

## ABOUT YOUR EMPLOYMENT AT THE UNIVERSITY OF SASKATCHEWAN

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# PROMOTION

Article 16 of the Collective Agreement between the University of Saskatchewan and the USFA

To be promoted to the next rank, you will need to gather documentation for your promotion case file. This file will be read and voted upon by a series of committees, beginning with your home unit (department, school, college, as applicable), then the College Review Committee, and finally the University Review Committee. If the case does not succeed at any level, you can appeal or withdraw the case and re-apply in a subsequent year.

## PROMOTION STANDARDS

*How are the standards determined?*

- Departmental standards for promotion are proposed by the Department for approval by the College Review Committee (CRC). In non-departmentalized colleges they are proposed by the CRC and approved by the University Review Committee (URC).
- College standards for promotion are established by the CRC based on Department criteria and standards of performance, and approved by the URC.
- University standards for promotion are established by the URC based on College criteria and standards of performance.

The standards at the lowest level committee are the most specific in terms of disciplinary benchmarks, and therefore approved Department standards take precedence over College standards. Likewise, approved College standards take precedence over University Standards. Standards for promotion vary widely across the University and cannot be grieved unless they violate the Collective Agreement. If a departmentalized college does not have its own standards, the College standards apply. The standards at all three levels should articulate the expectations in the following categories:

1. academic credentials;
2. teaching ability;
3. knowledge of the discipline;
4. research, scholarly, and/or artistic work, *or* 5. practice of professional skills;
6. contributions to administration at all levels of the university; and
7. public service and contributions to academic and professional bodies.

Contributions may not be required in categories 6 or 7. **Check your standards.** If standards have changed since your appointment, the standards that apply are those in effect at the time of your promotion consideration.

*How do I get a copy of the standards?*

Standards appear online at <https://vpfaculty.usask.ca/tenure-promotion/index.php#StandardsforPromotionandTenure>.

### *How do I know whether I meet the standards?*

Your Department Head, or Dean if you are in a non-departmentalized college, should meet with you once a year to discuss your progress towards promotion, and should provide you with a written statement of this assessment. The assessment should identify any deficiencies and suggest steps to rectify them.

The Standards for Promotion across the University at all levels vary widely in the extent to which they specify promotion criteria. You should also consult other members of your unit as to the past practice in your unit, with other members of the university community, and with the USFA.

*You can go for promotion in any year if you feel that you are ready.*

## TIMELINES

### *What deadlines apply to the promotion process?*

Ideally, the promotion process proceeds as follows:

- Your Department Head or Dean should meet with you to discuss progress towards promotion by **May 31**
- You must advise your Department Head (or Dean) of your decision to seek promotion by **June 15**
- Your Department Head or Dean should advise you to provide information supporting your case by **June 30**
- Submit your case file to your Department Head (or Dean) by **August 1**
- Your Department Promotion Committee considers the case and submits recommendations to the CRC by **October 21**
- The CRC considers all cases and submits recommendations to the URC by **December 7**
- The URC considers all cases and submits positive recommendations to the President for transmission to the Board by **February 15**
- You will be notified by the President of the final decision by **March 31**, except for cases pending before the appeal committee
- The Promotion Appeal Committee submits its positive recommendations to the president by **April 15**
- The President advises all candidates of the Board's decision by **May 15**

No decision on promotion shall be set aside or reversed only because of non-compliance with these dates.

## THE PROMOTION CASE FILE

### *What am I responsible for when preparing the case file?*

Proper preparation of a case file takes considerable time, and the various applicable standards define the minimum evidence needed for your Promotion Case File. The dates above give the latest time at which the process may start, but you should begin preparing much sooner.

As soon as you are appointed, you should create and maintain a file documenting your achievements in the relevant categories.

You should also keep your CV up to date, in the required format (see Guidelines for the preparation of a standardized CV at [https://vpfaculty.usask.ca/reporting/Guidelines\\_UofS\\_Standardized\\_CV-revised\\_2018.pdf](https://vpfaculty.usask.ca/reporting/Guidelines_UofS_Standardized_CV-revised_2018.pdf)).

