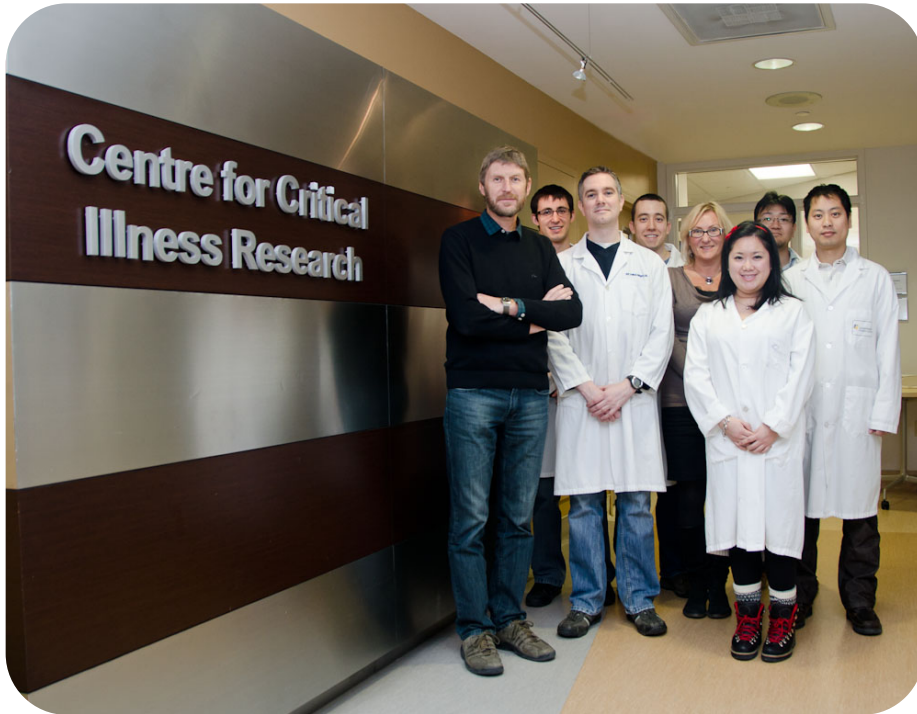


# Candidate's Guide for Academic Promotion



For Members of the Bargaining Unit of  
The University of Western Ontario Faculty Association and  
Affiliated Institute Scientists

Last Revised: February 2023

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## INTRODUCTION:

The Departmental Promotion, Tenure and Continuing Status Committee (P, T & CS) or 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 the Departmental 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.

## THE PROCESS

The following is a brief summary of the process. For detailed information, please refer to the *Promotion and Tenure Article* from the [Faculty Collective Agreement](#)

### Winter

Probationary members:

1. The Chair of the Department must identify all Probationary Members (either Assistant or Associate) in their final year (probationary period ends June 30 of the following year).
2. The Chair should contact the Probationary Members **who must be considered** in this cycle and have the Member begin to compile the information required for the dossier.
3. The Dean may, if the Member consents, initiate consideration for Tenure, and Promotion where appropriate, in any year of the Appointment before the last year. If the Member has established an outstanding record of performance in Teaching and Research, the Member may request that consideration for Promotion and Tenure be started in the fourth year of the appointment. Such a request must be made in writing by **March 1** of the third year of the Appointment.

Tenured Associate Professors:

1. If the Dean, in consultation with the Department Chair (where applicable) determines that consideration for Promotion may be initiated, the Dean shall invite the Member to submit the items required.
2. The Member may also request that consideration for Promotion to Professor be started. Such a request must be made in writing by **March 1**. The Member may make such a request no earlier than three years after Promotion of the Member to the rank of Associate Professor.

Limited term Professors

1. For those eligible Members who are Limited-Term Assistant Professors may, in or after the fifth year of the Appointment, apply for consideration for Promotion.
2. However, if they have established an outstanding record of performance in Teaching and Research, the Member may make the request in the third year of the appointment. In either case, such requests must be made in writing by the **end of March** of the year before consideration.

## Institute Scientists

1. It is currently recommended that Basic Science Departments review all **affiliated Institute Scientists** appointed in their unit (primary appointment, or secondary appointment if they are the UWOFA home). For Institute Scientists whose primary appointment is in a clinical department, the basic science unit where the individual is cross appointed takes the lead on this process, in consultation with the clinical department.

Any Tenured faculty members not at the rank of Professor and Limited-Term Members or Institute Scientists not at the rank of Associate or Professor who were identified by the Department's Committee as ready to come forward for promotion would receive a **formal invitation** from the Dean/Vice Dean, if the Dean/Vice Dean was in agreement. The Member will be advised they have two weeks to indicate, in writing, to the Dean/Vice Dean, c/o the Chair, their desire to be considered once they have received the Dean's invitation to come forward. If the Member is considering going forward, they should begin the process of compiling the information for the dossier.

