

## Promotion and Review Policy

### Materials Science Institute

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#### **1.0 Collective Bargaining Agreement Processes**

Review and promotion procedures are specified in Article 19 of the Collective Bargaining Agreement. This document elaborates only on those components of review and promotion that are not prescribed in the CBA. When conducting contract and promotion reviews, the Materials Science Institute will rely on Article 19 as a primary resource. These procedures also apply to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy.

#### **2.0 Annual (contract) review**

- 2.1 All NTTF are reviewed annually, typically in the Spring. During their first contract, NTTF will also be reviewed halfway through the contract period.
- 2.2 The Business Manager is responsible for setting timelines for annual reviews, and communicating deadlines to NTTF and their supervisors.
- 2.3 Supervisors perform the annual evaluation. Where there is more than one supervisor, each will be responsible for their area of assignment. The supervisors are not required to be MSI faculty.
- 2.4 The annual evaluation will be based upon the professional responsibilities as described in a NTTF's position description along with annual goals and major assignments during the year under review. Because the NTTF are funded by sponsored projects, evaluations should reflect the kind of activities that the NTTF have been funded to do.
- 2.5 At the time of the annual evaluation, supervisors, with input from the NTTF, will set individual goals for the upcoming year. Progress towards these goals will be reviewed as part of the annual review for the subsequent year.
- 2.6 Review materials
  - 2.6.1 The Business Manager or designee is responsible for developing and maintaining evaluation forms.
  - 2.6.2 In preparation for an annual review, the NTTF will provide their supervisor with a complete updated CV and a report on activities and accomplishments that reflects progress towards goals set a year prior.
  - 2.6.3 For each NTTF being reviewed, the supervisor will provide the Business Manager with: a current job description, all of the documents provided by the faculty member, and a completed, signed evaluation, using the form provided.
  - 2.6.4 The supervisor and the NTTF should sign the supervisor's evaluation. The NTTF's signature acknowledges receipt of the evaluation; it does not indicate agreement with the evaluation. NTTF may also provide a response or addendum to the evaluation.
  - 2.6.5 Documents provided by the NTTF and their supervisor will be placed in the NTTF's personnel file.

## **3.0 Promotion review**

### **3.1 Timeline**

- 3.1.1 As required by the CBA, a NTTF must notify the director of their desire to seek promotion in the year prior to seeking promotion. This should typically be done as part of the annual review process, but may occur as late as June 30.
- 3.1.2 The Business Manager is responsible for developing and communicating unit deadlines to promotion candidates and their supervisors well in advance of deadlines. The exact timeline may vary from year to year depending on the number of candidates being considered for promotion.
- 3.1.3 Complete dossiers must be submitted to the Office of the Vice President of Research and Innovation (OVPRI) by March 1, unless notified by the OVPRI of a different deadline.

### **3.2 Review committee**

- 3.2.1 In years where there are NTTF promotion reviews in the MSI, the Director appoints a promotion review committee as well as a review committee chair.
- 3.2.2 The committee will be made up of 3 Faculty who have a rank equivalent or higher to the aspirational rank of the candidate. This committee should include at least one NTTF of the appropriate rank, if such a faculty are available. Prior to appointing a funding continent faculty NTTF, the director will confirm that their funding permits participation in this committee.
- 3.2.3 The review committee will not include the candidate's immediate supervisor or the Director.
- 3.2.4 The Director can appoint faculty members from other units.
- 3.2.5 The committee is responsible for reviewing the candidate's materials, voting, and making a written recommendation, including a formal vote, to the Director. The Director will include a voting summary in their evaluation letter.

### **3.3 Review materials**

The candidate must provide:

*Curriculum vitae:* This should be comprehensive and current, including research, scholarly and creative activities and accomplishments, publications, appointments, presentations, and similar activities and accomplishments.

*Personal statement:* 2-6 pages evaluating own performance measured against applicable criteria for promotion. Should address teaching, scholarship, research and creative activity, and service contributions. The statement should also include discussion of contributions to institutional equity and inclusion.

*External reviewers (if applicable):* member provides list of potential qualified outside reviewers

### **3.4 External and internal reviews**

- 3.4.1 Review for promotion to Senior Research Assistant I and Senior Research Assistant II will generally include only internal reviews, unless the candidate has job duties that are to create an external impact.
  - 3.4.2 Candidates for promotion to Research Associate I and Research Associate II will be determined on a case by case basis. For those whose job duties include expectations of having independent external impact, they should have external reviews. Candidates who are largely part of teams with no expectations of independent impact will likely only need internal reviews.
  - 3.4.3 Promotions to Research Associate Professor and Research Full Professor will have external reviews, but may also include internal reviews.
  - 3.4.4 Prior to embarking on obtaining reviews, the committee chair will discuss with the OVPRI the candidate and their job duties, and propose a plan regarding the time and quantity of reviews, and obtain agreement from the Office about the type and quantity of reviews.
  - 3.4.5 The review committee chair manages the process of obtaining the supervisor's evaluation, and internal and external reviews.
- 3.5 Criteria for promotion
    - 3.5.1 The MSI relies on the following primary indicators to evaluate faculty performance: (a) quality of work; (b) effectiveness or impact of effort; and (c) contribution to the individual's unit or department, the college, university, and local, state, national and international community.
    - 3.5.2 Promotion is not an automatic process, awarded for having put in their time, but rather awarded for excellence.
    - 3.5.3 Promotion criteria may be customized for particular positions. Position-specific criteria will be based on the most important core professional responsibilities as described in a NTTF position description and accommodate a wide range of research and evaluation methods, scholarly approaches, and technical contributions to diverse disciplinary outlets. Because NTTF are funded by sponsored projects, these evaluations will also reflect the kind of activities that they have been funded to do.
    - 3.5.4 All faculty are expected to contribute to the University's goals regarding equity and inclusion. These contributions include educational and outreach activities that assist in the University's commitment to the principles of equality, opportunity and freedom from unfair discrimination for all members of the university community and an acceptance of true diversity as an affirmation of individual identify within a welcoming community.
    - 3.5.5 The Materials Science Institute will use the criteria developed by the host department of the supervisor as basis for promotion to Senior Research Assistant and Senior Research Assistant II.
    - 3.5.6 The Materials Science Institute will use the criteria developed by the host department of the supervisor as basis for promotion to Senior Research Associate and Senior Research Associate II.
    - 3.5.7 The Materials Science Institute will use the criteria developed by the host department of the supervisor as basis for promotion to Research Associate Professor and Research Professor.