



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Land and Food Systems

Promotion & Tenure Process – Info for Tenure-track Faculty

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Overview

Agenda

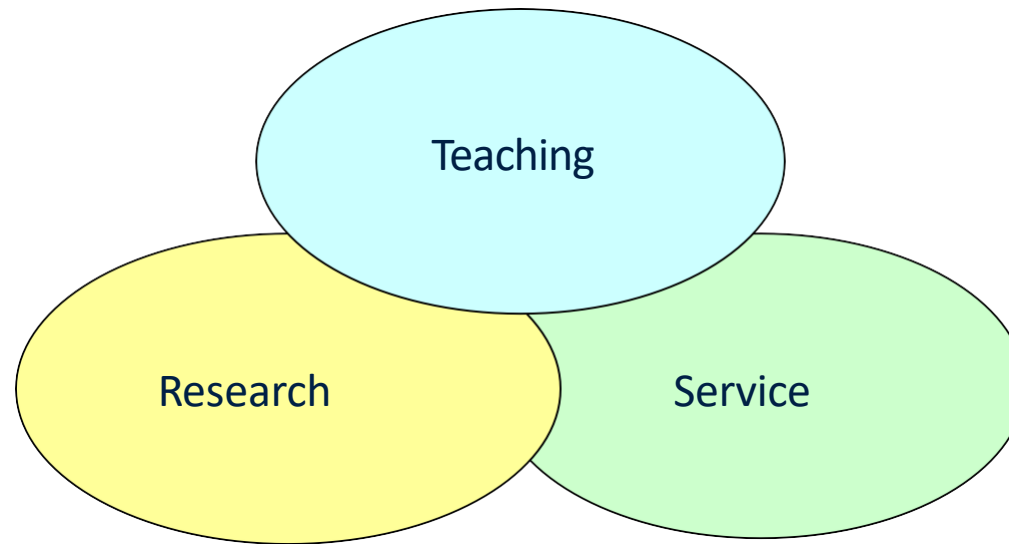
- a) **Tenure streams**
- b) **Procedures**
- c) **Tenure clocks**
- d) **5.02 meetings**
- e) **Promotion Reviews**
- f) **Key Criteria**
- g) **Q&A**



Criteria for Research Stream

(Assistant Professor→Associate Professor→Professor)

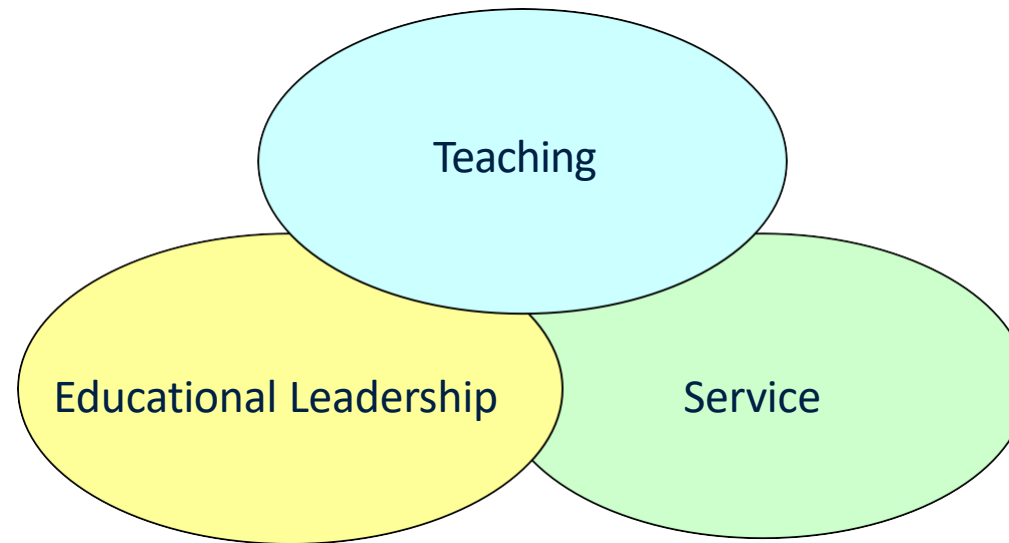
*Three pillars: **teaching, research and service***



Criteria for Educational Leadership Stream

(Asst Prof of Teaching→Assoc Prof of Teaching→Prof of Teaching)

