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**THE UNIVERSITY OF BRITISH COLUMBIA**

**UBC Faculty Relations – Memorandum**

To: Mark Trowell

From: Rene-John Nicolas

Date: October 18, 2011

**Re: Summary of Substantive Revisions to the Guide to Reappointment, Promotion and Tenure Procedures at UBC (SAC Guide)**

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The following substantive revisions and additions have been made to the SAC Guide:

1. Foreword: removal of reference to “trust” with replacement language referring to the significant degree of public funds tenured appointees receive
2. Rearrangement of the Appendices
3. All links have been integrated into hypertext
4. 2.2.2: Article 5.02 re Head and candidate meetings prior to June 30
5. 2.2.3-2.2.5: Article 5.03(a) re September 15 candidate file due date
6. 2.3.1:
  - a. clarification re terminal year and grant of tenure on promotion from Instructor I to Senior Instructor
  - b. addition of Professor of Teaching to box
  - c. clarification re mandatory review years for tenure track appointments above Assistant Professor and Instructor I
7. 2.4.1:
  - a. eligibility for review for promotion divided into Professoriate vs Teaching streams
  - b. note re Senior Instructor promotion reviews under the 2006 vs 2010 collective agreement
8. 2.4.4: clarification re normal due date for written waiver of periodic review
9. 2.4.5: dividing non-periodic review requests into pre and post tenure cases
10. 2.4.6: addition based on Article 9.01(g) of the *Agreement on Conditions of Appointment for Faculty*
11. 2.4.9: clarification re normal due date for notice of promotion review
12. 2.4.11: third example in the box adapted to reflect Article 9.01(g) of the *Agreement on Conditions of Appointment for Faculty*
13. Section 3 on Criteria: the entire section has been divided into: (a) criteria applicable to candidates in the Professoriate stream; (b) criteria applicable to candidates in the Teaching stream; (c) criteria applicable to candidates in both streams

14. 3.1.5: further clarification re the assessment of published work
15. 3.1.20: emphasis placed on the candidate's "reliance" on non-peer reviewed work
16. 3.2.2: interdisciplinary teaching contribution eligible for assessment
17. 4.1.1: addition of details re the Article 5.02(a) meeting between Head and candidate
18. 4.2.2: additional "common problem with CVs" added
19. 4.4 on Selecting Referees: divided into provisions applicable to each stream and applicable provisions rearranged accordingly
20. 4.4.4: clarification re letters of appraisal of teaching for tenure and promotion to Senior Instructor needing to be from referees outside the candidate's department
21. 4.4.6: deleted "external" to emphasize that all referees must be arm's length
22. 4.5: title changed to reflect language in the collective agreement
23. 4.5.1: addition of language re Article 5.03(a) of the *Agreement on Conditions of Appointment for Faculty*
24. 4.5.3: addition of instructions re supplementing file at point where review progresses past SAC stage
25. 5.1: addition re the role of the Head
26. 5.2.1: addition re specific meeting requirements for Heads and candidates prior to and during promotion review
27. 5.4.3: note re eligibility to be considered criteria for Professor of Teaching rank
28. 5.4.5-5.4.15: provisions re "selecting referees" is divided into each stream and applicable provisions rearranged accordingly
29. 5.4.6: addition of Professor of Teaching
30. 5.4.9: addition re selecting referees for initial appointments to the rank of Professor of Teaching
31. 5.4.16: emphasis placed on referees evaluating the "quality and significance" of candidate's scholarly work
32. 5.4.17:
  - a. constituent elements of Head's letter to external referees divided into each stream and applicable provisions rearranged accordingly
  - b. clarification re format of samples of scholarly work in last bullet under subheading (1)
33. 5.4.26: clarification re role of Associate Professors in tenure and promotion reviews of Assistant Professors
34. 5.5.3(b): clarification of constituent elements of the Head's report on the departmental committee's deliberations
35. 5.5.3(g): "journals, presses etc." changed to more generic "venues" to accommodate variety of methods of publishing/presenting scholarly work
36. 5.6.2: clarification re Head's duty to provide reasons where her/his recommendation differs from that of the departmental standing committee

37. 6.2.1(l): use of the word “contextual” to reflect the ultimate considerations of the President in Article 5.14(e) of the *Agreement on the Condition of Appointment for Faculty*.
38. 6.2.3: clarification re number of paper copies to be provided to SAC
39. Section 7 on New Appointments: addition of clarifying note re applicability of SAC Guide provisions to new appointments
40. 7.1: clarification re appointments considered by SAC
41. Section 8 on Streamlined Process for New Senior Appointments: entirely new section added
42. 10.1.1: addition of Professor of Teaching rank
43. 10.2: SAC membership update
44. 10.4: SAC meeting schedule update
45. Section 11 on Information about the President’s Decision: section divided into “procedures” and “appeal of decision”
46. Appendix 1 - Teaching Evidence: additions made to reflect new Professor of Teaching rank
47. Appendix 2 - Guidelines for Promotion to Professor of Teaching: entirely new addition to the Guide
48. Appendix 3 - Sample UBC CV: 8(d) – clarification that continuing education refers to the individual’s delivery and not attendance of continuing education
49. Appendix 4 – Sample Letter for Periodic Review Only:
  - a. note added re timelines for sending letter
  - b. minor updates to letter to reflect new collective agreement requirements
50. Appendix 5 – Sample Letter for 7<sup>th</sup> Year Cases:
  - a. title changed to be more specific
  - b. note added re timelines for sending letter
  - c. minor updates to letter to reflect new collective agreement requirements
51. Appendix 6 and 7: former “Letter of Request of Reference” has been divided into requests for review of scholarly activity and teaching and additions have been made where necessary to reflect new collective agreement requirements
52. Appendix 8 – Sample Head’s Letter: addition of “relevant contextual factors” as an additional element of the letter, in order to comply with Article 5.14(e) of the *Agreement on Conditions of Appointment for Faculty*
53. Appendix 10 – SAC Procedures:
  - a. Section 2 – bullet point 4: clarification re classification of “B” cases
  - b. Section 2 – bullet point 6: “concerns” replaced with “questions”