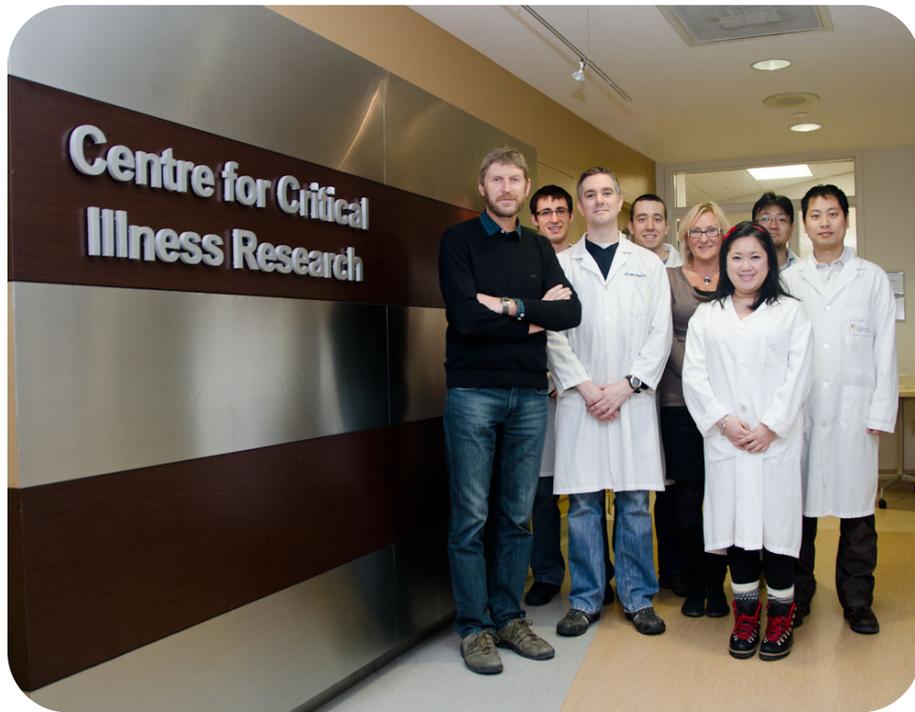


Candidate's Guide for Academic Promotion



For Affiliated Institute Scientists

Last Revised: April 2013

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INTRODUCTION:

The Scientist Promotion Committee and Dean's recommendations will be based on the evidence provided by you and by those who evaluate your accomplishments (peers, students, external referees). Take this process seriously. Recommendations must be made by both the Scientist Promotion Committee and the Dean, both of which will evaluate your case against the standards required, according to the criteria below. Final decision is made by the Provost.

INSTRUCTIONS TO CANDIDATES:

1. **CAREFULLY READ** this package which explains the process and information which you must provide for a dossier.
2. **PREPARE THE INFORMATION** following the outline given in this package.
 - a. Ensure that your Curriculum Vitae is up-to-date, accurate, and that all information requested is included.
 - b. Draft, edit and finalize your **Candidate's Statement** summarizing your academic contributions and how you have met the criteria for your stream, and in relation to your academic job description (Statement of Expectations and Responsibilities).
 - c. Describe your activities in relation to teaching and education in your Candidate's Statement or in a separate **Teaching Dossier**. All information listed as REQUIRED in the Teaching Dossier section of this Guide must be included. You may also choose to include those items listed as "Recommended" and "Optional."
 - d. Consider carefully **your choices for students, peers and external referees** to evaluate your accomplishments.
 - e. **Choose which publications to include** for critical review by external referees, and whether you would like your Candidate's Statement to be sent to the selected external referees.
3. **SUBMIT ALL INFORMATION** to your department chair by the deadline provided.
4. **REVIEW THE COMPLETED DOSSIER** including reports from peers, students and external referees. **REVIEW THE DOSSIER CAREFULLY**. This is your opportunity to ensure that it is complete and accurate before the committee review process begins. You will be asked to sign off, indicating that you have reviewed the contents.

SCIENTIST DOCUMENT: CLAUSE ON PROMOTION AND/OR GRANTING OF SEQUENTIAL TERM APPOINTMENT

Excerpted from: [Faculty Appointment and Promotion Procedures: Scientists Employed by Institutions Affiliated with The University of Western Ontario](#)

- (1) Scientists with Affiliated Limited-Term Appointments at the rank of Assistant Professor are eligible for promotion to Associate Professor with Sequential-Term status.
- (2) Scientists with Sequential-Term Appointments at the rank of Associate Professor are eligible for promotion to Professor and the renewal of Sequential-Term status.
- (3) The procedures and criteria for promotion and/or granting or renewal of Sequential-Term Appointments shall be in accordance with the procedures and criteria for promotion and granting of tenure as specified in the Promotion and Tenure Article of the Collective Agreement, except that
 - a) probation and tenure shall not apply;
 - b) the structure of the Department Promotion and Tenure Committee may be amended in these cases only to include one additional faculty member within the department holding an appointment under these Appointment and Promotion Procedures; and elected by the Department and, if applicable, one additional faculty member from the clinical department, selected by the Clinical Department; this committee will thereafter be called the Department Scientist Promotion Committee;
 - c) the performance to be assessed will be in the areas of academic responsibilities as outlined in the Letter of Appointment or Reappointment which will be included in the file; and
 - d) any grievances arising therefrom will be administered as outlined in Section C below.

