

Key Considerations: Promotion from Associate to Full Professor in the Tenure Stream¹

1 External Reviewers

- External reviewers should be individuals of international stature in their field and will normally be distinguished senior members of the faculty of universities that are major centres of activity in the candidate's field.
- The promotion dossier should include a discussion of the appropriateness of each external reviewer, particularly if they are not from peer institutions.
- Include a minimum of three letters from external reviewers.

2 Internal Assessments

- Wherever possible, assessments should be received from individuals within the university with expertise in the candidate's field.
- These are not letters of reference but assessments provided by colleagues who know the faculty member's work.

3 Criteria for Promotion

- The criteria for promotion are specified in the *Policy and Procedures Governing Promotions*, Section 7: "The successful candidate for promotion will be expected to have established a wide reputation in his or her field of interest, to be deeply engaged in scholarly work, and to have shown himself or herself to be an effective teacher. These are the main criteria."
- These criteria are distinct from those used for tenure.

4 Chair's Report

- The report of the chair of the promotion committee should provide a full and detailed summary of the work of the committee that:
 - ▶ "fairly reflect[s] the evidence" considered by the committee
 - ▶ includes "both adverse and positive statements appearing in the documentation"
 - ▶ reports on the committee's discussion and the grounds for its recommendation
- In multi-department faculties, the dean may accept or reject the committee's recommendation. In the latter case, the dean must provide reasons.
- Where the dean of a single-department faculty is also the chair of the promotion committee, the dean's report or covering letter should provide a full and detailed summary of the work of the committee.

5 Summary of Evidence

- There is no Summary of Evidence in the case of a promotion file.

¹ Applies to status-only faculty who do not have a corresponding faculty appointment at another university, such as senior scientists at affiliated teaching hospitals.