

Advice to Those Applying for Contract Renewal / Tenure / Promotion at Laurentian

This document has been prepared to assist faculty writing an application for contract renewal / tenure / promotion.

Here are three tips:

## **I. Reference the Collective Agreement**

Since the ultimate fate of your applications will be determined by criteria and procedures outlined in the Collective Agreement, (always available on the LUFAPPUL website [www.lufappul.ca](http://www.lufappul.ca)) you should closely reference the agreement in your application.

**If you are applying for contract renewal/tenure *and* promotion, you will need to prepare two separate applications.**

For contract renewal and tenure, Article 5.60.3 provides the start. In the case of teaching faculty, it says that evaluation shall be guided by the following standards:

- (i) **A record of satisfactory teaching** in the pre-tenure years based on the teaching dossier and approved course evaluations as set out in Article 5.15 – Rights, Responsibilities and Duties of Academics and clause 5.50.2 of Article 5.50 – Assessment of a Member’s Performance. The nature and scope of past teaching activities shall be taken into account in assessing a Member. **If the applicant has faced problems in teaching, [assessors] will look for evidence that the applicant has recognized the problems, has taken steps to improve, and has made some improvements.**
- (ii) A record of satisfactory scholarly activity as defined in Article 5.15 – Rights, Responsibilities and Duties of Academics. The applicant shall show progress in independent research or creative activity.
- (iii) A record of contributions to University governance and administrative duties as set out in Article 5.15 – Rights, Responsibilities and Duties of Academics.
- (iv) The applicant has met the formal educational or professional qualifications for the rank of Assistant Professor and bilingualism qualifications as set out in Article 5.10 – Academic Qualifications Guidelines, clause 3.30.5 of Article 3.30 – Bilingualism and Letter of Appointment, consistent with the Collective Agreement.
- (v) The [Assessment Committee] shall be flexible in assessing stronger performance in some areas against weaker performance in other areas as set out in clause 5.50.3 of Article 5.50 – Assessment of a Member’s Performance. However, in no instance shall it recommend tenure for an applicant if teaching performance is judged mostly unsatisfactory or if the applicant is not engaged in a program of scholarly activity.

In the case of promotion, the relevant criteria come from Article 5.65 which references Article 5.10 (Academic Qualifications Guidelines) Article 5.15 (Rights, Responsibilities and Duties of Academics) and Article 5.50 (Assessment of a Member’s Performance).

*Your application needs to document to those reading it that you have met these requirements; therefore it is useful to quote the sections **one by one** of the CA relevant to the details of your application.*

**It is worth emphasizing that there will be more than one article to use.** You will note that both Article 5.60 and 5.65 reference teaching and scholarly activity. This raises the question of how these activities are judged.

For **teaching**, refer to 5.50, Assessment of Member's Performance which restricts the evaluation to Senate approved course evaluations and teaching dossiers.

For **scholarly activity**, Article 5.15 B) defines what is acceptable.

In terms of your **contributions to your department-school/faculty/university**, remember that if you are in the tenure stream, Article 5.15.29 notes that "Because bilingualism is necessary for effective participation in university governance, the Parties agree that for Members on probationary appointment, formal language training as per Article 3.30 – Bilingualism shall constitute activities of "University Governance and Administrative Duties" as per this Article."

You should also note that this same section also says that "It is understood that for the purposes of this Article, service to the Union will be considered equivalent to service on Department/School or Senate Committees."

Why reference the CA all the time? Your colleagues have to evaluate you **in terms of the collective agreement and only in terms of the collective agreement**. By framing your application with constant references to the collective agreement you will focus the attention of your assessors on what the contract says.

## **2. Provide Sufficient Documentation**

Your application letter should be addressed to your Dean/University Librarian, and it should be accompanied by, as a minimum, your c.v. done according to the accepted university format, and your teaching dossier, complete with Senate course evaluations.

For those going for contract renewal or tenure we also recommend copies of the annual evaluations written by your Dean/University Librarian. If you have received four consecutive positive evaluations, it would be difficult for another evaluator to assess you otherwise.

For all applications, we also recommend that you include copies of your publications, and possibly any visible contribution you have made at the unit or university committee level.

In addition, you might also include friendly letters from Deans or colleagues or students commenting on positive aspects of your work, as well as any other proof you can think of that would document your contributions.

The best applications are well organized, with a table of contents, and each section within is tabbed for quick reference.

### **3. Review Your Application with Colleagues**

If you share your application with your chair or a trusted friend or colleague, preferably someone who has successfully gone through the process already, you will help ensure that you have written what is required. If you are unsure of who to turn to, please contact the LUFA office for a list of recommended names.

Depending on your circumstances, it may also be a good idea to consult your Dean/University Librarian on an informal basis as well. Article 5.65.5 says that “Members [thinking of going for promotion] are urged to consult with the Dean/University Librarian well in advance of the application deadline. If the Member so requests ..., the Dean/University Librarian will prepare a preliminary written assessment based on the requirements set out in the appropriate clauses of Article 5.10 – Academic Qualifications Guidelines within one (1) week of receiving the Member’s application. A copy of this assessment will immediately be forwarded to the Member who will then have ... to decide whether or not to proceed with the application” While this article speaks specifically of promotion, those applying for contract renewal or tenure might also wish to consult their Dean/University Librarian for similar feedback.

Disclaimer: This document has been prepared by several experienced current or former LUFA members. Its intention is to provide practical advice to complement but never replace the collective agreement. LUFA bears no responsibility for an individual member’s success or failure.