No other part of the Collective Agreement shall apply unless specifically set out herein.

- (4) Promotion and the granting or renewal of Sequential-Term Appointments shall be considered by the Department Scientist Promotion Committee.
- (5) The Department Scientist Promotion Committee and Dean shall each forward a recommendation to the Provost.
- (6) The Provost shall either approve or deny the recommendation of the Department Scientist Promotion Committee and the separate recommendation from the Dean, and shall so notify the faculty member, the Dean and Chair of the Department.
- (7) The Provost's decision may be grieved in accordance with the procedures in Section C below.

COLLECTIVE AGREEMENT: CLAUSE ON PROMOTION AND TENURE

Excerpted from: [Collective Agreement - UWOPA](#)

1. Unless otherwise provided for in this Collective Agreement, this Article applies only to Members of the Bargaining Unit who are Full-Time members of the academic staff of the University with Tenured or Probationary Appointments.
- 1.1 This Article may also be used to provide process and criteria to enable consideration for Promotion of Members with Limited-Term Appointments who are at the rank of Assistant or Associate Professor and who have Academic Responsibilities in each of Teaching, Research and Service; however, the provisions for the granting of Tenure shall not apply.
- 1.2 For the purposes of this Article, Schools in the Faculties of Health Sciences and Schulich School of Medicine & Dentistry shall be treated in the same manner as Departments, and Directors of these Schools as Chairs.
2. The University of Western Ontario Act, 1982 empowers the Board of Governors to promote and grant Tenure to academic staff on the recommendation of the President. The Employer shall promote Members and grant Tenure to Members in accord with the provisions of this Article.
3. Promotion and the granting of Tenure by the Employer shall be on the basis of a sufficiently strong record of performance established by the candidate in Teaching, Research, and Service. The range of duties encompassed by each of Teaching, Research and Service is defined in the Article *Academic Responsibilities of Members*. The performance in Research shall be evaluated with reference to the national and international standards within the candidate's discipline. When a candidate is considered for Promotion and/or Tenure, evidence shall be provided to the Promotion and Tenure Committee so it can decide whether the candidate has established a record of performance consistent with the requirements above and in accord with the following criteria for evaluating the record of performance.
 - 3.1 The criteria for evaluating the candidate's record shall be:
 - 3.1.1 Performance in Teaching. The evaluation of performance in Teaching shall be based on a teaching record which may include any material deemed by the candidate to be relevant to the work of Teaching. The Chair or Dean shall formally solicit the written opinions of current and former graduate and undergraduate students and members of faculty about the candidate's performance in Teaching. The teaching record shall also include any available student evaluations of Teaching.
 - 3.1.2 Performance in Research. The evaluation of the record of performance in Research shall take into account quality, creativity and significance for the discipline and, where relevant, for the profession in question, as well as productivity. The research record may include any material deemed by the candidate to be relevant including non-refereed articles, unpublished *Promotion and Tenure* documents, works in progress and creative works as described in the Articles *Academic Responsibilities of Members* and *Annual Performance Evaluation*. However, in accord with Clause 3 of this Article, Promotion and the granting of Tenure by the Employer is on the basis of an established record of performance and not on the basis of potential to establish such a record; in evaluating the record of performance, unpublished documents, work in progress, and outcomes of activities in the area of Research that have not undergone peer review shall be weighted accordingly. The written opinion of at least three arm's-length experts in the candidate's area of specialization who are not members of the University shall be obtained.
 - 3.1.3 Performance in Service. Such contributions may take the form of administrative committee work, or other forms of significant Service which contribute to the University's functions.
4. Each candidate for Promotion and/or the granting of Tenure is expected to establish a record of performance in each of Teaching, Research and Service.
 - 4.1 Subject to the provisions of Clause 4.2 below, the significance accorded to Teaching and Research shall be approximately equal and, in all cases, each shall be accorded greater significance than Service. The records of performance in both Teaching and Research must be sufficiently strong to warrant the granting of Tenure and/or Promotion at The University of Western Ontario. While a candidate must have achieved a satisfactory record of performance in Service, the meritorious performance of these duties shall not compensate for an insufficiently strong record of performance in Teaching or Research. However, an unsatisfactory record of performance in Service contributions may be an important factor in the denial of Tenure and/or Promotion.
 - 4.2 The relative significance accorded to Teaching and Research by a Promotion and Tenure Committee shall be subject to any arrangements described in the Letter of Appointment and any arrangements made under any of the provisions of this Collective Agreement.

