

Tenure Information Session

for the 2019-2020 Cohort

Welcome to the Session



Tenure Information Session

for the 2019-2020 Cohort

- As an impartial office responsible for administration of the tenure process, McGill's Secretariat carries out numerous day-to-day activities throughout the cycle of the tenure process, as stipulated by the regulations:
 - *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*
 - *Regulations Relating to the Employment of Librarian Staff*
 - Website: <https://www.mcgill.ca/secretariat/tenure-promotion/information-tenure>
 - Today's livestream and presentation will be published: <https://mcgill.ca/secretariat/tenure-promotion/information-tenure/tenure-consideration-cohort-2019-20>



Agenda

- Opening Remarks
Ms. Edyta Rogowska, Secretary-General
- Principal's Message
Professor Suzanne Fortier, Principal
- Key Tenure Considerations
Professor Christopher Manfredi, Provost
- Review of Tenure Regulations and Process
Professor Angela Campbell, Associate Provost
(Equity and Academic Policies)
- Question period





**Tenure at McGill
2019-2020
Information Session**

Prof. Christopher P. Manfredi
Provost & Vice-Principal
(Academic)
14 November 2018



Importance of Tenure Decisions

- granting tenure is the **most important decision** we make at McGill
- tenure decisions **define the Faculties and the Libraries**
- tenured professors and librarians **define the University**

Rationale of Tenure

- Tenure process ensures that academic staff are fairly evaluated on the performance of their academic duties with reference to relevant criteria.
- Academics with tenure should be terminated only:
 - for “cause”;
 - following fair and proper procedures;
 - (in narrow circumstances) for demonstrably *bona fide* financial exigency.

Privileges of Tenure

- Strongest guarantee of academic freedom in research, teaching, and service
- Ensures a certain degree of economic security
- Greater involvement in University governance and decision-making

Responsibilities of Tenure

“A member of the academic staff who is granted tenure shall maintain the high standards for which it was granted.”

[7.36 /3.59, Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff/Regulations Relating to the Employment of Librarian Staff]

Elements of a Sound and Rigorous Tenure Process

- ensures a fair and reasoned evaluation of tenure-track faculty
- yields the most equitable and justifiable outcomes for the candidate and for the University
- offers faculty members an opportunity for constructive dialogue
- recognizes and rewards the high standard of academic performance for which tenure is granted
- refrains from deferring difficult judgments to a UTC, to the Principal and/or Provost, or to the University Tenure Appeals Committee

Discussion and Feedback

Comments?

Questions?

Suggestions?

Tenure at McGill: Regulations and Procedures

**Angela Campbell
Associate Provost
(Equity and Academic Policies)**



November 2018



Context

- *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*
- *Regulations Relating to the Employment of Librarian Staff*

Available at:

<https://www.mcgill.ca/secretariat/policies-and-regulations>



Levels of Review

- **DTC/LTC** – Departmental/Library Tenure Committee, usually chaired by Department Chair, plus at least 4 other members
- **UTC** – University tenure committee, chaired by Dean, plus 5 other members
- **Principal or delegate** (Provost)

For information on the composition of internal committees, including for candidates with **joint appointments**, please consult the Regulations.



Timing of Tenure Consideration

Mandatory consideration (from year of initial appointment):

- Assistant professor/librarian: 6th year
- Associate professor/librarian: 5th year
- Full Professor/librarian: 4th year

Early consideration:

- Assistant professor: from 3rd year (Chair may initiate the process in any year with Candidate's consent)
- Associate or Full professor: any year



Timing of Tenure Consideration

Delayed consideration:

- A faculty member may **elect** to exclude authorized leaves of longer than 3 months as service for tenure consideration. Result: placement in following year's tenure cohort
- Election must be communicated to Provost's office in writing no later than June 1st in normal year of tenure consideration.
- Maximum of 2 extensions permitted (including extensions related to leaves pre-reappointment)



Performance of Academic Duties

PROFESSORS

LIBRARIANS

Teaching

Position Responsibilities

Research

Professional and Scholarly
Activities

Other Contributions(Service)

Other Contributions (Service)

Minimum Assessment

▶ **Superior** performance in **two** categories

(NB: for librarians, one of two Superior assessments must be for Position Responsibilities)

▶ **Reasonable** performance in the **third**



Relevant Period/Content

- Performance, not promise.
- The period assessed includes all years up to the year of tenure consideration during tenure-track period, rather than before. (Exception: early tenure candidates)
- How to avoid “double counting” of achievements.
- Your dossier is what matters – no one else’s; tenure is not a comparative analysis.



