

McGILL UNIVERSITY

FACULTY OF MEDICINE AND HEALTH SCIENCES

Guidelines for Reappointment of Tenure Track Faculty

A copy of these guidelines for reappointment must be sent to all future assistant and associate professors by their department with their offer letter or given to them no later than sixty days after their first appointment start date.

A. Timing

The formal evaluation for reappointment will take place at the beginning of the last year of the initial appointment in rank as a full-time assistant or associate professor. At that time, the assistant or associate professor may be reappointed for one, two or three years OR be given notice of non-renewal.

B. Criteria

Reappointments will be based on evidence of performance in each of the following three categories:

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

[\(Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff, Section 4.1\)](#)

The candidate must present documentation that demonstrates the successful launch of an academic career. In the Faculty of Medicine, this would *normally* include success in obtaining peer-reviewed research funds and a peer-reviewed career award. This career path would then be expected to develop so as to fulfill the tenure criteria in due course.

C. Procedures

The Chair and a departmental committee will review the candidate's performance within the time frame and considering the criteria described above. In all cases, the chair must provide a written report to the candidate, with a copy to the Dean, with a recommendation for the period of the reappointment (if recommended) which is compatible with the standards of the University tenure review. This report must provide substantive reasons for the recommendation. In addition, the Chair should provide feedback to the candidate, with a series of target goals for the reappointment period. This process is designed to aid in mentorship and development of faculty, in addition to being a review process.

It is the responsibility of each candidate, in consultation with the chair, to seek appropriate opportunities to meet the criteria for reappointment. This means that candidates should demonstrate progress and achievements in each of the three areas of their career performance, i.e. teaching, research and other contributions (see appendix 1 for examples).

In the case of a recommendation for non-renewal, be it at the end of the first three-year appointment, or at the end of a subsequent one or two-year reappointment, notice must always be given to the candidate at least 37 weeks prior to the expiration of that appointment ([Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff, Section 6.4](#)) The University regards reappointment as a process requiring formal evaluation and non-renewal must follow the rules of natural justice and specifically provide an opportunity for the candidate to state his/her case before the departmental committee before a final recommendation is made.

If the final recommendation is not to reappoint, the candidate may appeal. The procedures for appeals are presented in the [Regulations Relating to the Employment of Academic Staff, Section 8](#).

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, caliber 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 (eg. 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 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)

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