- 4.3 The conferral of the rank of Professor shall recognize high achievement in Teaching and Research. A candidate for Appointment at, or promotion to, the rank of Professor shall have sustained the record of performance in Teaching and in Research required to warrant Appointment at, or promotion to, the rank of Associate Professor, and shall also have established a record of performance in at least one of these criteria that significantly surpasses that standard.
- 4.3.1 While the recommendation for Appointment or Promotion to the rank of Professor shall be based primarily on Teaching and Research, a candidate must also have established a significant record of performance in Service contributions.
- 4.3.1.1 In assessing the record of performance in Teaching, Research and Service during consideration for Promotion to the rank of Professor, any alterations achieved through the provisions of this Collective Agreement that greatly increase the balance of a Member's workload in the area of Service shall be taken into account.
- 4.3.2 Although sustained high achievement shall normally be expected of a successful candidate for the rank of Professor, length of service shall not be a criterion for Promotion.
5. Members on a Probationary Appointment shall receive an annual report from their Dean or designate (as described in Clauses 5.1 through 5.3 below) on their progress toward meeting the expectations for Promotion and/or Tenure described in their Letter of Appointment. This report shall be based on an annual interview between the Dean and the Probationary Member, as described in Clause 5.1 below; on consideration of the Probationary Member's Annual Performance Evaluation; and on written comments that the Dean may solicit from the Probationary Member, other Members, colleagues from the discipline within the University, and/or the Chair of the Department (if applicable). In his or her response to the Dean's solicitation of such comments, the Member may suggest the names of Members and/or colleagues in the discipline within the University from whom comments may be solicited. Where the Member does so, the Dean shall solicit comments from the individuals named by the Member.
- 5.1 No later than April 30 of each Calendar Year, the Dean, or designate, shall hold an annual interview with each of the Probationary Members in the Faculty. An important purpose of these interviews is to provide mentoring for Probationary Members and for the Member to satisfy him/herself that he or she understands the expectations for meeting the criteria for Tenure. This interview shall address the Member's progress towards generating a record of performance in each of Teaching, Research and Service sufficient to meet the criteria for Promotion and tenure, and aspects of performance in each of these three areas that need to be strengthened. This interview shall also include discussion of the Probationary Member's Annual Performance Evaluation, while recognizing that the criteria for Annual Performance Evaluation are separate and distinct from the criteria for Promotion and Tenure. This interview need not occur if the Probationary Member has already been approved for Tenure in accordance with the provisions of Clause 18.4 of this Article.
- 5.1.1 Those present at the annual interview shall be the Member, his or her Dean, or designate, and his or her Department Chair (if applicable). If the Member so wishes, and upon notice to the Dean, the Member has the right to be accompanied by a colleague from his or her Department or Faculty, or by a person appointed by the Association.
- 5.1.2 Within two weeks of this interview, the Dean, or designate, shall provide a written report of the interview to the Member. This report shall comment on the progress being made by the Member in generating a record of performance in each of Teaching, Research, and Service that is sufficiently strong to satisfy the criteria for Promotion and/or the granting of Tenure, and shall advise the Member on any aspects of performance in each of the three areas that need to be strengthened. The report shall also be placed in the Member's Promotion and/or Tenure File, defined in Clause 6.4 of this Article.
- 5.1.3 This report shall not include any additional comments or information other than a record of the discussion that took place in the interview.
- 5.1.4 A Member has the right to respond to the report and this response, which shall be in writing and supplied to the Dean within two weeks of the Dean's report, shall be kept in the Member's Promotion and/or Tenure File alongside the original report.
- 5.2 The reports produced in accord with Clause 5.1.2 above shall not be considered relevant to any decision affecting a Member's career beyond the decision to confer (or not to confer) Tenure and shall be included only in the Promotion and/or Tenure File.
- 5.3 In the case of a Member who holds a Joint Appointment that is in more than one Faculty, a single annual interview shall be conducted with both Deans, or designates, present. Where applicable, the Chair(s) of the Departments where the Joint Appointment is held shall also be present.
6. For each Probationary Member at the rank of Assistant Professor or Associate Professor, a Promotion and Tenure File shall be established by the Dean, or designate, at the time of the initial Appointment of the Probationary Member.
- 6.1 A Promotion File shall be established by the Dean, or designate, for:
- a) each Tenured Member at the rank of Associate Professor;

