



Faculty of Medicine and Health Sciences

Guidelines for Academic Promotions

Summary

This document has been prepared as a guide to the requirements for academic promotion in the Faculty of Medicine & Health Sciences. Please consult the McGill University [Regulations Relating to the Employment of Contract Academic Staff](#) and the [Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff](#) for complete information.

Promotions

A. Course of Promotions:

The promotional path for tenure-track staff is covered in Sections 6, 7 and 8 of the **Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff**:

https://mcgill.ca/secretariat/files/secretariat/employment_of_tenure_track_and_tenured_academic_staff_regs_relating_to.pdf

The promotional path for Contract Academic Staff is covered in Articles 5.28 to 5.37 of the **Regulations Relating to the Employment of Contract Academic Staff**:

https://mcgill.ca/secretariat/files/secretariat/regulations_relating_to_the_employment_of_contract_academic_staff.pdf

1. Tenure-Track Academic Staff

Joint Appointments:

Academics with joint appointments must be considered for promotion and tenure at the same time in all academic units in which the appointment is held. The same holds true for Associate or Full Professors being considered for tenure only or for Associate Professors being considered for promotion to Full Professor.

Assistant Professors

Tenure Track Assistant Professors will be reviewed for promotion at the same time as their tenure

consideration. Assistant Professors must be considered for tenure no later than the sixth year at that rank; the granting of tenure automatically implies promotion to Associate Professor. Tenure dossiers are submitted by September 1 of the sixth year of appointment. For example, an individual hired August 2022, will submit their tenure dossier by September 1, 2027, and will have their tenure decision by June 1, 2028.

An Assistant Professor may not initiate a request to be considered for promotion and tenure before holding the rank for three years. The department can initiate the request at any time.

An Assistant Professor who is reviewed early for tenure and promotion and who is unsuccessful will be reconsidered at the time of mandatory consideration.

Those who are not granted tenure continue on staff, until the termination date of their current appointment. An Assistant Professor who has been denied tenure upon mandatory consideration for tenure in their sixth year may be reappointed for up to one additional year if required to provide for notice of termination. Alternatively, they may be considered for a CAS position.

Associate Professors

Associate Professors must be considered for tenure no later than the fifth year at that rank. Tenure dossiers are submitted by September 1 of the fifth year of appointment. For example, an individual hired in August 2022, will submit their tenure dossier by September 1, 2026, and will have their tenure decision by June 1, 2027.

2. Ranked Contract Academic Staff (CAS)

Ranked CAS may apply for promotion to a rank other than that of Professor following the sixth (6th) year for which the staff member has held her or his current rank; and to the rank of Professor following the tenth (10th) year for which the staff member has held the rank of Associate Professor. However, a Department, with the consent of the staff member, may recommend the staff member's promotion at any time.

It is the responsibility of Ranked CAS to prepare and pursue their case for promotion with due diligence and to provide the Departmental Chair with the necessary information and documentation to support the case for promotion.

Ranked CAS member's case for promotion, to a rank other than Professor, shall be considered first by an appropriate committee of the Department chaired by the Departmental Chair or their delegate, then, by the Dean or their delegate (Faculty Promotions Committee); and, finally, by the Provost.

In the case of a Ranked CAS member who holds a Joint Appointment, promotion to a rank other than that of Professor, shall be considered first, by an appropriate committee which has equal representation from all relevant Departments, the chair of which shall be determined by the CAS member's Departmental Chairs, then, by the Dean or, where appropriate, the Deans, and, finally, by the Provost.

In the event that the committee, the Dean or the Provost is tending to a negative recommendation, the Ranked CAS member shall be so advised with reasons by the committee, the Dean and/or the

Provost, as appropriate, and provided with the opportunity to address the concerns of the relevant decision-maker in writing.

