

# Procedures and requirements for Promotion to Professor

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# Context

- The aim of this session is to clarify procedures and requirements for promotion to Professor at McGill.
- Much of what we will be discussing can be found in the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*, particularly Section 8.
- These regulations are available at:  
<http://www.mcgill.ca/secretariat/policies/academic/>
- Secretariat dossier guidelines:  
<http://www.mcgill.ca/secretariat/tenureandpromotion/promotion/>



# Timing

There is no specified timing for promotion consideration:

- Department chair can recommend a staff member for consideration at any time;
- a staff member who has held the rank of Associate Professor for a minimum of 5 years may request consideration by the departmental promotion committee;
- a staff member who has held the rank of Associate Professor for a minimum of 10 years may make a request to the Principal, if the normal route is not viable for whatever reason.



# Academic duties

Criteria for promotion are based on performance of academic duties:

- Research and other original scholarly activities, and professional activities;
- Teaching (e.g. undergraduate and graduate courses; supervision of students);
- Other contributions to the University and scholarly communities ('service').



# Criteria

Candidates for promotion must demonstrate:

- record of excellence in research and/or other original scholarly activities, and professional activities, as evidenced by international recognition by peers;
- record of high quality teaching;
- substantial record of other contributions to the University and scholarly communities.



# Criteria

Some ways for you to demonstrate international recognition:

- publications in international journals relevant to your field;
- success in obtaining research grants;
- awards and honours for your research;
- editor or editorial board membership;
- organizing international conferences, workshops, symposia, etc.;
- invited speaker at international conferences, workshops, symposia, etc.;
- involvement in professional organizations relevant to your field (member of executive committee, etc.)
- H index, where appropriate



# Due diligence

- It is the responsibility of candidates to prepare and pursue the case for promotion.
- It is the responsibility of Department Chairs to provide guidance on whether and when it is appropriate for promotion to be considered. Chairs should be proactive in encouraging people to go forward.
  - Situation facing chairs and deans who are not themselves full professors.
  - Encouraging female candidates.



# Dossier

From the candidate:

- personal statement, covering contributions to research, teaching and other contributions to the University and scholarly communities;
- CV, including list of publications;
- other materials the Candidate may wish to submit.

Note: Teaching portfolio is not required. However, candidates are advised to consult the Guidelines for Developing a Teaching Portfolio, Appendix A of the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*, to determine what kind of material should be included in the teaching statement.





# Dossier

Appendices consisting of supplementary documentation, such as:

- a selection of publications;

Note: Departments and Faculties vary as to whether they require copies of publications to be included, and how many. External evaluators usually expect to receive publications. The Statutory Selection Committee (SSC) does not look at actual publications, only at the publication record.

- other material that the Candidate wishes to include.



# Dossier

Items added by others:

- at least 4 external evaluator reports (solicited by the Dean);
- written recommendation of Chair of departmental promotion committee;
- written recommendation of Dean or Chair of Faculty advisory committee.



# External Evaluators

Candidate and chair establish a list of 8 names of people who can:

- provide an evaluation of the candidate's research and scholarship;
- are of recognized standing and qualified to provide an evaluation;
- are not in a conflict of interest with the candidate (e.g. close personal relationships, recent colleagues or collaborators, etc.).

This list is submitted to the Dean, who solicits letters from people on the list.



# Committee membership

Three levels of review:

- Departmental promotion committee - membership is determined by the department;
- Dean and/or Faculty advisory committee - membership is determined by the Faculty;
- Statutory Selection Committee (SSC) (advisory to the Principal).



# Committee membership

- In the case of joint appointments, the departmental promotion committee shall have representation from the relevant departments and the chair shall be determined by the Departmental Chairs.



# Committee membership

SSC is chaired by the Provost. Other members:

- two members of the Board of Governors;
- one vice-principal;
- Dean of the Faculty concerned;
- two members selected by Senate;
- such other members as the Principal may see fit (typically the Department Chair).
- Committee secretary (from the Secretariat)



# Levels of Review: Department

- The departmental promotion committee meets to consider the dossier upon receiving it from the candidate.
- Where the promotion committee's recommendation is in favour of promotion, the committee submits a report to the Dean, giving reasons (copy to the candidate).
- Where the promotion committee declines to recommend promotion, the staff member shall be so advised in writing, with reasons.



# Levels of Review: Dean

- On receipt of a positive recommendation, the Dean solicits the external letters and provides externals with candidate's dossier.
- The Dean may consult a faculty advisory committee prior to determining whether to recommend the establishment of an SSC.
- If the Dean is in favour of establishing an SSC, the Dean makes a written recommendation.
- Where the Dean declines to recommend the establishment of an SSC, the candidate shall be so advised in writing, together with reasons.





# Levels of Review: SSC

- On receipt of a positive recommendation from the Dean, an SSC is established.
- The candidate deposits with the Secretary-General:
  - the dossier, in electronic form;
  - any further written statement the candidate may wish to make.



# Levels of Review: SSC

- The SSC meets to consider the candidate's case for promotion. If the recommendation is positive:
  - SSC gives Dean/Chair permission to communicate the decision to the candidate. (Official letter will follow.)
  - SSC makes its recommendation to the Principal and the Board of Governors.
  - promotion takes effect from the 1st day of the month after Board approval.
- If the recommendation is negative, SSC provides written reasons.



# Levels of Review: SSC

- Normal route to promotion, regardless of length at the rank of Associate Professor, is consideration by the departmental promotion committee, followed by the Faculty (Dean and/or Faculty advisory committee), followed by SSC.
- However, candidates who have been tenured Associate Professors for a minimum of 10 years and who reasonably believe that the departmental promotion committee may not be the appropriate body to consider their promotion may apply once for direct consideration by SSC.



# Levels of Review: SSC

Even in such cases, the departmental promotion committee and the Faculty are in fact asked if they wish to provide input. Steps are as follows:

- candidate makes request to Principal and deposits dossier and statement of reasons with the Secretariat;
- Provost and candidate establish list of names of 8 externals. Provost solicits the letters (4 minimum);
- Departmental promotion committee is asked for their recommendation (they may choose not to give one);
- Dean is asked for his or her recommendation;
- meeting of SSC.



# Conclusion

- We encourage people to talk to their Chairs about the possibility of promotion.
- We encourage Chairs to mentor Associate Professors in their departments (particularly women).
- Departments and Faculties need to ensure that their internal requirements are consistent with the University's requirements.
- If you need help in interpreting any aspect of the Regulations, feel free to email me:  
[lydia.white@mcgill.ca](mailto:lydia.white@mcgill.ca)
- If you need help with procedural issues relating to what must be submitted (and formatting), contact the Secretariat :  
[bonnie.borenstein@mcgill.ca](mailto:bonnie.borenstein@mcgill.ca)