- b) each Member with a Limited-Term Appointment eligible under the provisions of Clause 1.1 of this Article.
- 6.2 The Promotion and Tenure Committee of each Department or School or Faculty, excluding the Dean and external members, shall meet before November 30 in each year to consider the Promotion File of each Member of a Department or School or Faculty who is not already a Professor. The Committee shall provide its advice to the Dean on whether or not each such Member should be invited to undergo consideration for Promotion in the following year's cycle. In cases where the Committee advises that consideration is warranted, the Dean shall report the Committee's advice to the Member by December 20.
- 6.2.1 The provisions in Clause 6.5 below do not apply to this process.
- 6.3 In the case of a Member who holds a Joint Appointment that is in more than one Faculty, the File shall be established and maintained by the Dean, or designate, of the Home Unit designated in the Letter of Appointment.
- 6.4 The Promotion and/or Tenure File shall contain:
- a) a copy of the *curriculum vitae*, submitted with the Member's Annual Report unless updated by the Member before March 1 of each year;
 - b) the Letter of Appointment provided to the Member at the time of the initial Appointment, and all revised Letter(s) of Appointment;
 - c) in the case of Probationary Members, the report of each annual interview with the Dean(s), or designate(s), along with the Member's response to the reports, if any; and
 - d) any documentation concerning arrangements made under any of the provisions of this Collective Agreement that alters the balance between the Member's duties in the areas of Teaching, Research and Service.
- 6.5 Subsequent to any consideration of the File under Clause 6.2 of this Article and at least one week before the Committee on Promotion and Tenure meets to begin its consideration and evaluation of the Promotion and/or Tenure File, the Dean, or designate, shall add the following to the Promotion and/or Tenure File:
- a) an updated *curriculum vitae*;
 - b) a Teaching Dossier containing a teaching record as specified in Clause 3.1.1;
 - c) letters received following a public solicitation for comments on the Member's performance. Such public solicitation shall occur before the end of May of the Calendar Year in which the Promotion and/or Tenure File is to be considered by the Promotion and Tenure Committee. The soliciting document shall indicate that the purpose of the solicitation is to provide information about whether the candidate's performance of Academic Responsibilities meets the relevant criteria in Clauses 3 through 4.3.2 of this Article for Promotion and/or Tenure.
 - d) letters from at least three arm's-length referees, external to the University, and expert in the Member's discipline, commenting on the Member's performance in Research;
 - (i) the letters from the referees shall be solicited by the Dean of the Member's Faculty.
 - (ii) the referees shall be chosen by the Dean, from a list supplied by the Member. Where possible, the number of external referees listed by the Member shall be at least three times the number of external referees to be chosen. The Dean may add names to this list, but if he or she does so, the Dean shall provide a description of the qualifications of each referee suggested and the Member shall be allowed the opportunity to object in writing to the names added by the Dean on the grounds of their lack of expertise or because of some direct academic or personal dispute. Any such objection shall be placed in the Member's Promotion and/or Tenure File and shown to the Committee prior to a decision. Where possible, at least one half of the referees shall be chosen from the Member's list. Should any prospective external referee on the Member's list be unable or unwilling to serve, the Member shall, at the Dean's request, supply another name for the list.
 - (iii) the list of names supplied by the Member shall include a description of the qualifications of each referee, and of any previous interactions with the referee that might lead to a perception of bias in the referee's assessment of the Member's performance in Research.
 - (iv) where a Member's activities are in more than one disciplinary area, the Member may supply the list referred to in Clauses 6.5 d) (ii) and 6.5 d) (iii) of this Article in a manner that places each potential referee into one of the relevant disciplinary areas, up to a maximum of three disciplinary areas. The referees shall be selected so as to ensure representation from, and expert comment on, the relevant disciplinary areas. Where the Member elects to provide lists of external referees in more than one disciplinary area, the number of external referees listed in each disciplinary area shall be at least three times the number of referees to be chosen from that disciplinary area, where possible. Should any

prospective external referee in a disciplinary area of the Member's list be unable or unwilling to serve, the Member shall, at the Dean's request, supply another name for the list.

v) the Dean shall also provide to the referees the criteria for Promotion and Tenure as they are set out in Clauses 3 through 4.3.2, of this Article.

(vi) the Dean shall provide to the referees a brief statement from the candidate if the candidate feels such a statement is necessary to convey an adequate picture of his or her achievements.

e) any written submissions that the candidate deems relevant to the case; and

f) a table of contents listing all documents in the Promotion and/or Tenure File, signed by the Member and the Dean, or designate.

6.5.1 Once the Member has signed the table of contents referred to in Clause 6.5 f) of this Article, no further documentation shall be added to the Promotion and/or Tenure File, except as provided for subsequently in this Article, or by mutual agreement of the Member and the Dean.