A Ranked CAS being considered for promotion to the rank of Professor shall be considered first by an appropriate committee of the Department chaired by the Departmental Chair or their delegate, then, by the Dean or their delegate (Faculty Promotion Committee); and, finally, by the Statutory Selection Committee (SSC)

Promotion Committees:

- **Departmental Promotions Committee.** Each unit will have a Departmental Promotions Committee which includes senior departmental members. Often the membership overlaps that of the DTC. This committee makes recommendations to the Faculty Promotions Committee regarding promotions of CAS, and recommendations for promotion to Full Professor.
- **The Faculty Promotions Committee** considers all promotions outside the purview of the DTC or the UTC. This includes departmental recommendations for promotion of CAS. This committee also reviews recommendations for promotion to Full Professor and decides which ones to forward for consideration by Statutory Selection Committees. This committee is usually chaired by the Vice Dean, Academic Affairs.

B. Promotion Criteria

1. Promotion with Tenure:

The "***Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff***" describe academic duties for full-time teaching staff as follows: (Section 4.1)

- (i) teaching (such as graduate and undergraduate courses, supervision of individual students and assessment of student work);*
- (ii) research and other original scholarly activities, and professional activities; and*
- (iii) other contributions to the University and scholarly communities.*

Superior performance in two of these categories and reasonable performance in the third shall be the minimum requirement for the granting of tenure. For examples of academic duties consult: [Appendix 1 Academic Duties for Tenure Track: Specific Examples](#)

Promotion to Full Professor (Tenured)

For promotion to Full Professor, the candidate must have achieved national and international recognition for scholarship in the field. The candidate will normally have demonstrated excellence in at least two of the three academic duties and reasonable in the third.

2. Promotion of Contract Academic Staff (CAS):

There are similar expectations for CAS members, whose promotions are considered under the

purview of the Faculty Promotions Committee, with the following modifications.
Academic Duties” consist of the following activities:

- i. teaching, assessment and supervision of graduate and undergraduate students, the evaluation and marking of student work, and supervision of individual graduate and undergraduate programs;
- ii. research and other original scholarly activities, and professional activities, **including professional or clinical innovation*** and
- iii. other contributions to the University and external scholarly communities.

****including clinical and professional innovation that has an influence on the practice of the profession, and that is published, publicized or otherwise recognized in a way that makes possible its evaluation by external peers. For CAS (clinical/professional) this could include introduction and/or establishment of novel clinical techniques or programs.***

For examples of academic duties consult: [Appendix 2 Academic Duties for Contract Academic Staff: Specific Examples](#)

The promotion criteria for use by the DPC Chairs and the Faculty Promotions Committee are as follows:

Faculty Lecturer to Assistant Professor CAS (Clinical/ Research/Professional/Teaching) Full-time

- Excellence (generally in teaching) should be demonstrated in one of the three categories of academic duties with reasonable performance in a second;

Faculty Lecturer to Assistant Professor CAS (Clinical/ Research/Professional/Teaching) Part-time

- Excellence (generally in teaching) should be demonstrated in one of the three categories of academic duties;

Assistant Professor to Associate Professor CAS (Clinical/Research/Professional/Teaching) Full-time

- Excellence should be demonstrated in two of the three categories of academic duties;

Assistant Professor to Associate Professor CAS (Clinical/Research/Professional/Teaching) Part-time

- Excellence should be demonstrated in one of the three categories of academic duties with reasonable performance in a second.

Promotion to Full Professor CAS (Clinical/Research/Professional/Teaching)

(5.37) A Ranked CAS being considered for promotion to the rank of Professor shall establish:

- i. A record of highly significant contributions in one or more of the areas of:
 - a. research and/or other original scholarly activities as evidenced by international recognition by peers; or
 - b. Professional and/or clinical innovation that has an influence on the practice of

- the profession, and that is published, publicized or otherwise recognized in a way that makes possible its evaluation by external peers; or
- c. sustained creative activity as exemplified by external peer and public recognition, appropriate awards and prizes, invited performances, stagings and exhibitions; and
- ii. a record of:
 - a. superior teaching; or
 - b. superior contributions to the University and scholarly communities.

For promotion to Full Professor (CAS), the candidate must have achieved national and international recognition for scholarship in the field.

