Toronto Metropolitan University

Application Form for Promotion to Professor / Professor Pay Scale

APPLICATION IS MADE TO THE DEAN

FORM AND DOSSIER SUBMISSION DEADLINE**: SEPTEMBER 30**

Criteria for Promotion

"Promotion or salary transfer of faculty members should be based on their performance in the three broad areas of Teaching, SRC, and Service and Other Professional Activities.

Promotion to the rank of Professor recognizes a significant record of sustained and productive achievement in SRC and teaching, together with satisfactory performance in service.

Emphasis at promotion is normally placed on SRC activities, including evidence of significant contribution of SRC activities, at the national or international level, acknowledging the often inextricable relationship between SRC and teaching activities.

In certain cases, an outstanding teaching or service record may be given greater emphasis, accompanied by a continuing and long-standing record of satisfactory or better performance in the other areas. A Member may request external assessors address this aspect of their record pursuant to the process under 5A.13.E.2.". (Article 5A/B.13.C of the 2020-2023 RFA Collective Agreement)

The provisions of Article 5A/B.13 of the Ryerson Faculty Association Collective Agreement govern the process for promotion to the rank of Professor. **Before** submitting your application, please read Article 5A/B.13 in full, available on the Faculty Affairs website.

Applicant's Information

Applicant's Name: _____

Faculty: _____

Department/School: _____

Date Associate Professor Rank Achieved: _____

I'm applying for promotion to: ☐ Rank of Professor ☐ Professor Pay Scale

☐ I identify as Indigenous and I **wish to have an Indigenous faculty member** on the FPC for the consideration of my promotion application as provided for in the MOU on the Hiring and Evaluation of Indigenous Faculty and Librarians

☐ I identify as Indigenous and **do not wish to include an Indigenous faculty member** on the FPC for the consideration of my promotion application. I understand that this means my SRC will be evaluated based on non-Indigenous models of SRC.

External Referees

Three (3) external referees (from outside the University) recommended by the Applicant

Referee 1

Name: _____

Address: _____

Email address: _____

Phone number: _____

Referee 2

Name: _____

Address: _____

Email address: _____

Phone number: _____

Referee 3

Name: _____

Address: _____

Email address: _____

Phone number: _____

☐ I elect the external referees to review my **teaching and service** in addition to my SRC dossier.

☐ I wish to address the Faculty Promotion Committee (FPC) before my application is considered by the FPC.

☐ I wish to nominate an additional member to the FPC:

...

Name(s) of individuals I do not want considered as external referees

1. _____

2. _____

3. _____

In-Class Teaching Assessments

☐ I elect **not to have** any in-class teaching assessments of my teaching carried out.

☐ I elect to have **one** in-class teaching assessment of my teaching carried out.

☐ I elect to have **two** in-class teaching assessments of my teaching carried out.

Composition of the Promotion Dossier

The dossier must address your teaching, SRC and service, as described in Article 5A/B.8 C, D and E respectively, except that teaching assessments (where available) and the Faculty Course Surveys (Appendix F) need only be provided for the last five years. Note that while Article 5A/B.8 relates to tenure dossiers, the same material is required for promotion dossiers.

The dossier should also include the following documents:

a) Table of Contents;

b) Curriculum vitae, covering your entire professional career, in an approved University format (including the OCGS format, the CCV or any other CV format as long as it contains the same level of detail as the OCGS and CCV formats). Candidates are responsible for ensuring there is sufficient detail in their CV to allow the evaluation committees to make an informed decision;

c) Annual reports - only for the last five years;

d) In-Class Teaching Assessments - only for the last five years (where available);

e) Faculty/Course Survey results - only for the last five years;

f) Three (3) copies of each SRC work you wish to have sent to external referees.

g) Description of contributions of service to the University and outside professional activities.

You may include additional documents in your dossier if you wish.

In submitting this application, I agree to abide by the processes outlined in Article 5A/ B.13.C of the 2020-2023 RFA Collective Agreement, and to be available for any necessary clarification requested during the process.

Signed by _____ Date _____

Print Form

Reset Form

For Dean's Office Use

Final List of External Referees:

1.

2.

3.