6.5.1.1 Any letters from external referees solicited by the Dean under the provisions of Clause 6.5 d) of this Article that arrive after the table of contents has been signed by the Member and before the Promotion and Tenure Committee meets to begin its consideration and evaluation of the File shall be added to the File. In such circumstances, the Member shall be given the opportunity to examine and copy the letter(s) (subject to the provisions of Clause 6.6 of this Article) at least seventy-two hours before the Committee on Promotion and Tenure meets to begin its consideration and evaluation of the File. During this time the Member may add to the Promotion and/or Tenure File under the provisions of Clause 6.5 e) of this Article.

6.6 A Member shall have the right to a copy of any document in his/her Promotion and/or Tenure File, including the letters of evaluation from the external referees solicited in accord with 6.5 d) above. However, in accord with the University's policy of maintaining confidentiality, before the Member receives a copy of a letter from an external referee, all traces of the letter's place of origin and authorship shall be removed.

6.7 It is the Member's responsibility to provide the items described in Clauses 6.4 a), 6.5 a), 6.5 b), 6.5 d)(iii) and 6.5 e) within four weeks of any request by the Dean that the Member do so.

THE PROCESS

The process for Affiliated Institute Scientists to ask/be asked to come forward is currently under review.

Spring/Summer

Each candidate must submit the information below: (listed in the Promotion & Tenure Article)

- CV
- Teaching Dossier
- Any written submissions from the candidate relevant to the case (i.e., candidate's statement)
- A list of potential external referees, including a description of the qualifications of each individual. Please refer to P&T Clause 6.5 d)(ii). These People must not know you well (i.e., not relatives, personal friends, co-authors, graduate teachers or thesis supervisors, former students, collaborators, co-workers, etc.). The Dean may add to the list, however, the Member is given an opportunity to agree or object to the additional names.
- A list of colleagues and students you wish to be solicited for comments. The Dean is required to conduct a public solicitation for comments on a Member's performance, however, you may wish to include the names of specific colleagues and students to be solicited for comments.

The Dean writes to selected external referees (minimum 3) for assessments on the candidate's research accomplishments. The Dean may also write to the students and peers, if the names are provided by the candidate, for assessments of the candidate's accomplishments.

NOTE: The Dean has examples of the letters which will be sent to students, peers and external referees.

Summer/Fall

The candidate reviews a sanitized version of the completed dossier (in which reports of peers, students and external referees appear without identification of the assessors) and signs a form indicating that the dossier is considered complete and accurate.

The Scientist Promotion Committee reviews the dossier and makes its recommendation no later than November 15. The Dean makes a separate recommendation. The File is forwarded to the Provost and Vice-President (Academic).

Winter

Following approval by the Provost, promotion and/or change of status becomes effective on July 1st.

INFORMATION TO BE PROVIDED BY CANDIDATES:

Please provide complete and accurate information as requested on the following pages. All of this information is required in order for you to be considered for promotion and/or granting of sequential-term appointment.

1. Curriculum Vitae
2. Teaching Dossier
 - a. Evidence of Teaching Effectiveness
 - b. Teaching Summary
3. Candidates Statement
4. List of Students to be contacted to comment on Teaching
5. List of Peers To Be Asked To Comment On Teaching, Scholarly Activity And Other Contributions To The University
6. Publications For Critical Review And Contribution To Each
7. List of External Referees

CURRICULUM VITAE

The format can be of your choosing, but please ensure it covers the information suggested below. If you submit an updated version, it may be helpful to include a cover page outlining the changes and additions.

NOTES:

- Clear information on your teaching activities, as described in the Teaching Dossier on the following pages, must be provided either in your Curriculum Vitae and Candidate's Statement or separately as a Teaching Dossier. It is your choice which format to use to provide this information.
- The Scientist Promotion Committee members will not be familiar with initials and acronyms in your specialty. Please use full names for awards, granting agencies, committees, etc. You may also wish to state the purpose of awards, e.g. travel award, graduate student award, summer studentship award.
- Please be exact in outlining your role and contributions to peer-reviewed publications and grants, especially where you are not the Principal Investigator or first/senior author.

