Promotion request to the rank of Full Professor

This request is intended for tenured professors at the rank of Associate.

COLLECTIVE AGREEMENT between the APUO and the University of Ottawa

Submission deadline: Between July 1st and September 1st

Documents to be submitted to the Dean

- **Letter of intent**: in this letter you may include information regarding your research and teaching activities, academic services and any other useful information. Please take into consideration the evaluation criteria listed in the Collective Agreement when preparing your letter.

- **List of four potential external evaluators** who could be called upon to evaluate your research dossier. This list can be attached when you submit your annual report. We ask that you include the following information: Academic rank, address, telephone number and e-mail address. We also ask that you please indicate the existing collaboration between you and each proposed evaluator. In accordance with article 23.3.2.5 a), you can include a list of persons who, in your opinion, may be prejudiced or otherwise not qualified to evaluate your research dossier.

  **N.B. The external evaluators must have a professional status equivalent to that of a full professor.**

- **Up-to-date CV**, using the UOCV model or a curriculum vitae that contains equivalent information.

- **Teaching dossier**: may include power point presentations, course outlines, teaching material, etc.

- **Research dossier**: Scholarly works such as publications, texts, etc. Examples are enumerated in article 23.3.1. Only your books will be returned.

Submission procedure

The submission of Tenure and Promotion requests is done electronically using the confidential document management system « Docushare ». We no longer need paper copies of the required documents.

Please click on the following link to access the system: https://web36.uottawa.ca/lfserver/FACULTY/PROFESSOR/PPTE

**N.B.: The e-form does not work with certain versions of Internet Explorer. If you have technical difficulties, please communicate with Sylvie Desrochers.**

If some of your publications are only available in paper format, simply check the box in the submission form and deliver the documents directly to the Dean’s Office.

For any questions with regards to the submission of your request, please do not hesitate to contact Sylvie Desrochers.

*If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 4 p.m. the next working day.*

**N.B. Please note that this is an internal document only and serves to facilitate the understanding of the process. It is not meant to replace the Collective Agreement between the APUO and the University of Ottawa.**
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Procedures/evaluation steps *

1. If you attach a list of potential external evaluators when you submit your annual report, we will ask your academic unit to provide a list of potential evaluators. The FTPC and the Dean will then select four names from these lists. This will all be done over the summer months before the September 1st deadline.

2. After the submission of your complete request, your file is forwarded to the Director/Chair of your academic unit.

3. The Director/Chair (and TPC, if applicable) prepares an evaluation of your teaching based on the criteria of article 24.2.2.1. The Director/Chair (and TPC, if applicable) suggests four external evaluators, if this was not already done (see point 1).

4. Your file is then sent to the members of the FTPC to complete the evaluation of your teaching activities and to select external evaluators (if this is not already done).

5. Your research dossier is then evaluated by four external evaluators. They will be provided with your letter of intent, your CV and your research dossier. Once all four letters are received, a redacted copy is sent to both you and your Director/Chair (and TPC if applicable). Please note that the identity of the evaluators remains confidential.

6. The Director/Chair (and TPC, if applicable) evaluates your academic service and your research dossier with the aid of the external evaluators’ letters. The Director/Chair (and TPC, if applicable) prepares a recommendation on the granting of the promotion to the rank of Full Professor with Tenure.

7. Your file is then evaluated by the members of the FTPC and the Dean. The FTPC and the Dean evaluate your academic service, your research dossier with the aid of the external evaluators’ letters and the evaluation of your academic unit. They also confirm if you obtained active bilingualism. The FTPC and the Dean prepare a recommendation on the granting of promotion to the rank of Full Professor with Tenure (two distinct recommendations).

8. Your file is then sent to the Joint Committee for evaluation. The decision is taken at this stage.

9. Deadline to receive the decision: April 1st.

* In accordance with articles 5.2.1.3 and 5.2.1.5, you will be informed of all recommendations and decisions following each step and you will have 10 business days to consider the information before we proceed to the next step.

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Evaluation criteria: Article 25.3.3 of the APUO collective agreement.

The promotion to the rank of full professor is recognition of the high quality of the member’s contributions to teaching and scholarly activities in the university setting.

Professors submitting a request for promotion to the rank of full professor must meet the criteria listed in article 25.3.2 (shown as option A below) or, in article 25.3.3 (shown as option B below).

OPTION A:

- **25.3.2 (a): Doctorate:** hold a doctorate degree or the equivalent.

- **25.3.2 (b):** Your teaching dossier will be evaluated in accordance with the provisions of article 24 of the Collective Agreement. In their evaluation, your academic unit is responsible for identifying the nature of your courses and stating their opinion for each course and for all other teaching activities. The academic unit has to determine if the content and teaching material are up to date and correspond to the program objectives. The academic unit cannot base their opinion on the A-reports during their evaluation. With the help of this evaluation and the A-reports, the FTPC and the Dean determine if the teaching meets expectations.

- **25.3.2 (c):** Your research dossier will be evaluated by four external evaluators in accordance with the provisions of articles 23 and 25 of the collective agreement.

  The external evaluators are responsible to determine if your scientific works produced (or other) are deemed of good quality and have contributed continuously and significantly to the expansion of knowledge in your area of specialization or to the advancement of a profession, since the promotion to the rank of Associate Professor. They will also determine if your scholarly works have had a significant and valuable impact on the field as recognized both at the University of Ottawa and elsewhere.

- **25.3.2 (d):** Your academic service activities shall be assessed by the FTPC and the Dean, in accordance with the provisions of the article 23.2.4.3 (a), after receiving the written opinion of your academic unit. Your academic service activities must be deemed of satisfactory quality.

- **25.3.2 (e):** RULE (regular university-level experience): You must have accumulated at least nine RULE at the end of the calendar year in which tenure would take effect. Two of those nine years must be at the University of Ottawa.

OPTION B: (Please note that if you choose this option, the steps for the evaluation of your teaching dossier will differ due to the different criteria to be met.)

The promotion to the rank of full professor shall be granted to a member who, instead of complying with the conditions set forth in 25.3.2 (option A), meets the following requirements. This option is aimed for professors who excel in academic services and teaching activities.

- **25.3.3 (a):** Your research dossier will be evaluated by four external evaluators in accordance with the
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provisions of articles 23 and 25 of the collective agreement.

The external evaluators are responsible to determine that, since your appointment or promotion to the rank of associate professor, you have produced scientific, literary, artistic or professional works which are deemed of good quality and contributed continuously and significantly to the expansion of knowledge in your area of specialization or to the advancement of a profession.

- **25.3.3.3 (b):** Teaching: You must have taught a wide range of levels. Your teaching dossier, when assessed in accordance with article 24 (more precisely, article 24.2.2 regarding Direct Peer Review of Teaching), is found to be outstanding.

- **25.3.3.3 (c):** Your workload has included, in the period since your nomination or promotion to associate professor, teaching activities or academic service activities – or a combination thereof – significantly in excess of the norm.

- **25.3.3.3 (d):** You must meet the other conditions for promotion to the rank of full professor listed in clauses 25.3.3.2 (a), (d) and (e).

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