Tenure Dossier – Candidate

- *Curriculum vitae*
- Personal statement (outlining your performance of academic duties)
 - Record of **research**, scholarship, professional activities and contributions
 - Record of **teaching**
(NB: Guidelines and TLS support)
 - Record of **general contributions to University and scholarly communities**
- Other materials the Candidate may wish to submit



Dossier - Additional Items

Added to tenure dossier after Sept 1st:

- **External Evaluator reports (3)**
- Items added by DTC Chair (pre-Nov. 15) (if any)
- Items added by Candidate (pre-Nov. 15) (if any)
- New material, if requested by DTC, UTC or the Principal (or delegate) to clarify an issue that has arisen during deliberations (post-Nov. 15)



External Evaluators

- Evaluate the Candidate's research and scholarship
- Must be of recognized standing and qualified to provide an evaluation
- Must not be in a conflict of interest (e.g., supervisors, professional or close personal relations, recent colleagues/collaborators)
- Must not be in the employ of McGill University



Committee Responsibilities

- Guided by objectivity, integrity, impartiality and fairness
- Make recommendations based solely on the the performance of the Candidate's academic duties as set out in the tenure dossier – no benchmarking
- Provide substantive reasons to support an assessment of performance in all areas
- Respect procedure established by the Regulations, including deadlines



Tenure Calendar

PHASE 1

By May 1: Candidate and Chair agree on list of 8 external evaluators. Chair forwards list to Dean.

By June 1: Candidates intending to elect to defer tenure consideration must have done so by this date.

By June 30: UTC ranks list of external evaluators. Secretariat contacts externals over the summer.

By September 1: Candidate submits dossier to Secretary-General:
- internal package
- external package (internal package minus teaching)



PHASE 2

Sept-Jan DTC/LTC meets

November 15
Deadline for addition of material by DTC/LTC Chair

Deadline for submission by Candidate of additional material

Post-November 15
If requested by DTC/LTC, Candidate adds new material to dossier

November 25
Secretary-General transmits external evaluators' reports to DTC/LTC and UTC.



PHASE 3

Jan – Apr UTC meets

January 25
Deadline for DTC report.*

UTC may seek further information from the Candidate, Chair or from one or more additional external evaluators.

April 30
Deadline for UTC report.*

May-June
Decision by the Principal and recommendation to the Board of Governors.*



Outcomes

Most tenure candidates will be granted tenure. Result: appointment for an indefinite term, starting on June 1.

If a committee or the Provost is tending to a negative decision, the Candidate has the right to:

- be informed of concerns
- have access to the substance of external evaluators' reports
- address concerns during an in-person meeting, with an advisor

Where tenure is denied:

- appointments may continue for up to a year (if 37 weeks notice has not been given)
- the Candidate may appeal the decision



Further Support

- Interpretation of the Regulations:
angela.campbell@mcgill.ca
- Timing of tenure: academic.personnel@mcgill.ca
- Tenure submission deadlines or procedures:
bonnie.borenstein@mcgill.ca
- Teaching Portfolio assembly or questions:
tls@mcgill.ca
- Teaching and Research Appendices to the Regulations
- FAQ on tenure:
https://www.mcgill.ca/apo/files/apo/tenure_faq_2013_1023.pdf

Next Steps

- Today's livestream and presentations can be found at:
<https://mcgill.ca/secretariat/tenure-promotion/information-tenure/tenure-consideration-cohort-2019-20>
- A second tenure information session:

Date: November 23, 2018, from
10:00 am - 11:30 am

Location: MS 2-084 Conference Room,
Macdonald Campus