CV TEMPLATE

NAME:

RANK, STATUS:

DEPARTMENT:

REVISION DATE:

ADDRESS:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

EDUCATION:

- University Degrees - University, Department, Date Conferred, Thesis Title, Supervisors
- Internship
- Post Graduate and/or Postdoctoral Training
- Specialty Qualifications and Licences Held

ACADEMIC / EMPLOYMENT HISTORY:

- Academic Appointments (Dates, Rank & Position, Department, Institution)
- Administrative Appointments (Dates, Rank & Position, Department, Institution)
- Leaves / Absences
- Summer Studentships and Fellowships Held

AWARDS, HONOURS, FELLOWSHIPS, SCHOLARSHIPS:

(include those awarded during your University education)

- Provide a brief description of each and its purpose

CONTINUING EDUCATION: (list under separate headings)

- Conference and professional annual meeting attendance
- Continuing Education attended (in your discipline)
- Faculty Development attended

SCHOLARLY AND PROFESSIONAL ACTIVITIES:

- Professional Society Memberships and Offices Held
- Roles on Review Boards of Journals and Granting Agencies
- Visiting Professorships
- Roles in Conferences (e.g. organizer, workshop leader, chair)
- Consulting and Professional Activities
- Service to the Community as part of your Profession, e.g. public lectures and presentations, community outreach, innovative health care delivery

COMMITTEE MEMBERSHIPS:

- University
- Faculty
- Departmental
- External – Professional, Hospital, Research Institute, Community, etc.

GRADUATE STUDENT (MASTERS & PhD) and RESEARCH TRAINEE SUPERVISION:

	Student Name / Year / Program	Successfully Completed / Awards	In Progress
Doctoral Thesis			
Master's Thesis			
Post-Doctoral Fellows			
Total Number of PhD Committees Served On			
Total Number of Master's Committees Served On			

- Note any awards won or held by students whom you supervise. Please note precise role on any student advisory committees (supervisor, co-supervisor, advisor) as well as the students' program (MSc, MA, PhD, etc.)

CONTRIBUTIONS TO TEACHING AND EDUCATION: (list under separate heading)

- Titles of courses taught, number of hours taught, number of students per year, years taught
- Continuing Education presentations given (distinct from abstracts, paper presentations and invited lectures)
- Additional roles in education (e.g. course coordinator, program director, mentor, interviewer)
- Educational materials developed (e.g. course manuals, audio/visual materials, software)

RESEARCH FOCUS:

- Describe areas of research interest and current projects

RESEARCH FUNDING:

For each grant or contract provide the information required in table format. If there are co-grants or group grants, list the total amount of the grant and, in brackets, the amount that is your component.

Start Date	End Date	Principal Investigator	Co-Investigator	Your Role	Granting Agency	Peer Reviewed	Grant Title	Annual Amount	Total Amount

- Include external salary awards and start-up funds received. You may also list grants applied for but not awarded, marked clearly as such.
- Please be exact in outlining your role and contributions, especially where you are not the Principal Investigator.

PUBLICATIONS: (list under separate heading, in order of publication)

- Books authored
- Books edited
- Chapters in books and symposia
- Articles in peer-reviewed journals
- Peer-reviewed conference proceedings
- Articles in unrefereed journals and conference proceedings
- Technical Writings
- Abstracts and Paper Presentations
- Other (eg. book reviews, letters to editor)
- Accepted for publication (optional and indicated as such)
- Submitted manuscripts and work in progress (optional and indicated as such)

Note: Within each category, please supply details in chronological order and give full citation, including page numbers for books, chapters and journal articles and names of authors in the order in which they appear on the publication. Highlight your name in bold font, and placed according to authorship.

PATENTS:

- Name, Year, filed or granted

INVITED LECTURES:

- List scholarly presentations given by invitation

Revised Date

TEACHING DOSSIER

1. The University of Western Ontario has approved the use of standard information on teaching and educational contributions in promotion files. Please refer to the following website for the Educational Development Office for information on how to construct a teaching dossier. Samples of teaching dossiers are also available on the website http://www.uwo.ca/tsc/resources/selected_teaching_topics/teaching_dossiers/index.html . The following information is excerpted from the website and is not considered inclusive.
2. Dr. Wayne Weston, Schulich School of Medicine & Dentistry, has prepared “The Teaching Dossier: A Simplified Guide for the Schulich School of Medicine & Dentistry”. It is available online at: <http://www.schulich.uwo.ca/humanresources/promotionguides>
3. Please note that the maximum length of the Teaching Dossier is limited to 35 pages, including a maximum of 20 pages of Appendices.
4. A Teaching Summary template is provided as Appendix I.