The full case file will include personal statements on research, teaching, and administration, examples of teaching materials, documentation of your contributions to research and scholarly or artistic work, including details on quality of publication venues and statement of contribution to joint publications. You may also include letters describing the nature of your contribution to administration and to academic or professional organizations, and documentation of such activities as peer reviews of grants and journals, invited lectures and presentations, and so on.

*Consult the detailed guidelines for preparation of a promotion case at*

[https://vpfaculty.usask.ca/tenure-promotion/2021\\_guidelines-for-prep.-of-case-files-for-renewal-of-probation,-tenure-and-promotion.pdf](https://vpfaculty.usask.ca/tenure-promotion/2021_guidelines-for-prep.-of-case-files-for-renewal-of-probation,-tenure-and-promotion.pdf). These are not free-form documents.

### *What is my Department Head or Dean responsible for when preparing the case file?*

Some documents will be provided by your Department Head (or Dean, in non-departmentalized Colleges), including student and peer evaluations of teaching, and letters of reference if you are applying for promotion to Professor.

You are entitled to know what is being included in your case file, with the exception of external reference letters.

## EXTERNAL REFEREES

External referees are required only in the case of promotion to Professor.

A recommended process for selecting external referees is described in the University Standards. Your Departmental or College Standards may contain other requirements.

Normally your Department Head (or Dean) will prepare a list of at least six referees, who must be senior academics, qualified full professors at other institutions at arm's length from the candidate, with national or international reputations in the relevant area of expertise. The candidate may suggest names but the Department Head (or Dean) in consultation with the Promotion Committee should provide at least half the names. The candidate may ask that certain referees be dropped, but may be asked to provide an explanation. Where names are dropped, new names should be added, so that five names are eventually provided to the Dean for approval.

Once the list is approved, the Department Head (or Dean) will select at least three names and write letters requesting an assessment of the candidate's research, scholarly and/or artistic work. The candidate will not be informed of the referees selected.

## HOW DO I APPEAL A NEGATIVE DECISION?

You are entitled to appeal a negative decision at any level. Because this is an important decision, and because Promotion Committees at all levels are allowed to establish their own procedural rules, you should get advice about presenting your appeal from your colleagues and from the USFA. The process also varies depending upon which unit you belong to.

### *Departmentalized colleges, School of Physical Therapy, or the Graham School of Professional Development:*

#### **Promotion from Assistant Professor to Associate Professor**

1. If you are denied promotion by your Department or School, you may appeal in writing to the CRC.
2. If you are denied promotion by the CRC, you may appeal to the Promotions Appeal Committee (de novo).

#### **Promotion from Associate Professor to Full Professor**

1. If you are denied promotion by your Department or School, you may appeal in writing to the CRC.
2. If you are denied promotion by the CRC, you may appeal in writing to the URC.
3. If you are denied promotion by the URC, you may appeal to the Promotions Appeal Committee (de novo).

### *Non-departmentalized colleges, or other schools:*

#### **Promotion from Assistant Professor to Associate Professor**

1. If you are denied promotion by your College or School, you may appeal to the Promotions Appeal Committee (de novo).

#### **Promotion from Associate Professor to Full Professor**

1. If you are denied promotion by the College or School, you may appeal in writing to the University Review Committee.
2. If you are denied promotion by the URC, you may appeal to the Promotions Appeal Committee (de novo).

