

# Academic Appointments and Promotions

## Summary

This document has been prepared as an update on the policies and procedures related to the appointment and promotion of academic staff within the Faculty of Medicine. It incorporates *The Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff* that came into effect on February 26<sup>th</sup>, 2015.

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# Appointments

## A. Types of Appointments

### 1. Tenured and Tenure Track Staff

- i) Assistant Professor
- ii) Associate Professor
- iii) Professor

### 2. Ranked Contract Academic Staff (CAS)

Ranked Contract Academic Staff may be appointed as:

- i) Faculty Lecturer
- ii) Assistant Professor
- iii) Associate Professor
- iv) Professor

Ranked CAS shall be further designated by an appropriate descriptor in parentheses:

- i) Clinical
- ii) Research
- iii) Professional

Ranked Contract Academic Staff will be further defined as full-time (F/T) or part-time (P/T).

Full time Contract Academic Staff have in common the fact that the whole of their professional activities are geographically confined to the University, the affiliated teaching hospital, and/or affiliated institutions.

Similar to tenure track or tenured staff, consulting and comparable activities by F/T Contract Academic Staff may be permitted outside these institutions for a maximum of four days per month, as per the regulations related to Consulting and Similar Activities: <http://www.mcgill.ca/files/secretariat/Consulting-Similar-Activities-by-Acad-Staff-Regs-on.pdf>

Consulting and other clinical activities undertaken by Contract Academic Staff members of the Faculty of Medicine shall be governed by the regulations and procedures of the Faculty of Medicine and its teaching hospitals.

Appointees who do not meet the above requirements are termed P/T.

## B. New Appointments

### 1. Tenured and Tenure-Track Staff

All tenure track positions must have approval of the Dean and the Provost before they can be filled.

The procedures for academic recruitment in the Faculty of Medicine are described on the following website: <http://www.mcgill.ca/medicine-academic/recruitment/>.

Professorial rank will be determined based on qualifications and experience. No academic may be appointed directly into the rank of Full Professor without going before the University Tenure Committee for Recruitment. Salary minima are applied to all ranks (Assistant Professor, Associate Professor, and Professor).

#### Term of initial appointments:

- Assistant Professors shall be appointed for an initial term of at least 3 but less than 4 years.
- Associate Professors are appointed for an initial term of at least 3 but less than 4 years, or with tenure.
- Professors are appointed for an initial term of at least 5 but less than 6 years, or with tenure.

#### Appointments with tenure:

- Newly recruited academics with tenure at another University may be granted tenure at the time of their initial appointments to Associate or Full Professor, after formal review by the University Tenure Committee for Recruitment, if so approved by the Board of Governors, on the recommendation of the Provost.
- The initial recommendation for an appointment with tenure shall come from the Department Chair(s) and the Dean of the Faculty.

### 2. Ranked Contract Academic Staff (CAS)

All ranked CAS recruitments must have the approval of the Departmental Chair, the Dean and the Provost.

Ranked CAS shall be appointed for an initial term of not more than three years.

The appointment of Ranked CAS to the rank of Professor shall be made by the Board of Governors upon the recommendation of the Principal who, prior to making the recommendation, shall have consulted the University Tenure Committee for Recruitment.

The appointment of Ranked CAS designated as Clinical to the Faculty of Medicine shall be conditional on their holding an official appointment in an Affiliated Health Institution.

CAS can have joint appointments. If an academic is full-time, other appointments within the same faculty may be designated as joint or associate. Joint appointments must be at the same academic rank.

Specifics related to recruiting to CAS positions can be found on the Academic Personnel Office website, and include:

- **Recruiting** (<http://www.mcgill.ca/apo/deans-and-chairs-guide/recruiting-cas/>)
- **Advertising** (<https://www.mcgill.ca/apo/deans-and-chairs-guide/advertising-ranked-academic>)
- **Dossier requirements** ([http://www.mcgill.ca/apo/deans-and-chairs-guide/recruiting-cas#Dossier\\_Requirements](http://www.mcgill.ca/apo/deans-and-chairs-guide/recruiting-cas#Dossier_Requirements))

## C. Reappointments

### 1. Tenure-Track Staff

An assistant professor may be reappointed at this rank for a term of one, two, or three years provided that the appointment and reappointments shall not exceed in aggregate seven years. Generally, reappointments are for three years.