Teaching Responsibilities

1. list of all courses or segments of courses taught in the past 7 years (or since your initial appointment), plus a description of your role therein. (In the case of promotion to Professor only, the dossier should cover the period since the last promotion.) **REQUIRED**
2. course outlines (maximum length 5 pages each) for all courses taught in the past 2 years. **REQUIRED**
3. list of all students supervised, including graduate and undergraduate theses, independent study and practicum supervision. **REQUIRED**
4. a summary of student rating evaluations. **REQUIRED**
5. list of academic advising duties for the past 5 years. **OPTIONAL**

Teaching Philosophy

1. a succinct, clearly reasoned statement of your personal beliefs about teaching and how these have influenced your choice of teaching methods, i.e. an explanation of why you do what you do. Maximum length 2 page. **RECOMMENDED**

Teaching Innovations

1. description of novel teaching methods or curriculum material that you have developed, including textbooks, lab manuals, assignments, computer software. Maximum length 1 page. **RECOMMENDED**
2. contributions you have made to development of new courses or revision of existing courses. **OPTIONAL**

- evidence of impact or effectiveness of above innovations, for example, data from program evaluation studies or letters of support from colleagues, students or curriculum experts. **OPTIONAL**

EVIDENCE OF TEACHING EFFECTIVENESS

Classroom Teaching

- graphical or tabular summary of formal student ratings for all questions related to teaching effectiveness for all courses taught at Western, or all courses taught in the last 7 years, whichever is less. Maximum length 3 pages. **REQUIRED**
- letters from students, parents, former students or employers of former students. Letters should be designated as solicited or unsolicited, and if solicited the letter of solicitation should be included. Inclusion of solicited letter is **REQUIRED**. Inclusion of unsolicited letters is **OPTIONAL**.
- colleague evaluations based on direct observation of classroom teaching. Maximum length 2 pages (total). Colleague observers should be selected by mutual consent of the faculty member and the Chair or Dean. **RECOMMENDED**
- objective indicators of amount learned by students, for example, mean student performance on a committee-graded or objectively scored final examination in a multi-section course. **OPTIONAL**
- evidence of student success attributable, in part, to your teaching, for example, awards, acceptance for advanced study, etc. **OPTIONAL**

Course Content and Course Management

- colleague evaluations based on analysis of course documents and materials such as course outlines, assignments and sample graded essays or exams. Maximum length 2 pages (total). Colleague evaluators should be selected by mutual consent of faculty member and Chair or Dean. **RECOMMENDED**
- Formal student ratings of the course (as opposed to instructor ratings) content, quality or impact. **OPTIONAL**

Student Supervision

- Letters from former undergraduate or graduate students for whom you served as thesis, research or practicum supervisor. Maximum length 4 pages (total). Letters should be designated as solicited or unsolicited, and if solicited, the letter of solicitation should be included. Inclusion of solicited letters is **REQUIRED**. Inclusion of unsolicited letters is **OPTIONAL**.
- Evidence of student success attributable, in part, to your supervision, for example, awards, appointments, publications, acceptance for advanced study. **OPTIONAL**

Prior Recognition

1. Teaching awards or nominations. **OPTIONAL**
2. Invitations to teach or contribute curriculum materials to other institutions or departments. **OPTIONAL**

Professional Development

1. Brief description of steps taken to improve your teaching, including workshops and seminars attended, courses completed and peer consultation. **OPTIONAL**

Educational Leadership

1. Membership on curriculum/educational policy and planning committees. **OPTIONAL**
2. Membership on committees relating to evaluating or improving teaching. **OPTIONAL**
3. Delivery of formal faculty development programs, for example, running workshops, serving as peer consultant or faculty development specialist. **OPTIONAL**

Research on Teaching

1. Papers published or presented on teaching or curriculum issues, including articles proposing or evaluating new teaching methods or curriculum developments. **OPTIONAL**
2. Informal, unpublished research on teaching. **OPTIONAL**

Teaching Summary

ACADEMIC YEAR _____					
Course No./Name					
Total Hrs. Lectures/Seminars					
Total Hrs. Labs/Tutorials					
Student Enrolment					
Rating (average score on overall effectiveness) and Scale (normally 1 - 7)					
Comparison to other teachers in course					

ACADEMIC YEAR _____					
Course No./Name					
Total Hrs. Lectures/Seminars					
Total Hrs. Labs/Tutorials					
Student Enrolment					
Rating (average score on overall effectiveness) and Scale (normally 1 - 7)					
Comparison to other teachers in course					

ACADEMIC YEAR _____					
Course No./Name					
Total Hrs. Lectures/Seminars					
Total Hrs. Labs/Tutorials					
Student Enrolment					
Rating (average score on overall effectiveness) and Scale (normally 1 - 7)					
Comparison to other teachers in course					

ACADEMIC YEAR _____					
Course No./Name					
Total Hrs. Lectures/Seminars					
Total Hrs. Labs/Tutorials					
Student Enrolment					
Rating (average score on overall effectiveness) and Scale (normally 1 - 7)					
Comparison to other teachers in course					

(Continue on other pages to total years required)

Candidate's Statement

This narrative statement is your opportunity to highlight and explain the academic contributions throughout your career that you feel are significant for the committees considering your case. The statement is your opportunity to indicate your activities and your role within the department, faculty and University.

