



Teaching Stream Workshop

*Probationary and Continuing Status Reviews
Overview of Policies & Procedures*

June 24, 2025

Welcome Colleagues!

We will begin at 3:02 p.m.

Land Acknowledgement

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years, it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.



Anishinaabe
graphical
representation of
the standard of
practice
*PROFESSIONAL
PRACTICE:*

Oji-Cree Artist,
Bruce Beatty, OCT

Professional Practice: Members apply professional knowledge and experiences to promote students learning. They use appropriate pedagogy, assessment and evaluation, resources and technology in planning for and responding to the needs of individual students and learning communities. **Members refine their professional practice through ongoing inquiry, dialogue and reflection.**

Welcome & Introductions

- Susan J. Wagner, Chair of Teaching Stream Committee
- Kim MacKinnon, Member-at-Large, and Chair, Part-Time & Contractually Limited Term Appointments (PT-CLTA) Ad-hoc Committee
- Sherri Helwig, UTFA Vice-President Grievances
- Megan Burnett, Associate Director, CTSI
- Danielle Sandhu, UTFA Legal Counsel



Agenda

Tuesday, June 24, 2025 3:00 p.m. – 4:30 p.m.

1. Welcome & Introductions
2. Preparing the Teaching Dossier
3. Overview of the *Policies and Procedures on Academic Appointments*
4. Q&A

Your Participation Today

Please let us know the name of your home Unit in the chat.

Feel free to use the chat to pose questions during the speakers' presentations.

We will pause for more Q&A after Megan's portion on preparing your dossier, before we turn the presentation over to Danielle to talk about policies and procedures.

Policy and Procedures on Academic Appointments (PPAA)

- Key policy governing some important stages for full-time faculty members, including initial appointment, probationary review, and continuing status review.
- Other sources of information include:
 - Provostial Guidelines
 - Divisional Guidelines
 - Academic Administrative Procedure Manual (aapm.utoronto.ca)

6 Year Clock



The Clock

- Delays and requests for early review are subject to Provostial approval
- Requests can be made with respect to either the interim review or the continuing status review

The Clock (Extensions)

- When requests can be made and grounds for delay in review:

(ix) Candidates may make a written request for a delay in the probationary review or consideration for continuing status based on pregnancy and/or parental or adoption leave or serious personal circumstances beyond their control such as illness or injury. Delays may be granted for one year but no more than 2 years with the approval in writing of the Vice-President and Provost. Written requests by a candidate for further delays based on the provisions of *Ontario Human Rights Code* as amended from time to time (the “Code”) will be considered by the Vice-President and Provost on a case-by-case basis, it being understood and agreed that such requests must be made by the candidate in writing at the earliest opportunity in a probationary review or consideration for continuing status process (i.e. as soon as a candidate knows or reasonably ought to know that their interim review or consideration for continuing status may warrant a delay based on the provisions of the Code.)

PDAD&C Memo #56

“In response to significant challenges for pre-continuing status faculty with respect to research and teaching, any faculty may request a one-year delay in their timeline to continuing status on the grounds of ‘serious personal circumstances beyond their control’ associated with the current COVID 19 situation.”

Probationary Review - Timeline (PPAA)

Between **May** (Year 3) and **December** (Year 4)

- No later than **May 1**: inform candidate of upcoming review
- No earlier than **June 30**: materials due
- No later than **December 31**: candidate to be notified of review outcome

Probationary Review – Procedure

Clear communication to the candidate about the procedures to be followed:

“The procedures should be flexibly designed by each division or department with the aim of eliciting and considering all possible relevant information and **should include a classroom visit or other teaching observation.**”

(emphasis added)

Probationary Review – Materials

Unit Head should arrange for the following (to be provided to the review committee):

- Student evaluations for all courses taught
- Signed opinions of individual students (or emails, if available)
- Written comments from other department members formally/informally acquainted with candidate's teaching or PPD
- Teaching observation report

Probationary Review – Materials

To be provided by the candidate not earlier than **June 30**:

- Teaching dossier (including CV)
- Account of PPD*

**(x)(b) “Evidence of demonstrated and continuing future pedagogical/professional development may be demonstrated in a variety of ways e.g. discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches; participation at, and contributions to, academic conferences where sessions on pedagogical research and technique are prominent; teaching-related activity by the faculty member outside of his or her classroom functions and responsibilities; professional work that allows the faculty member to maintain a mastery of his or her subject area in accordance with appropriate divisional guidelines.”*

Probationary Review - Standard

- “Has the appointee’s performance been sufficiently satisfactory in the areas of scholarship, teaching and creative professional achievement for a second probationary appointment to be recommended?”
- “if reappointment is recommended, what counselling should be given to the appointee to assist [them] to improve areas of weakness and maintain areas of strength?”