Three pillars: teaching, educational leadership and service



Procedures

The reappointment, tenure & promotion procedures are set out in Articles 5 & 9 of *Conditions of Appointment for Faculty*, and are supplemented by the *Guide to Reappointment, Tenure and Promotion Procedures at UBC* (“SAC Guide”)

Tenure Clock

- The tenure clock begins on July 1 of the calendar year of hire

Rank	Optional Review	Reappointment Review	Tenure Review
Assistant Professor	any year	Year 4	Year 7
Associate Professor	any year	N/A	Year 5
Asst Professor of Teach	any year	Year 3	Year 5

- Extensions are granted for maternity & parental leaves (automatic) and medical leaves (on a case-by-case basis)

5.02 Meetings with the Head (Program Director)

- Purpose of Meeting:
 - Discuss timing of next review
 - Review criteria and expectations of next review and means of assessment
 - Review of candidate's record, including strengths and potential difficulties and where necessary, identify support
 - Relevant dossier documentation
 - Program Director and candidate must agree, in writing, on matters discussed
- Program Director will arrange this meeting each year of tenure track appointment, usually in May/June. Candidates should bring their mentor.
- Candidate must provide updated CV to Program Director before meeting.
- Don't rely on these meetings only to meet criteria. Be your own biggest advocate.

The initial file (traditional research)

- Dossier is due July 1 of the academic year of the review, and should include:
 - Curriculum Vitae (includes candidate's statement)
 - Teaching Dossier (for Dept and Faculty Committee only)
 - Summative Peer Review of Teaching
 - 3-5 Selected Publications
 - Names of 4-6 arms' length external referees (see section 5.5.4 of SAC Guide for definition)

The initial file (educational leadership)

- Dossier is due July 1 of the academic year of the review, and should include:
 - Curriculum Vitae (includes candidate's statement)
 - Teaching Dossier (for Dept and Faculty Committee only)
 - Summative Peer Review of Teaching
 - Names of 4-6 arms' length external referees (see section 5.5.4 of SAC Guide for definition)

The initial file (Indigenous scholar)

- Dossier is due July 1 of the academic year of the review, and should include:
 - Curriculum Vitae (includes candidate's statement)
 - Teaching Dossier (for Dept and Faculty Committee only)
 - Summative Peer Review of Teaching
 - Evidence of scholarly activity
 - Contextual summary regarding Indigenous Scholarly Activity
 - Names and contacts for community letters of reference following the protocol for Indigenous Scholarly Activity

External Referees

- All tenure and promotion cases require at least 4 letters of reference
 - Candidate provides at least 4 names (does not contact referees)
 - The Chair then consults with the departmental standing committee on choosing the final list of referees.
- The letter of request to referees is accompanied by the candidate's CV and 3-5 selected publications
- Teaching dossiers are only included for cases involving Associate Professor of Teaching & Professor of Teaching

Standing Committee (Department level)

- The Agreement requires that the Head must consult with eligible members of the departmental standing committee (or subset) on all reappointment, tenure and promotion cases.
- Although LFS doesn't have departments, we follow the same model. Our Standing Committees are elected and consist of a subset of all eligible members (usually 5) and a Chair. Nominations for members of the Standing Committee are requested for each case to be reviewed.
- They usually meet in summer to review CV and choose external referees; the chair may contact with you afterward with suggested changes/edits to your CV before it goes to referees
- The chair solicits referees and sends files out in early fall

APT Committee (Dean's Advisory Committee)

- Appointments, Promotions and Tenure (APT) Committee consists of 5-6 full professors; the Dean chairs but does not vote.
- Reviews promotions (or new appointments) to Associate Professor or Professor with tenure.
- Dean summarizes the process in a letter that includes the votes (in favor; against; abstentions) and reasons why, and Dean also states whether for or against.