For example, you may wish to:

- Highlight and give more detail on certain items from your CV or teaching dossier, explaining the impact, e.g. administrative leadership or educational initiatives which have enhanced teaching and/or research within your department.
- Describe accomplishments that are not included in your CV or Teaching Dossier and evaluate their impact, e.g. an innovative laboratory technique, attracting elective fellows to spend time learning with you, currently being written up for publication.
- Provide a perspective on initiatives underway presently or in the near future and results that you anticipate, e.g. future directions of research, enrolment in faculty development, future leadership roles, etc.
- If applicable, mention any significant special circumstances which have arisen during your career that have affected your performance, e.g. periods of absence or reduced responsibility, unsuccessful research initiatives, geographic relocation, etc.

THE STATEMENT SHOULD NOT EXCEED 4 PAGES. IT SHOULD COVER THE CATEGORIES AS IN THE CRITERIA FOR PROMOTION AND/OR TENURE.

STUDENT REVIEWERS:

TO BE CONTACTED TO COMMENT ON TEACHING

Please provide names and addresses of students whom you have taught, particularly where no statistical evaluation of your teaching is available, e.g. graduate (PhD and MA) students, fellows, elective students. Please state the nature of the contact.

Names and signature provided on next page.

POTENTIAL STUDENT REVIEWERS:

1. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

2. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

3. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

4. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

5. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

Signatures

I indicate by my signature below full and complete agreement with the above listing of potential student reviewers.

OR

I am objecting to the inclusion of _____
as potential reviewer(s) on the grounds that _____

Candidate's signature & date

Dean's signature & date

PEERS REVIEWERS:

TO BE ASKED TO COMMENT ON TEACHING, SCHOLARLY ACTIVITY AND OTHER CONTRIBUTIONS TO THE UNIVERSITY:

Please provide names and addresses of colleagues who can best comment on the above area. These may be individuals within your own department, in other departments at this University or, at other Universities. They must know you well and be able to comment from personal observation on your contributions in teaching, University service and leadership. Peers also have the opportunity to comment on the nature of your contributions to research. Remember, teaching includes development of course materials and examination questions and student advising, as well as direct contact teaching. Include course managers or chairs of committees to which you have made active contributions.

Names and signature provided on next page.

POTENTIAL PEER REVIEWERS:

1. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

2. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

3. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

4. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

5. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

Signatures

I indicate by my signature below full and complete agreement with the above listing of potential peer reviewers.

OR

I am objecting to the inclusion of _____
as potential reviewer(s) on the grounds that _____

Candidate's signature & date

Dean's signature & date

EXTERNAL REFEREES:

External referees are individuals outside The University of Western Ontario, with expertise which qualifies them to comment in an independent and unbiased manner on your selected research papers and your reputation in research and scholarly activities. From the names you provide, and additional ones suggested by the Dean (and approved by you), at least three will be selected. These will be sent your Curriculum Vitae, your publications submitted, and your Candidate's Statement (if applicable) for critical review.

NOTE: **THE PEOPLE SELECTED MUST NOT KNOW YOU WELL** (i.e. not relatives, personal friends, co-authors, graduate teachers or thesis supervisors, former students, collaborators, co-workers, etc.) **Do not communicate in any way with a potential external referee.**

Please provide names, addresses and a biographical sketch (including academic rank) of the qualifications and areas of expertise of each potential external referee.

Sample Summary of Biographical Sketch of External Referees

Professor _____, is a world expert in the field of bioinorganic chemistry. He is editor of the highly regarded *Inorganic Biochemistry* and, at present is the Chief, Laboratory of Cellular and Molecular Biology, at the National Institute of Aging, NIH. His earlier positions included professorships at the University of Louisiana and Georgetown University.

Names and signature provided on next page.

POTENTIAL EXTERNAL REFEREES:

NAME:

ADDRESS:

TELEPHONE:

BIOGRAPHICAL SKETCH (include academic rank):

Signatures

- I indicate by my signature below full and complete agreement with the above listing of potential external reviewers.

OR

- I am objecting to the inclusion of _____ as potential reviewer(s) on the grounds that _____

Candidate's signature & date

Dean's signature & date

PUBLICATIONS FOR CRITICAL REVIEW AND CONTRIBUTION TO EACH:

Please select your best papers for critical review. Maximum number is 10.

1. TITLE:

CONTRIBUTION:

ROLE:

2. TITLE:

CONTRIBUTION:

ROLE

3. TITLE:

CONTRIBUTION:

ROLE

4. TITLE:

CONTRIBUTION:

ROLE

5. TITLE:

CONTRIBUTION:

ROLE

6. TITLE:

CONTRIBUTION:

ROLE

7. TITLE:

CONTRIBUTION:

ROLE

8. TITLE:

CONTRIBUTION:

ROL



Western
Medicine&Dentistry
Schulich School of Medicine & Dentistry