# COLLEGIAL PROCESS TIMELINES

Renewal of Probation	Tenure	Promotion	Salary Review
<b>Article 14.5.9</b>	<b>Article 15.11.10</b>	<b>Article 16.6</b>	<b>Article 17.5.6</b>
by <b>May 31</b> , the department head or dean meets with the candidate	by <b>May 31</b> , the department head or dean meets with the candidate	by <b>May 31</b> , the department head or dean meets with the candidate	
		by <b>June 15</b> , the candidate advises the department head or dean of the decision to seek promotion	
by <b>June 30</b> , the department head or dean advises the candidate to provide information supporting the candidate's own case for renewal	by <b>June 30</b> , the department head or dean advises the candidate to provide information supporting the candidate's own case for tenure	by <b>June 30</b> , the department head or dean advises the candidate to provide information supporting the candidate's own case for promotion	by <b>June 30</b> , the department head or dean advises the candidate to provide information supporting the candidate's own case
by <b>August 1</b> , the candidate provides supporting information to the department head or dean	by <b>August 1</b> , the candidate provides supporting information to the department head or dean	by <b>August 1</b> , the candidate provides supporting information to the department head or dean	by <b>September 1</b> , the candidate provides supporting information to the department head or dean
by <b>October 7</b> , the Renewals and Tenure Committee considers all cases for renewal and transmits its recommendations to the College Review Committee or the University Review Committee	by <b>October 7</b> , the Renewals and Tenure Committee considers all cases for tenure and submits its recommendations to the College Review Committee or the University Review Committee	by <b>October 21</b> , the department committee considers all cases for promotion and submits its recommendations to the college	by <b>November 30</b> , the department head or dean meets with each candidate to discuss the salary recommendation by <b>November 30</b> , the department committee submits its recommendations to the college and informs the department of rankings, awards, and recommendations, and provides a rationale
by <b>November 21</b> , the College Review Committee considers all cases for renewal and transmits its positive recommendations to the President for transmission to the Board, and its negative recommendations to the University Review Committee	by <b>November 21</b> , the College Review Committee considers all cases for tenure and transmits its recommendations to the University Review Committee	by <b>December 7</b> , the college committee considers all cases for promotion and submits its recommendations to the University Review Committee or to the President	by <b>January 31</b> , the College Review Committee in departmentalized colleges considers all salary reviews, makes awards, submits recommendations to the President's Review Committee, informs employees of decisions, and submits its decisions to the President for the information of the Board
by <b>January 31</b> , the University Review Committee considers all appeals and transmits its recommendations to the President for transmission to the Board	by <b>January 31</b> , the University Review Committee considers all cases for tenure and transmits its positive recommendations to the President for transmission to the Board	by <b>February 15</b> , the University Review Committee considers all cases for promotion and submits its positive recommendations to the President for transmission to the Board	by <b>January 31</b> , the dean of non-departmentalized colleges meets with each candidate to discuss the salary recommendation by <b>January 31</b> , the College Salary Committee considers all salary reviews, submits its recommendations to the President's Review Committee, informs employees of rankings, awards, and recommendations, and submits its decisions to the President for the information of the Board
by <b>February 28</b> , the President advises the candidate of the Board's decision (except when the candidate's case is pending before the Renewals and Tenure Appeal Committee)	by <b>February 28</b> , the President advises the candidate of the Board's decision (except when the candidate's case is pending before the Renewals and Tenure Appeal Committee)	by <b>March 31</b> , the President advises the candidate of the Board's decision (except when the candidate's case is pending before the Renewals and Tenure Appeal Committee)	by <b>February 28</b> , any employee wishing to appeal submits the appeal to the secretary of the President's Review Committee
by <b>March 31</b> , the Renewals and Tenure Appeal Committee determines all cases before it and makes its recommendations to the President for transmission to the Board	by <b>March 31</b> , the Renewals and Tenure Appeal Committee determines all cases before it and makes its recommendations to the President for transmission to the Board	by <b>April 15</b> , the Promotions Appeal Committee considers all appeals and submits its positive recommendations to the President for transmission to the Board	by <b>March 31</b> , the President's Review Committee considers all cases before it and submits its decision to the President for the information of the Board
* by <b>April 30</b> , the President advises any candidate who has appealed to the Renewals and Tenure Appeal Committee of the Board's decision; if the decision is negative, the Chair of the Board provides the candidate with a statement of reasons for the negative decision	* by <b>April 30</b> , the President advises any candidate who has appealed to the Renewals and Tenure Appeal Committee of the Board's decision; if the decision is negative, the Chair of the Board provides the candidate with a statement of reasons for the negative decision	by <b>May 15</b> , the Board considers all cases for promotion and the President advises the candidate of the Board's decision	