

Probationary & Continuing Status Reviews

Overview of Policies & Procedures



UNIVERSITY OF TORONTO
faculty ASSOCIATION

Policy and Procedures on Academic Appointments (PPAA)

- Policy governing some important stages in the full-time academic career, including initial appointment, probationary review, and continuing status review

6 Year Clock

Initial contract 4 years



Probationary Review



Second contract 2 years



Continuing Status Review

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)

(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 reasonable ought to know that their interim review or consideration for continuing status may warrant a delay based on the provisions of the Code.)

Probationary Review

Between May of the third year and
December of the fourth year

- No later than May 1: inform candidate of upcoming review
- No earlier than June 30: dossier due
- No later than December 31: receive written notice of outcome of review

Probationary Review

- “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?”
- “...what counselling should be given to the appointee to assist [them] to improve areas of weakness and maintain areas of strength?”

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 1/2 the normal teaching assignment or service.
- May include more, with the candidate's agreement, if feedback from the review.

Criteria for Continuing Status

- Excellence in Teaching
AND
- 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.”

The Clock (Continuing Status Review)

June of fifth year to December of sixth year

- Dossier submitted by June 30th of fifth year.
- Decision received by December 31st of sixth year

The Review Committee

- Committee will include at least one Teaching Stream faculty member with Continuing Status from your own or a cognate unit; representative from cross-appointed units; Decanal/Provostial rep
- If you have concerns that any member of the committee cannot make a decision solely on the evidence in the file, you may object.

Process

- Candidate prepares dossier
- Chair will arrange for assessments – external, internal
- Summary of evidence.
- Committee meets, votes. If positive, file moves to Provost for decision.
- If not, tentative negative. Opportunity to respond. Committee makes final recommendation.
- Appeal denials through grievance procedure.

External Assessments

- Written assessments of your portfolio by external referees.
- Some divisional guidelines also include a classroom visit from an external.
- You will be asked to identify possible arms-length external referees.

Teaching Evaluation Committee

- Depends on divisional guidelines
- Usually two or more faculty members
- Some guidelines mandate a classroom visit
- Review and assess candidate in accordance with divisional guidelines; written report to continuing status committee

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.

Tentative Negative

- If the committee is intending to make a negative recommendation, there's an extra step in the process:
 - Committee must issue to the candidate a tentative negative with reasons
 - Candidate has opportunity to respond and/or appear
 - Minimum 15 days to respond

The Decision

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

Promotion Statistics

Year	Files Reviewed	Candidates Promoted
2015-2016	24	23
2014-2015	17	17
2013-2014	21	21
2012-2013	9	9
2011-2012	15	14
2010-2011	18	18
2009-2010	19	19
2008-2009	14	14
2007-2008	19	16
2006-2007	9	9
2005-2006	19	19

For Further Assistance

- Consult UTFA. Intake is through Vice-President, Grievances (Terezia Zoric). Email faculty@utfa.org
- Questions?
- Good luck!