

Article 12.00 Appendix III

Departmental Review Committee Procedures Form

This Procedure Form is a procedural requirement intended to aid DRCs in satisfying their obligations to the URC, especially as pertaining to Article 12.31, 12.42 (b) (i) and 12.43 (b), which generally require: (12.31) “that the DRC/LRC has followed proper procedure, has used the appropriate criteria and qualifications, as identified in the table below, and that the criteria are applied consistently across the Academic Units.”

	Procedure	Criteria and Qualifications
Professors	12.10 and 12.20	12.80 and 12.90
Instructors	12.10 and 12.20	43.50 and 43.60

The Procedure Form is subject to the terms and conditions of the Collective Agreement which take precedence over the Procedures Form. If any part of the Procedure Form is at variance with the terms and conditions of the Agreement, the Procedure Form shall stand corrected by those terms and conditions.

Department: _____
 Candidate: _____
 Application: _____

Members of DRC:
 Dean/Replacement _____
 Head/Replacement _____
 Cognate _____
 Dept. Member/Cognate _____
 Dept. Member/Cognate _____
 Dept. Member/Cognate _____

Enter Y (Yes), N (No), or N/A (Not Applicable) in the far left column as appropriate.

DRC Procedures		
12.10, 12.22 (b)	This DRC was properly constituted.	
12.22 (b)	Candidate’s application is complete.	
12.22 (b)	Candidate was given 5 working days to resubmit if incomplete.	
12.22 (c)	Eligible members of the Department were invited to submit their views in writing on the suitability of the application, when dossier complete.	
12.22 (e)	Candidate had 3 working days to see any additions to the dossier before meeting with the DRC.	
12.22 (f)	Candidate was invited to a meeting to discuss contents of the dossier.	
12.22 (f)	Candidate chose to be present at the meeting.	
12.22 (f)	Candidate chose to be accompanied by an Employee advocate.	
12.22 (g)	Candidate was given the opportunity to respond to concerns about the dossier.	
12.22 (f)	DRC considered its recommendations in camera.	
12.22 (a)	DRC rendered its decision without considering anonymous material, as defined in Article 1.05.	
12.24	DRC considered only material within the candidate’s dossier (including that added by 12.22) when rendering its recommendation.	
12.25	DRC based its recommendation on criteria and qualifications of 12.80 and 12.90.	

	12.26	DRC sent an initial Letter of Recommendation (LR) to the candidate at least 5 working days before DRC forwarded its recommendation to the URC.
	12.26	Initial LR recorded the DRC's recommendation and summarized views expressed by members of DRC both for and against the recommendation.
	12.26	DRC revised the LR, if necessary, before forwarding to URC.
	12.26	DRC copied its LR to the candidate.
	12.26	DRC advised candidate of his/her right to write to the URC at this time.
Responsibilities to URC		
	12.31	LR demonstrates DRC's recommendations adhere to criteria and qualification of 12.80 and 12.90.
	12.31	LR provides information sufficient for considerations of URC in 12.42 (b) (i) and 12.43 (b).
	12.27	Secretary of the DRC is forwarding minutes of its meetings and the candidate's dossier and the signed DRC procedure form to the Chair of the URC.
Checklist A: External Referees for Applications to Rank of Full Professor		
	12.23	The external referees are recognized in the specific field of the candidate.
	12.23	The external referees have no conflict of interest with the candidate.
	12.23	Each external referee was provided with a copy of the dossier and any additional material that the candidate or DRC deemed relevant.
	12.23	Each external referee was provided with a complete copy of Articles 12 and 17.
	12.23	The external assessments are included in the dossier.
	12.23	The external assessments guided the DRC in assessing distinction.
	12.23	The DRC has made a decision on distinction that differs from the 2 external assessments.
	12.23	The DRC has given reasons for differing from the two external assessments in its report or letter to the URC.
Checklist B: Candidate's Dossier		
	12.03 (h)	Dossier is contained in a single binder.
	12.03 (h)	The dossier includes a table of contents listing every document in dossier with unique index code.
	12.03 (a)	The dossier includes CV that conforms with Appendix II.
	12.03 (b)	The dossier includes a copy of Letter of Appointment.
	12.03 (c)	The dossier includes any other letters relating to candidate's responsibilities.
	12.03 (c), (i)	The dossier includes an appropriate covering letter.
	12.03 (d)	The dossier includes Career Development correspondence since initial appointment or last promotion.
	12.03 (d)	The dossier includes Career Development records since initial appointment or last promotion.
	12.03 (d)	The dossier includes a copy or copies of Sabbatical reports since initial appointment or last promotion.
	12.03 (e)	The dossier includes a summary sheet of student surveys for all courses taught since initial appointment or the past 6 years (whichever is less).
	12.03 (e)	The dossier includes optional complete records of student's written comments for official student surveys.
	12.03 (f)	The dossier includes an optional summary sheet of unofficial student surveys for each course, specifying items assessed and rating scales.
	12.03 (g)	The dossier includes other material deemed pertinent by the candidate.
	12.03 (h)	Contents of dossier were confirmed by candidate and Chair of DRC.
	12.03 (h)	Electronic copies of CV, covering letter and table of contents were submitted to the Secretary of the URC.
Checklist C: Criteria for Renewal, Tenure and Promotion		

