

RRUFA Member Conversion and Promotion

Application and Process



Information Session

April 15, 2021

ACKNOWLEDGMENT OF TRADITIONAL LANDS

Royal Roads University acknowledges that we live, learn and work on the traditional lands of the Xwsepsum (Esquimalt) and Lkwungen (Songhees) ancestors and families, who have lived, hunted, fished and gathered here since time immemorial, and who shared these traditional land resources with the neighbouring Scia'new (Beecher Bay) and T'Sou-ke (Sooke) Nations.

It is with gratitude that we now work and learn on these lands, where the past, present and future of Indigenous and non-Indigenous students, faculty and staff come together.

Hay'sxw'qa si'em!

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Collective Agreement

Article 17 Faculty Member Ranks

This language details the descriptions of each of the academic ranks. The descriptions are the baseline for adjudicating conversion and promotion.

Note: **Professor = *will hold an earned doctorate degree***

Associate Professor = *normally will hold a doctorate. Professional qualifications or designations in fields where doctorates are not normally available, or instances where the candidate has accumulated experience judged to be particularly relevant and valuable to a field, may be considered.*

Assistant Professor = *normally will hold or be in the process of doctorate. Professional qualifications or designations in fields where doctorates are not normally available, or instances where the candidate has accumulated experience judged to be particularly relevant and valuable to a field, may be considered.*

Collective Agreement

Article 18 Types of Faculty Appointments

- **Continuing Track Appointment** (normally 5 years –subject to 18.1a i-iii)
- **Continuing Appointment** – appointment without term
- **Limited Term Appointment (LTA)** (term up to 5 years)

Article 19 Article 23

Faculty Member Application for Conversion Faculty Member Application for Promotion



Application for conversion to continuing appointment/promotion contents ...

THIS IS A BRIEF SUMMARY – APPLICANTS SHOULD FOLLOW THE CA LANGUAGE DIRECTLY

ALL EVIDENCE/DOCUMENTATION SUBMITTED MUST REFLECT PERFORMANCE SINCE THE COMMENCEMENT OF THE FACULTY MEMBER'S RRU CONTRACT

- ✓ A letter of application, written by the Faculty Member, **requesting conversion and/or promotion** to a continuing appointment and offering a rationale for such conversion, using the criteria set out at Article 22.5, and the descriptions of the areas of academic duties and responsibilities, as outlined at Article 17);
- ✓ A list containing the names of **four (4) rank-ordered referees** (i.e., Professor, Associate Professor or equivalent), **at least three (3) of whom must be external to RRU** and all of whom must be experienced and respected in the applicant's field of study, in order to qualify to serve as independent referees. An up-to-date CV for each referee must be included
- ✓ An up-to-date curriculum vitae;
- ✓ All work plans and performance reviews Documentation and evidence of the results of research and scholarship activities that the Faculty Member wants the Committee to consider.
- ✓ All teaching evaluations

Application for
conversion to
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contents
(continued)...

**THIS IS A BRIEF SUMMARY – APPLICANTS SHOULD FOLLOW THE CA
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RRU CONTRACT**

- ✓ The Faculty Member's teaching dossier;
- ✓ A list and brief summary of administrative duties, committee appointments, and any other program or business development and marketing work performed
- ✓ A list and brief summary of professional services provided to the outside community;
- ✓ A list of awards or recognitions given to excellence in research and scholarship, service, and academic administration;
- ✓ Additional documentation in support of excellence in teaching, research and scholarship, service, and academic administration. The choice of documentation here is at the Faculty Member's discretion but must be since the commencement of the Faculty Member's appointment. These should reflect those duties and responsibilities of the Faculty Member as detailed in Article 27;

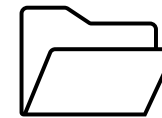
Application Package Template

- Letter of Application
- Referees
 - Contact information and CV for each referee

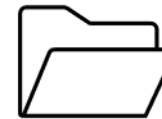
Package (Narrative/Summary)

- TEACHING
 - Teaching Philosophy
 - RRU Courses Taught to Date
 - COURSE CURRICULUM DEVELOPMENT
 - COURSE EVALUATIONS
 - GRADUATE STUDENT SUPERVISION
- RESEARCH
 - Research Projects to Date
 - Scholarly Presentations
 - Scholarly Publications
 - Research Grants
- ACADEMIC ADMINISTRATION
 - Program Head
 - School Director
- SERVICE
 - Committees
- AWARDS/RECOGNITION
- CURRICULUM VITAE

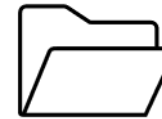
O Drive: Sample Folders (Evidence)



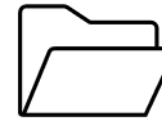
Referee Info



Work Plans



Conference
Presentations and
programs

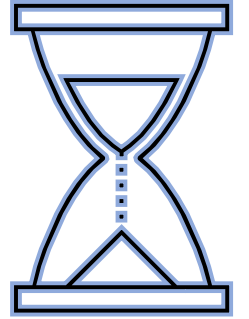


Publications



Course
Evaluations

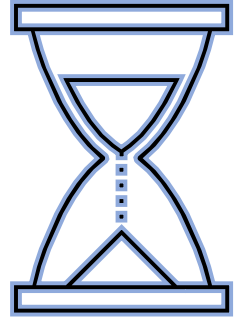
Timeline



Once the full application is submitted:

- **Within 15 working days** of the submission the Dean will request that the Faculty Member's School Director or equivalent solicit input from other Faculty Members as to the applicant's academic qualifications and suitability for conversion to continuing appointment within the School, based on the criteria for conversion to a continuing appointment. The Dean will provide the applicant's CV and application letter to the Faculty Member's School Director or equivalent.
- **Within 15 working days** of having received the request for input, the School Director or equivalent will summarize and submit feedback with identifiers removed to the Dean
- Dean's office will solicit referee assessment and offer a reasonable time frame for completion
- Upon receipt of the faculty input and referees' assessment, the Dean's office submits completed conversion/promotion package to the UCPC

Timeline



Once the full application is submitted:

- The UCPC recommendation and rationale will be submitted to the Dean's office within **45 working days** of having received the conversion/promotion package
- Within **10 working days** of having received the UCPC recommendation, the Dean will make a recommendation to the VPA

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Timeline

Within **10 working days** of having received full application for continuing appointment file, the VPA will inform the Faculty Member of the UCPC's and Dean's recommendations. The VPA will either:

- **Concur** with the joint UCPC's and Dean's **recommendation to grant conversion** and submit the completed Application for Continuing Appointment/Promotion File with their supporting recommendation to the President.
 - If the President accepts the recommendation, the President will notify the Faculty member in writing with a copy to RRUFA, the Dean and the UCPC.
- **Notify the Member of the recommendation from the UCPC and/or Dean to not grant conversion**, with a copy to RRUFA.
 - Upon receipt of the recommendation to not grant conversion, the Member may make a written request to the Vice-President Academic and Provost for a review of the Application for Continuing Appointment/Promotion File as per Article 19.10. This request must be within **fifteen (15) working days** of receiving the notice.

Setting Up for Success

- Create your own C&P application electronic file to store documents as they are available
 - Work plans
 - Course Evaluations
 - Publications
 - Conference presentations and conference programs
 - Awards
 - Notes of appreciation from students, peers, community
- Consider opportunities for service to RRU community
- Article 5 – Collegiality, Openness and Transparency
- Consult your School Director about your intention to apply for conversation and/or promotion – this can be a valuable opportunity for feedback from an experienced member.
- Mentorship

Questions?
Comments...

