

# File Content for Non-Tenure Track Promotion Files

The guidelines for non-tenure-track faculty have now been approved by all of the Schools and Colleges as required by the Collective Bargaining Agreement. Please refer to the Provost's web site for the [Guidelines for Appointment and Promotion for Non-Tenure-Track Faculty](#).

## **A. General Appearance and Integrity of the File**

Any file for promotion must be complete and must accurately reflect the record of the candidate. Misrepresentation of a candidate's record, either by false information or omission of information, may result in disciplinary action, which might include termination of employment.

1. It is extremely important that each candidate for promotion prepare and present for evaluation a complete, well organized, well documented, and clear application file. A disorganized, unclear file has the effect of diminishing the applicant's case.
2. The non-tenure track promotion application and review process is conducted fully online.
3. The online file contents should include all relevant materials, uploaded to the appropriate section and clearly arranged and labelled. In most cases it is inappropriate to merge materials in varying categories into one file. Please keep the reviewer's perspective in mind when assembling your online file.
4. If any material is added to the file after the commencement of consideration, a copy shall be sent to the candidate within five days (by personal delivery or by mail, return receipt requested). The candidate may attach a brief response within five days of his/her receipt. The file shall not be forwarded until either the candidate submits a response or until the second five day period expires, whichever occurs first. The only documents that may be considered in making a promotion recommendation are those contained or referenced in the file.
5. Candidates are allowed to update the file anytime during the process. However, these documents will be reviewed only at the stages following the modifications without requiring adjustments to the timetable.
6. When the file is released for departmental review, it is electronically locked and the candidate can no longer add material. If material is subsequently added to a file it must be done through a gatekeeper. At the departmental review stage that gatekeeper is the department chair. Subsequent gatekeepers, at the levels of dean's office and academic affairs, must be identified by the appropriate units in advance.

7. For promotions to University Instructor/Lecturer the file should concentrate upon the candidate's continuing record of outstanding teaching since promotion to Senior Instructor/Lecturer.

## **B. The File**

The file must be available for study by the department committee at least one week prior to the committee's discussion.

1. A brief, two or three-paragraph biographical summary (outlining, for example, education, work experience, publications, external funding received, creative works, contributions to the profession, professional associations and/or licenses, research interests, expertise). The summary should be written in the third person format.
2. The application is generated by the Online Tenure and Promotion System and verified for accuracy by the candidate prior to uploading documents.
3. Electronic signature: by providing an electronic signature, the candidate attests that she/he has uploaded all appropriate documents and that all works are the candidate's own. Furthermore, the electronic signature serves as the curriculum vita certification, whereby the candidate certifies that the information provided in the curriculum vita is accurate and complete to the best of the candidate's knowledge, and that the candidate understands that if he/she has knowingly provided false information or omitted relevant information, she/he may be subject to disciplinary action, including termination.
4. Curriculum Vitae: the Curriculum Vitae for a non-tenure track promotion file must be presented according to the university format – see [NTTP Curriculum Vitae Format](#)
5. A candidate's statement of teaching philosophy, pedagogic innovations and assessment instruments, and pedagogic practice. Teaching is an art for which there is no one best approach and in this statement the candidate has the opportunity to describe her or his philosophy and approach to teaching at the undergraduate (and graduate) level(s) and to mentoring students. It should be no longer than one page.
6. A statement describing the candidate's approach to departmental, school/college, university, and national service. Service opportunities are manifold. This statement explains how the candidate chooses to focus on particular service opportunities and to allocate time between university and professional service. The statement would help reviewers understand the service component of the CV. It should be no longer than one page.
7. Evidence in support of the promotion application. This section should include evidence that the Instructor/Lecturer has used assessment of student learning outcomes to influence in a positive manner his or her subsequent teaching. Any classroom and laboratory innovations, contributions to student advising, and university service should be identified. This section should include a copy of each annual assignment, each annual evaluation, and each promotion appraisal

of the faculty member since last promoted. This section should also include student evaluations, peer evaluations, documentation of formal classroom evaluation of teaching and a list of teaching awards along with any other relevant professional honors received. If the candidate has publications/creative work (whether pedagogic or disciplinary) this should be discussed in terms of how it bears on and improves the candidate's teaching.

8. Department Recommendation. The department committee recommendation should be addressed to the department chair. It should discuss the results of the vote, and present a collective statement of recommendation that discusses the strengths and weaknesses of the candidate. This statement offers the opportunity to explain the role and function of the candidate in the department and to describe any particular matters that may be relevant to the faculty member's candidacy. The department committee chair records the results of the vote in the Online Tenure and Promotion System.
9. Chairperson's Evaluation: A letter addressed to the dean that explains the chairperson's recommendation must be included in the file. Where appropriate, the chairperson can also comment on such things as the annual assignments, annual evaluations, and any promotion appraisals that have been given to the candidate.
10. Dean's Recommendation. The dean's recommendation should be addressed to the Provost and provide a full rationale for the recommendation.

The completed file will be due in the Office of the Provost by November 1 of each year.