	12.80	The DRC makes its recommendation based on the criteria for Renewal, Tenure, and promotion established by Article 12.80.
	12.83	The 4 criteria for assessment were academic qualifications, performance as a teacher, scholarly activity, and service.
	12.83	All factors are present to some degree in the candidate's application.
	12.83 (a)	The Candidate's dossier provided evidence of possession of an earned doctorate or its equivalent.
	12.83 (b)	Performance was evaluated in areas of teaching, scholarly activity, and service, irrespective of time in rank.
	12.83 (b)	Performance was evaluated in relation to the annual Career Development meetings as a primary source of information in assessing evidence of qualifications.
	12.83 (b)	Performance was evaluated in relation to other materials provided under Article 12.03.
	12.84	Performance as a teacher was not evaluated solely on the basis of student surveys.
Checklist D: Qualifications for Renewal, Tenure and Promotion		
Renewal of a Probationary Appointment		
	12.91	The candidate has demonstrated evidence of suitability as a teacher.
	12.91	The candidate has demonstrated evidence of developing scholarly activity.
	12.91	The candidate has demonstrated evidence of contribution to the academic community.
Tenure		
	12.92 (a)	The candidate has demonstrated possession of an earned doctorate or its equivalent (see 12.83(a)).
	12.92 (b)	The candidate has demonstrated evidence of good performance as a teacher.
	12.92 (c)	The candidate has demonstrated evidence of having established the foundation of an enduring and productive involvement in scholarly activity.
	12.92 (d)	The candidate has demonstrated evidence of participation in activities which contribute to the functioning of the University.
Promotion to Assistant Professor		
	12.93	The candidate has demonstrated possession of an earned doctorate or its equivalent (see 12.83 (a)).
Promotion to Associate Professor		
	12.95	The candidate has demonstrated a record of accomplishment.
	12.95 (a)	The candidate has demonstrated evidence of a positive record of performance as a teacher.
	12.95 (b)	The candidate has demonstrated evidence of accomplishment in the discipline demonstrated by scholarly activity that is supported by external recognition of the candidate's work.
	12.95 (c)	The candidate has demonstrated evidence of service to the University and academic community, the discipline, and/or the community.
Promotion to Full Professor		
	12.96	The candidate has demonstrated continuing performance consistent with the rank of Associate Professor.
	12.96	The candidate has demonstrated a distinctive contribution to academic life above the standard required for promotion to Associate Professor.
	12.96 (a)	The candidate has demonstrated distinctive teaching evidenced by superior performance as a teacher and superior contributions to the teaching of the discipline.
	12.96 (b)	The candidate has demonstrated distinctive scholarly activity evidence by recognition at national and international levels.
	12.96 (b)	The candidate has demonstrated distinctive scholarly activity in both quality and quantity.
	12.96 (c)	The candidate has demonstrated distinctive service to the University and academic community evidenced by contributions of leadership and innovation involving decisions and policies that have had a major beneficial influence.
Checklist E: Criteria for Promotion (Instructors)		

43.50	The 4 criteria for assessment were academic or professional qualifications and experience, performance as an Instructor, contributions to academic programs, and service.
43.51	All factors are present in the candidate's application.
43.51 (a)	Candidate's dossier includes evidence of possession of an earned Master's degree or equivalent academic qualifications and/or experience as evidenced by a letter of appointment.
43.51 (b)	Performance was evaluated in relation to the duties expected of Instructors in Article 17.
43.51 (b)	Performance was evaluated in relation to the annual Career Development Meetings.
43.51 (b)	Performance was evaluated in relation to other materials provided under Article 12.03.
Checklist F: Qualifications for Promotion (Instructors)	
43.60 (a)	The Candidate has demonstrated evidence of a positive record as an Instructor.
43.60 (b)	The candidate has demonstrated evidence of continuing contribution to the development of academic programs.
43.60 (d)	Additional qualifications such as a Ph.D. or other professional certification or degrees offered by the candidate were taken into consideration.

In accordance with Articles 12.22 (b) and 12.27, I hereby submit the completed DRC Procedure Form:

Dated: _____

Signed: _____
Secretary of the DRC