

Guidelines for Heads and Directors: Presentations to Faculty ARPT Committee

Department Heads and School Directors (or Acting Chairs if the Head/Director is in conflict) are invited to present and to respond to requests for additional information or points of clarification for candidates in their Department/School being reviewed for promotion or appointment at a Faculty ARPT Committee meeting. This is an opportunity to **summarize the candidate's significant contributions, outline any special circumstances and context, and directly respond to questions** from the Faculty Committee.

The Head/Director Presentation (5 minutes maximum allotted time):

All members of the Committee will have reviewed the candidate's promotion dossier in advance, but the Head/Director is invited to provide a high-level presentation of the candidate and their promotion dossier up to a **maximum of 5 minutes**. The presentation should focus on highlights from the promotion dossier, particularly the significance and impact of the candidate's scholarly activity, teaching and service contributions, and any special circumstances or context. Consider formatting your presentation in the following manner:

- **Recognition/Impact:** explain the significance and impact of the candidate's work, key contributions, and their recognition at a local/national/international level (international recognition particularly for the rank of Professor) in their discipline.
- **Departmental norms:** provide context and norms for scholarly activity, teaching and supervision both in quantity and quality within the Department/School. Explain how the candidate's scholarly activity and teaching compares to the expected norms.
- **Context:** provide information on special conditions of the candidate's appointment, including alternate expectations, extensive administrative responsibilities, leaves, or responsibilities in more than one unit.
- **Referees:** explain any neutral or negative remarks in the referees' letters/recommendations, and how they were addressed in the Departmental ARPT (DARPT) Committee meeting.
- **Closing:** summarize how the evidence provided in the candidate's dossier meets or does not meet the criteria for appointment/promotion/tenure as described in the Faculty Agreement.

Explain how the candidate meets the criteria for their stream and rank, per the Collective Agreement.

Tenure (if applicable): Tenured appointments are granted to individuals who have maintained a high standard of performance in meeting the criteria set forth below and show promise of continuing to do so. Explain how the candidate has met these criteria and the interests of the Department and UBC in maintaining academic strength and balance.

Research Stream:

Associate Professor – Explain the evidence of successful teaching, growing body* of productive scholarly activity, ability to supervise and mentor graduate students, and willingness to participate and participation in the affairs of the Department and the University.

Professor – Explain the evidence of high quality in teaching, sustained growing body* of productive scholarly activity, how they have attained distinction in their discipline, and have participated significantly in academic and professional affairs. Accomplishments/impact should be at an international level.

Teaching Stream:

Associate Professor of Teaching - Explain the evidence of excellence in teaching, demonstrated educational leadership, and involvement in curriculum development and innovation. Explain other teaching and learning initiatives.

Professor of Teaching - Explain outstanding achievement in teaching and educational leadership, distinction in teaching and learning, growing body* of innovative contributions to curriculum development, course design, and other initiatives that advance the University's ability to excel in its teaching and learning mandate. Explain accomplishments, impact and provide relevant contextual information.

* the language "growing body of" is applicable to any files submitted on or after July 1, 2024. For files submitted prior to July 1, 2024 please refer to the Collective Agreement 2019-2022.

The Head/Director Response to Questions/Points of Clarification (approximately 10 minutes):

Following the Head/Director's presentation, the Faculty Committee may ask the Head/Director to respond to requests for additional information or points of clarification for candidates and their promotion dossier. The following is a list of typical questions on appointment/promotion/tenure reviews:

- What is the impact and significance of the candidate's work (or, what are the candidate's key achievements) and how was impact/significance assessed in their discipline?
- Negative recommendations – What were the main discussion points relative to the criteria that informed the Department/School Committee vote?
- How did the Department/School Committee respond to and explain a negative or neutral referee recommendation?
- Are there unique or special conditions that help to understand the candidate's academic trajectory and opportunities to contribute to scholarly/teaching/service activities?
- Are there unique or special conditions that help to understand the candidate's quality and quantity of teaching relative to peers in their academic unit?
- Explain why a candidate is being assessed as a blended case and what weight was given to each area of scholarship?
- For candidates in the Teaching stream, how did the Department/School Committee assess educational leadership and recognition in their discipline?
- For new appointments, how does the candidate meet the criteria for scholarship/teaching at UBC at the proposed rank?

Additional Information

Can I read the Head/Director's letter of recommendation?

- The Committee has thoroughly reviewed the promotion dossier, including the Head/Director's letter. The Head/Director's presentation is an opportunity to highlight key areas of contribution/impact/recognition/distinction and to provide further explanation where warranted/requested e.g., blended cases, negative recommendation, unique circumstances.

My Department/School is the "home" or "primary" academic unit for a faculty member with a joint appointment. Who should present the file?

- The Head/Director of the "home" or "primary" academic unit will present the file.