Senior Appointments Committee (SAC)

- SAC subcommittees review and designate as A, B, or D
 - “A” Case: Straightforward and meets all criteria.
 - “B” Case: More complicated (for any of several reasons). The Dean attends a SAC meeting to address questions and may need detailed information from the Head in advance.
 - “D” Case: SAC requests additional documentation prior to designation as “A” or “B”.
- SAC votes and submits a recommendation to President
- President makes final decision based on all 3 recommendations
(Standing Committee, APT Committee, SAC)

Stopping the Process

- Mandatory reviews for tenure and promotion cannot be stopped
- Optional reviews may be stopped by the University or the Candidate at any point up to the President's decision
 - Except... only the candidate can stop a review the year after reappointment
- If a process is stopped by the University:
 - Candidate must wait 2 years from the date of submission before going up again
 - Only the candidate can stop the next review

Senior Appointments Committee (SAC)

- 18 UBC Professors (+ Chair)
- Applied Science (2), Arts (3), Dentistry (1), Education (1), Forestry (1), Land and Food Systems (1), Medicine (3), Pharmaceutical Sciences (1), Law (1), Sauder (1), Science (2)
- Broad representation across Faculties & academic disciplines, Faculty Association representative
- Members from both Vancouver and Okanagan
- At least one Professor of Teaching

SAC's Mandate

- Advise UBC President on the merits of applications for tenure and/or promotion, and appointments above Assistant rank
- In doing so...
 - Ensure each file is judged according to criteria specified in the **Collective Agreement** (*cf. the "SAC Guide"*)
 - Ensure each file is judged objectively and on its own merits
 - Ensure relevant contextual factors are taken into account
 - Ensure consistent use of appropriate standards of excellence across all disciplines and all Faculties
 - Ensure procedural fairness

Contexts that SAC considers carefully

- **Discipline-specific norms**

- Value placed on different kinds of scholarly products, and specific publication outlets/venues
- Norms pertaining to authorship and authorship order, and quantity of publications
- Norms pertaining to quantity and quality of teaching and student supervision
- Norms and expectations for service contributions

- **Situation-specific challenges**

- Challenges associated with specific kinds of research
- Challenges associated with resources / infrastructure (e.g, pandemic restrictions)
- Challenges associated with specific teaching assignments (e.g., required vs. elective courses)
- Personal circumstances (possibly, if relevant)

Key Criteria: Research Stream

■ Promotion to Associate Professor:

Appointment at or promotion to this rank normally requires evidence of successful teaching and scholarly activity beyond that expected of an Assistant Professor. The candidate will be judged on teaching as defined in Article 4.02, a growing body of productive scholarly activity, on the ability to supervise and mentor graduate students as applicable, with consideration to the norms of the unit, and on willingness to participate and participation in the affairs of the Department and the University. Initial appointment at this rank may be based upon evidence of the candidate's potential to meet these criteria, including the opinion of scholars or other qualified persons familiar with the candidate's work and capability.

Key Criteria: Educational Leadership Stream

▪ Promotion to Associate Professor of Teaching:

Appointment at or promotion to this rank requires evidence of excellence in teaching and, demonstrated educational leadership, involvement in curriculum development and innovation, and other teaching and learning initiatives. It is expected that an Associate Professor of Teaching will keep abreast of current developments in their respective disciplines, and in the field of teaching and learning. An Associate Professor of Teaching may be promoted to the rank of Professor of Teaching in the fifth or subsequent years in rank.

CV Preparation

- Use standard UBC format. Note advice in the SAC Guide; see annotated CVs in Appendices 3&4
- Content should be:
 - complete, accurate and up to date
 - in the appropriate sections (and not duplicated)
 - sufficiently detailed (on publications, grants, courses, etc)
- Distinguish between different kinds of publications, supervisees, supervisory roles, etc.
- Provide information conveying contribution to collaborative projects (e.g., team-taught courses, multi-authored publications).
- Use opportunities to provide useful details that might not otherwise be evident (student co-authors on publications, awards, narrative context, works in progress)

Selection of External Referees

- Are likely to be familiar with disciplinary norms
- Are likely to understand the nature of the candidate's work and the UBC criteria for promotion and tenure
- Have high credibility:
 - Transparently arms-length
 - Well-qualified; with relevant expertise; intellectual leaders
- Ideally, are at institutions of similar stature to UBC

Note: At least half of final list must be from the candidate's list

Other tips

1

Plan ahead: Find a mentor, read relevant documents, get advice

2

Seek opportunities to fulfill expectations for scholarly activity or educational leadership, teaching, and service

3

Make sure your teaching is evaluated regularly by students and occasionally by peer reviewers. A recent summative peer review is needed for the teaching report (within two years).

4

Start early on preparing CV and dossier; print relevant criteria from Agreement.