## Spring / Summer

Once identified to be considered for promotion and/or tenure or continuing status, the Chair should provide the Candidate's Guide to each candidate. Material should be provided to the Department Chair and/or Administrator.

- CV – March 1
- List of Potential External Referees – April
- List of Colleagues and Students to be solicited – April
- List and copies of Publications – April
- Any Written Material relevant to Case - i.e. Candidate's Statement, Research Statement – April
- Teaching Dossier - July 31
- CV (updated)- August 31

## 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 P, T & CS Committee reviews the dossier and makes its recommendation no later than November 1. The Dean makes a separate recommendation. The File is forwarded to the Provost and Vice-President (Academic). Following approval by the Provost, promotion and/or change of status becomes effective on July 1<sup>st</sup>. The approval letter from the Provost received by the Dean's office will be forwarded to the Department and Member.

## INSTRUCTIONS TO CANDIDATES:

1. **CAREFULLY READ** this package which explains the process and information which you must provide for a dossier.
2. **Review *Promotion, Tenure and Continuing Status* Article** in the UWOFA Collective Agreement  
[https://www.uwo.ca/facultyrelations/faculty\\_relations/faculty/collective\\_agreement.html](https://www.uwo.ca/facultyrelations/faculty_relations/faculty/collective_agreement.html)
3. **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 / Research Statement** summarizing your academic contributions and how you have met the criteria in relation to your workload agreement.
  - 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.
4. **SUBMIT ALL INFORMATION** to your department chair or administrator by the deadlines provided.
5. **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.

## 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 tenure.**

1. Curriculum Vitae
2. Teaching Dossier
3. Candidate Statement
4. Research Statement
5. List of Students to be contacted to comment on Teaching
6. List of Peers to be contacted to comment on Teaching, Scholarly Activity and Other Contributions To The University
7. List of External Referees
8. Publications For Critical Review and Contribution to Each

## CURRICULUM VITAE (CV)

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The Collective Agreement allows for the inclusion of both the Curriculum Vitae submitted with your Annual Report, as well as an updated version. The format can be of your choosing, but please ensure it covers the information suggested below. If you submit an updated version, include a cover page outlining the changes and additions. Please date each copy of a CV that you provide.

### NOTES:

- Information on your teaching activities (courses, evaluation summary, curriculum development, development of new techniques) 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 Promotion, Tenure and Continuing Status Committee or 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.

### Example of CV TEMPLATE

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Curriculum Vitae

Date:

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 Licenses 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

- 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 from the Centre for Teaching and Learning Office for information on how to construct a teaching dossier <https://teaching.uwo.ca/awardsdossiers/teachingdossiers.html> . The following information is excerpted from the website and is not considered inclusive.
- Please note that the maximum length of the Teaching Dossier is limited to **35 pages**, including a maximum of 20 pages of Appendices.

### 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. List of all students supervised, including graduate and undergraduate theses, independent study and practicum supervision. **REQUIRED**
3. 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.** **REQUIRED**

### Teaching Strategies and 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. **REQUIRED**
2. Contributions you have made to development of new courses or revision of existing courses. **REQUIRED**
3. 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*

1. Summary of information on teaching effectiveness and course as a learning experience as gathered in SQCT Data. **REQUIRED**

Note: Western's Student Questionnaire on Courses and Teaching (SQCT) changed in September 2017. Because the measurement scale has changed, data from the old questionnaire and data from the new questionnaire is not comparable and must be compiled separately for purposes of promotion and tenure or performance evaluation.

Course instructors typically include the numerical data for two items found on the SQCT: 1) effectiveness as a university instructor; 2) the course as a learning experience.

You may also want to include summary data from some of the other items on the questionnaire that highlight your teaching strengths. Consider presenting numerical data in a table. Remember to include course codes, dates, class size, and response rates.

Be sure to explain the rating scale (e.g., old questionnaire Outstanding [7] to Very Poor [1], new questionnaire Strongly Agree [7] to Strongly Disagree [1]).

2. 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 **REQUIRED**
3. Inclusion of unsolicited letters **OPTIONAL**
4. Evidence of student success attributable, in part, to your teaching, for example, awards, acceptance for advanced study, employment, etc. **OPTIONAL**

### *Course Content and Course Management*

1. Colleague evaluations based on analysis of course documents and materials such as course outlines, assignments and sample graded essays or exams. Colleague evaluators should be selected by mutual consent of faculty member and Chair or Dean, and solicited by the Chair. **RECOMMENDED**

### *Student Supervision*

1. 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. The inclusion of solicited letters **OPTIONAL**

2. Inclusion of unsolicited letters **OPTIONAL**
3. Evidence of student success attributable, in part, to your supervision, for example, awards, appointments, publications, acceptance for advanced study and employment **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*

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

#### *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*

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

## Candidate's Statement/Research Statement

A Research statement is required and will be shared with both the P, T & CS Committee or the Scientist Promotion Committee and your External Referees.