3. Dossier Requirements for Promotion

Dossier requirements **to Assistant and Associate Professor (CAS)**. Documents are to include the following, and are to be presented in the following order:

1. the written recommendations of the Chair of the Departmental Promotions Committee;
2. the candidate's CV (included in the CV should be a summary describing the research and its impact, using quantitative as well as qualitative measures as appropriate);
3. the teaching portfolio prepared according to Appendix A (Guidelines for Developing a Teaching Portfolio), on page 20 of the Regulations *Relating to the Employment of Tenure Track and Tenured Academic Staff*.

www.mcgill.ca/secretariat/files/secretariat/employment_of_tenure_track_and_tenured_academic_staff_regs_relating_to.pdf.

Note: Appendices max. 10 pages; should include course evaluation summaries, particularly from the past few years. The entire teaching portfolio should not exceed 20 pages.

i) Dossier requirements to Full Professor (Tenured and CAS)

Documents are to include the following, and are to be presented in the following order:

1. the written recommendation of the chair of the departmental promotion committee;
2. the candidate's personal statement, covering contributions to research, teaching and other contributions to the University and scholarly communities (4-6 pages with a focus on the uniqueness or originality of scholarly contributions and international reputation);
3. a curriculum vitae, including list of publications ([suggested -cv -format.doc](#));

4. do **not** include publication reprints (if included you may be asked to remove them);
5. list of 8 External Evaluators. Must use the form *List of Proposed External Evaluators* found here: <https://www.mcgill.ca/secretariat/tenure-promotion/information-promotion>.

This list must be **reviewed and signed by the Chair(s)** of departments/schools to which the candidate is appointed. The Dean shall solicit these letters on behalf of the candidate and the letters shall be forwarded to the Secretariat for inclusion in the candidate's dossier.

****Important notes about External Evaluators:**

- Ensure that evaluators hold the rank of **Full Professor**
- At least 2 of the evaluators must be from **outside of North America**. Evaluators from outside Canada are strongly encouraged for the other 6 names.
- Ensure that evaluators are at "arm's length" (see description on List of Proposed External Evaluators). If an evaluator is not deemed sufficiently distanced from a candidate, the candidate will have to replace the name and the Chair will need to re-approve the list.

Links to Regulations:

The promotional path for tenure-track staff is covered in the **Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff**:

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APPENDIX 1 –

Academic Duties for Tenure Track Faculty: Specific Examples

1. Teaching

Participation and contributions (either spontaneous or on request), with satisfactory reports from students, peers, coordinators and departmental chair(s), in some or all of the following areas:

- a. undergraduate and graduate courses: lectures and small group sessions (number and quality, peer and student evaluations), laboratories, examinations, assignments, reports, term papers, student research projects, etc.
- b. curriculum development and teaching initiatives
- c. course or unit coordination
- d. program coordination
- e. supervision and teaching in clinical settings of undergraduate students, clinical fellows and residents (quality: peer and student/trainee evaluation)
- f. supervision of graduate students and postdoctoral fellows: M.Sc. and Ph.D. thesis supervision
- g. clinical teaching activities of the department or hospital: presentations at grand rounds, specialty rounds, resident supervision
- h. continuing education courses: primary organization of courses, lecturing, informative talks
- i. teaching and/or coaching in Faculty Development courses/seminars
- j. invited lectures and seminars

2. Research and other original scholarly activities, and professional activities

Conduct of independent research and communication of the results of this research to the scholarly community. The criteria below can be used as examples of performance areas:

- a. ability to obtain salary awards and operating research grants from peer-reviewed external agencies/bodies: grants value, number, calibre of granting institutions,

duration, renewal history

- b. Publication of papers in scholarly journals (number may vary with the field and the nature of research). Each article cited for consideration by an evaluation committee should have had a substantial amount of the actual research and documentation done subsequent to the assistant professor's first appointment at McGill.
- c. publication record (quality and quantity) since the McGill appointment as first or senior author; full papers in high-quality journals; originality; substance, scientific merit and importance, journal standings, authorship, collaboration, number of authors, with graduate students, contribution to multi-authored papers
- d. judgment of external referees, experts in the candidate's field of research
- e. continuing peer-reviewed funding for research
- f. invitations from national and/or international institutions to present lectures, seminars, symposia, workshops, and other evidence of peer- recognition, scientific meetings, published abstracts
- g. review of scientific manuscripts for well-respected journals
- h. establishment of an independent, funded research program
- i. leadership, recognition by national and international scholarly bodies
- j. membership on editorial boards or ad hoc review for scientific journals (number, journal standing)
- k. invited publications, editorships
- l. patents and inventions
- m. development of a new clinical technique (e.g., new surgical procedure)

3. Other Contributions

Appropriate and positive contributions to the academic administration of the department or hospital, or to the professional and academic activities of the discipline.

