

## PROMOTION DOSSIER GUIDELINES - CANDIDATES FOR FULL PROFESSOR

Requirements for the dossier of a candidate for promotion to full professor are described in section 8 of the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*. This document provides additional guidelines for those preparing the dossiers for approval by a Statutory Selection Committee (SSC).

Section 4 of the *Regulations Relating to the Employment of Librarian Staff* describe the requirements for librarians for promotion to full librarian. Please consult with the Secretariat ([bonnie.borenstein@mcgill.ca](mailto:bonnie.borenstein@mcgill.ca)) for additional guidelines.

Contract Academic Staff (CAS) from the Faculty of Medicine may apply for promotion to full professor in accordance with the requirements listed on the Faculty of Medicine website: <http://www.mcgill.ca/medicine-academic/promotion/promotion-full-professor>.

### About the assessment of the dossier

Assessments of dossiers made by Departments, Faculties and Deans, as well as the Statutory Selection Committee (SSC), must be based on the candidate's performance of his or her academic duties as defined in the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff* (section 4.1). In particular, Candidates for promotion must demonstrate:

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

### The contents of the dossier

#### The portion of the promotion dossier for which the candidate is responsible:

- (i) the candidate's personal statement, covering contributions to research, teaching and other contributions to the University and scholarly communities;
- (ii) a curriculum vitae, including list of publications;
- (iii) where the candidate is a staff member who has made a direct request to the Principal for the establishment of a statutory selection committee in accordance with section 8.3 of the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*, a written statement supporting his or her claim to promotion;
- (iv) Appendices (optional, and as needed) consisting of supplementary documentation, such as:
  - a selection of publications;
  - other material that the Candidate wishes to bring to the attention of the promotion committees.

#### Notes:

- A full teaching portfolio is not required to be included in this dossier. However, candidates should consult the *Guidelines for Developing a Teaching Portfolio* (Appendix A of the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*, particularly the sections on teaching responsibilities and teaching effectiveness. In their

personal statement on teaching, candidates should include a list/table of courses taught (with course evaluation results) evidence of teaching effectiveness, and details of students supervised, as specified in the guidelines.

- Departments and faculties will vary as to whether they require copies of publications to be included. The SSC does not review publications, only publication records.

Material added by the candidate's Chair and Dean to the promotion dossier:

- (i) at least 4 confidential letters of reference (solicited by the Dean) from recognized authorities in the candidate's field who are external to the University;
- (ii) the written recommendation of the Chair of the departmental promotion committee;
- (iii) the written recommendation of the Dean (or the Chair of the faculty promotion committee, where applicable).

Notes:

- If the 4 letters that have been submitted do not exemplify the international reputation of the candidate, more letters must be sought until a set of international letters is obtained and the international reputation of the candidate is demonstrated through the letters.
- If the candidate's area of expertise is one where the majority of expertise lies in one geographical area, an explanation must be included in the Chair's letter.
- All letters must be from individuals who are at arm's length from the candidate. Included amongst those who cannot serve as external evaluators are: current research collaborators, former students, individuals with whom the candidate has or has had a close personal relationship. Former thesis supervisors, departmental colleagues, research collaborators or others involved in professional relationships with the candidate may be nominated provided that the relationship ended at least six years ago. If you have questions about bias or conflict of interest, please contact Bonnie Borenstein at [bonnie.borenstein@mcgill.ca](mailto:bonnie.borenstein@mcgill.ca).
- The relationship between the candidate and the external must be fully described on the form provided by the Secretariat. The external will also be requested to include a description of the relationship in their letter. If there is a discrepancy in the descriptions, and the suggestion of a relationship that is not at arm's length, the faculty may include the letter in the dossier but only with this discrepancy highlighted by the Dean/ faculty-level promotions committee, for the SSC membership. The letter cannot be counted into the 4-letter minimum requirement.

Preparing for the SSC review of the dossier (by the Dean and the faculty-level promotions committee):

The dossier submitted to the Secretariat ([bonnie.borenstein@mcgill.ca](mailto:bonnie.borenstein@mcgill.ca)) by the Dean's Office should be no longer than 100 pages and should follow this order:

- Letter from the Dean to the Provost on McGill letterhead
- Letter from the Chair (or Chair of the departmental-level committee that reviewed the dossier) to the Dean on McGill letterhead, which should include highlights of the candidate's
  - Research (areas of expertise, grants, invitations to speak, publications written and edited)
  - Teaching (courses)
  - Service (internal and external to the University)
- Explanation by candidate if direct request to Principal (Process initiated by the candidate after 10 years, from section 8.17 of the Regulations)
- Letters of Reference from external evaluators
- Summary describing which the externals were able or not able to write letters

- Form and description of external evaluators
- Personal Statement, which includes a short statement about research interests
- CV
- (Optional) Appendices

Procedures during the SSC meeting:

- The provost chairs the meeting.
- The Provost will call upon the Dean of the candidate's faculty to make the first presentation of the dossier, which may be followed by the presentation by the candidate's Departmental Chair or designate, in a faculty with no departments.
- Note that the Dean and the Chair may wish to confer in advance of the meeting who will highlight which points to the other committee members.