A Candidate's Statement and Research Statement are shared with the Committees and your External Referees.

These narrative statements are your opportunity to highlight and explain the academic contributions throughout your career that you feel are significant for the committee considering your case. These statements are your opportunity to indicate your activities and your role within the department, Faculty and University. Key emphasis should be placed on your specific role and the impact your role had.

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, lab renovations/availability, 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

Provide names and addresses of students with whom you have taught, e.g. former undergraduate or graduate (PhD and MSc, MEng and PDFs) students and/or fellows whom you've served as thesis, research supervisor and students. Please state the nature of the contact. Letters should be designated as solicited or unsolicited, and if solicited, the letter of solicitation should be included. All solicitation are to be completed by the Chair and/or the Administrator of your Department.

### POTENTIAL STUDENT REVIEWERS:

1. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

EMAIL:

2. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

EMAIL:

3. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

EMAIL:

4. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

EMAIL:

5. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

EMAIL:

**Signatures**

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

OR

I am objecting to the inclusion of \_\_\_\_\_ as potential student/trainee reviewer on the grounds that \_\_\_\_\_

\_\_\_\_\_

Candidate Signature

\_\_\_\_\_

Chair

\_\_\_\_\_

Date

\_\_\_\_\_

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. Colleague evaluators should be selected by mutual consent of faculty member and Chair or Dean.

### POTENTIAL PEER REVIEWERS:

1. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

Email

2. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

Email

3. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

Email

4. NAME:

ADDRESS:

NATURE OF CONTACT:

TELEPHONE:

Email

**Signatures**

I indicate by my signature below full and complete agreement with the above listing of potential peer reviewer(s)

OR

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

\_\_\_\_\_

Candidate Signature

\_\_\_\_\_

Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Date

## EXTERNAL REFEREES:

External referees are individuals outside Western University, 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. Consideration for promotion to the rank of Associate Professor, the referees chosen shall be at the rank of Associate Professor or Professor or equivalent; if undergoing consideration for promotion to the rank of Professor, the referees chosen shall be at the rank of Professor or equivalent.; provide a good mix of individuals (i.e. Canadian, Non-Canadian) who preferably understand the Canadian Promotion and Tenure process. From the names you provide, and any additional ones suggested by the Dean (and approved by you), at least FIVE will be selected. These reviewers will be sent your Curriculum Vitae, your publications submitted, your Research Statement, 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.

### *Samples Summary of Biographical Sketch of External Referees*

- Professor Name, Associate 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.

Or

- Professor Name, Full Professor, is an international leading scientist in the areas of arthritis research and cartilage biology. She is the Director of the Laboratory for Cartilage Biology, Tissue Engineering Repair and Regeneration at the Hospital for Special Surgery and Professor of Cell and Developmental Biology at Weill Cornell Medical College in New York. His international leadership is demonstrated by election to the Board of the Osteoarthritis Research Society International and as Vice President of the Orthopaedic Research Society.

POTENTIAL EXTERNAL REFEREES (example)

1 NAME:  
ADDRESS:  
TELEPHONE:  
Email  
BIOGRAPHICAL SKETCH (include academic rank):

2 NAME:  
ADDRESS:  
TELEPHONE:  
Email  
BIOGRAPHICAL SKETCH (include academic rank):

3 NAME:  
ADDRESS:  
TELEPHONE:  
Email  
BIOGRAPHICAL SKETCH (include academic rank):

4 NAME:  
ADDRESS:  
TELEPHONE:  
Email  
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 external reviewer(s) on the grounds that \_\_\_\_\_

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **PUBLICATIONS FOR CRITICAL REVIEW AND CONTRIBUTION TO EACH:**

Please select your best papers for critical review. Use High H Index and Citations and significant/innovative research. 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:

ROLE:

## Helpful documents

### Office of Faculty Relations

- [Faculty Collective Agreement](#) (see Article *Promotion, Tenure and Continuing Status*)
- Promotion and tenure page  
[https://www.uwo.ca/facultyrelations/faculty\\_relations/faculty/promotion.html](https://www.uwo.ca/facultyrelations/faculty_relations/faculty/promotion.html)

### Affiliated Institute Scientists Policy

- [Faculty Appointment and Promotion Procedures: Scientists employed by Institutions affiliated with University of Western Ontario](#)

### Centre for Teaching and Learning

- **Preparing your Teaching Dossier** - [Teaching Dossiers - Centre for Teaching and Learning - Western University \(uwo.ca\)](#)