Probationary Review - Standard

- A note about PPD:
 - A “lack of substantial achievement in this area since appointment should not, *in itself*, be cause for non-renewal of the contract.” (emphasis added)
- Unsuccessful review and appeals

Following a Successful Probationary Review

- Upon reappointment, the faculty member will be offered an academic term to focus on preparing for continuing status review and to address advice from the interim review. Normally this term will not include assigned teaching above $\frac{1}{2}$ the normal teaching assignment or service.
- May include more teaching, with the candidate's agreement, depending on feedback from the review.

Continuing Status Review - Timeline

June of fifth year to **December** of sixth year:

- Dossier submitted by **June 30th**
- Decision received by **December 31st**

Continuing Status - Standard

Criteria:

1. Excellence in Teaching
2. Evidence of Demonstrated and Continuing Future Pedagogical/Professional Development

Excellence in Teaching

(x)(a) “Excellence in teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives in accordance with appropriate divisional guidelines.”

Pedagogical/Professional Development

(x)(b) “Evidence of demonstrated and continuing future pedagogical/professional development may be demonstrated in a variety of ways e.g. discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches; participation at, and contributions to, academic conferences where sessions on pedagogical research and technique are prominent; teaching-related activity by the faculty member outside of his or her classroom functions and responsibilities; professional work that allows the faculty member to maintain a mastery of his or her subject area in accordance with appropriate divisional guidelines.”

Continuing Status Review - Procedure

- Review Committee will include:
 - At least one Teaching Stream faculty member with Continuing Status from your own or a cognate unit;
 - A representative from units of cross-appointments
 - A Decanal/Provostial representative
- Ability to object to committee members

Continuing Status Review - Procedure

- Materials prepared by Candidate
 - Dossier (by June 30th)
- Materials gathered by Chair
 - External Assessments
 - Assessments of your teaching and PPD activities by external referees against criteria for continuing status
 - Some divisional guidelines also include a classroom visit from an external.
 - You will be asked to identify possible arms-length external referees.

Continuing Status Review - Procedure

- Materials gathered by Chair
 - Teaching Evaluation Committee Report
 - Depends on divisional guidelines
 - TEC is two or more faculty members
 - Some guidelines mandate classroom visit
 - TEC to review and assess candidate in accordance with divisional guidelines
 - TEC written report to Continuing Status Review Committee

PDAD&C Memo #57

Note on Student Course Evaluations:

“Any faculty member or librarian teaching a course that normally includes in-person classes in the period during which physical distancing measures were in place and in-person classes could not continue (beginning March 16, 2020 and ending August 30, 2020), may determine whether or not the student course evaluations for courses taught in that period may be relied on in any academic review process, including the PTR process, and that no adverse consequences will flow from a decision not to consider those course evaluations.”

Continuing Status Review - Procedure

- Summary of evidence:
 - One week prior to the meeting of the continuing status committee, you will receive a summary of evidence, outlining the appraisals in the file.
 - You have a right to respond in writing and/or in person.

Continuing Status Review - Procedure

- Committee meets and votes.
 - If positive recommendation:
 - Committee gives statement of reasons for Chair to send to Provost for decision
 - If committee proposes negative recommendation:
 - Committee must issue statement of reasons to candidate and candidate has opportunity to respond within 15 days

Continuing Status Review - Procedure

- If committee maintains a negative recommendation:
 - It must prepare a statement of reasons, with a summary of evidence, to be considered by the Provost.
 - Provost reviews the recommendation and makes final decision.
- Negative decision and appeals

The Decision

- If the review is unsuccessful, right of appeal and terminal contract. Please contact UTFA for assistance.
- If the review is successful, continuing status and Associate Professor, Teaching Stream title

Question Period

Q & A

1. As a faculty member entering their second year at the U of T, what should I do in my second and third years to make sure that I am prepared/successful for my upcoming reviews?
2. Would it be possible to request an expedited Continuing Status Review timeline? If so, what are the expectations or requirements to do so?
3. Clarity requested re: does the Department gather student course evals and synthesize them (means, medians, n, etc) or does the applicant do this?
4. How long does it take to be promoted to Associate Professor Teaching Track after you started as Assistant Professor Teaching Track, if you have a long teaching and scholarly career behind you, with numerous publications. How is this process initiated?

Contact Us

Email: advice@utfa.org



Thank you!