- a. Service/contribution on departmental, faculty or university committees (voluntary or on request); chairing such committees

- b. supervisory roles and/or professional services for granting agencies and professional societies
- c. review of grant applications for external granting agencies or internal sources (ad hoc or grants panel member)
- d. involvement in scientific decision-making or science review process: service on a granting committee for a funding agency
- e. supervision of facilities and/or personnel
- f. membership, organization and participation in activities of professional societies; holding office in such societies
- g. organization of conferences (local, national and international)
- h. membership on hospital committees, including holding office or leadership roles; service functions in hospitals
- i. contribution to public education (lecturing, media)

APPENDIX 2 -

Academic Duties for Contract Academic Staff: Specific Examples

1. Teaching

Participation and contributions (either spontaneous or on request), with satisfactory reports from students, peers, coordinators and departmental chair(s), in some or all of the following areas:

- a. undergraduate and graduate courses: lectures and small group sessions (number and quality, peer and student evaluations), laboratories, examinations, assignments, reports, term papers, student research projects, etc.
- b. curriculum development and teaching initiatives
- c. course or unit coordination
- d. program coordination
- e. supervision and teaching in clinical settings of undergraduate students, clinical fellows and residents (quality: peer and student/trainee evaluation)
- f. supervision of graduate students and postdoctoral fellows: M.Sc. and Ph.D. thesis supervision
- g. clinical teaching activities of the department or hospital: presentations at grand rounds, specialty rounds, resident supervision
- h. continuing education courses: primary organization of courses, lecturing, informative talks
- i. teaching and/or coaching in Faculty Development courses/seminars
- j. invited lectures and seminars

2. Research and other original scholarly activities, and professional activities, including professional or clinical innovation

Conduct of independent research and communication of the results of this research to the scholarly community. **Innovation that has an influence on the practice of the profession, and that is published, publicized or otherwise recognized in a way that makes possible its evaluation by external peers.** The criteria below can be used as examples of performance areas:

- a. ability to obtain salary awards and operating research grants from peer-reviewed external agencies/bodies: grants value, number, calibre of granting institutions, duration, renewal history
- b. Publication of papers in scholarly journals (number may vary with the field and the nature of research). Each article cited for consideration by an evaluation committee should have had a substantial amount of the actual research and documentation done subsequent to the assistant professor's first appointment at McGill.
- c. publication record (quality and quantity) since the McGill appointment as first or senior author; full papers in high-quality journals; originality; substance, scientific merit and importance, journal standings, authorship, collaboration, number of authors, with graduate students, contribution to multi-authored papers
- d. introduction and/or establishment of novel clinical techniques or programs (e.g., new surgical procedure)
- e. continuing peer-reviewed funding for research
- f. invitations from national and/or international institutions to present lectures, seminars, symposia, workshops, and other evidence of peer-recognition, scientific meetings, published abstracts
- g. review of scientific manuscripts for well-respected journals
- h. establishment of an independent, funded research program
- i. leadership, recognition by national and international scholarly bodies
- j. membership on editorial boards or ad hoc review for scientific journals (number, journal standing)
- k. invited publications, editorships
- l. patents and inventions

3. Other Contributions

Appropriate and positive contributions to the academic administration of the department or hospital, or to the professional and academic activities of the discipline.

- a. Service/contribution on departmental, faculty or university committees (voluntary or on request); chairing such committees
- b. supervisory roles and/or professional services for granting agencies and professional societies
- c. review of grant applications for external granting agencies or internal sources (ad hoc or grants panel member)
- d. involvement in scientific decision-making or science review process: service on a granting committee for a funding agency
- e. supervision of facilities and/or personnel
- f. membership, organization and participation in activities of professional societies; holding office in such societies
- g. organization of conferences (local, national and international)
- h. membership on hospital committees, including holding office or leadership roles; service functions in hospitals
- i. contribution to public education (lecturing, media)