An assistant professor who has been denied tenure upon mandatory consideration in her or his sixth year may be reappointed for a terminal year, or may be considered for appointment to a CAS position.

An associate professor appointed for an initial term of three years may be reappointed at this rank for a term of one, two, or three years provided that the appointment and reappointments shall not exceed in aggregate six years. Generally, reappointments are for three years.

An associate professor who has been denied tenure upon mandatory consideration in her or his fifth year may be reappointed for a terminal year, or may be considered for appointment to a CAS position.

A full professor who has been denied tenure upon mandatory consideration for tenure in her or his fourth year may be reappointed for a terminal year, or may be considered for appointment to a CAS position.

The Faculty of Medicine Guidelines for Reappointment of Tenure Track Faculty can be found at: <http://www.mcgill.ca/medicine-academic/reappointments>

### 2. Ranked Contract Academic Staff (CAS)

Ranked CAS will be reviewed for reappointment in the final year of their initial term. Criteria for reappointment will be defined at the Departmental or School level.

After six (6) years of continuous employment in the same department, the ranked CAS member shall be appointed for an Indefinite Term.

A Ranked CAS member's case for reappointment shall be considered first, by an appropriate committee of the Department chaired by the Departmental Chair; second, by the Dean; and third, by the Provost. In the event of a negative recommendation at any level of review, the CAS member shall be advised, and given the opportunity to address the stated concerns, accompanied by an advisor, should he/she so choose.

Joint appointments: should the Ranked CAS member hold a joint appointment, the departmental-level committee shall have equal representation from all relevant departments and the Chair shall be decided upon by mutual agreement of the Chairs of all relevant departments.

## Promotions

### A. Course of Promotions:

The promotional path for tenure-track staff is covered in Section 8 of the Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff:

[https://www.mcgill.ca/secretariat/files/secretariat/employment\\_of\\_tenure\\_track\\_and\\_tenured\\_academic\\_staff\\_regulations\\_relating\\_to\\_the.pdf](https://www.mcgill.ca/secretariat/files/secretariat/employment_of_tenure_track_and_tenured_academic_staff_regulations_relating_to_the.pdf) (updated Feb. 27, 2014)

The promotional path for Contract Academic Staff is covered in Section 5.4 of the Regulations Relating to the Employment of Contract Academic Staff:

[http://www.mcgill.ca/secretariat/files/secretariat/regulation\\_relating\\_to\\_the\\_employment\\_of\\_contract\\_academic\\_staff\\_modified\\_updated\\_october\\_2015.pdf](http://www.mcgill.ca/secretariat/files/secretariat/regulation_relating_to_the_employment_of_contract_academic_staff_modified_updated_october_2015.pdf)

### 1. Tenure-Track Academic Staff

#### Joint Appointments:

Academics with joint appointments must be considered for promotion and tenure at the same time in all academic units in which the appointment is held. The same holds true for Associate or Full Professors being considered for tenure only or for Associate Professors being considered for promotion to Full Professor.

#### Assistant Professors

Assistant Professors must be considered for tenure no later than the sixth year at that rank; the granting of tenure automatically implies promotion to Associate Professor. Tenure dossiers are submitted by September 1<sup>st</sup> of the sixth year of appointment. For example, an individual hired August 2013, will submit their tenure dossier September 1<sup>st</sup> 2018, and will have their tenure decision by June 1<sup>st</sup>, 2019. An Assistant Professor may not initiate a request to be considered for promotion and tenure before holding the rank for three years. The department can initiate the request at any time.

An Assistant Professor who is reviewed early for tenure and promotion and who is unsuccessful will be reconsidered at the time of mandatory consideration.

Those who are not granted tenure continue on staff, until the termination date of their current appointment. If the termination date is less than 37-weeks away, the appointment is extended for one year. Alternatively, they may be considered for a CAS position.

### Associate Professors

Associate Professors must be considered for tenure no later than the fifth year at that rank. Tenure dossiers are submitted by September 1<sup>st</sup> of the fifth year of appointment. For example, an individual hired August 2013, will submit their tenure dossier September 1<sup>st</sup> 2017, and will have their tenure decision by June 1<sup>st</sup>, 2018.

Associate Professors wishing to be considered for promotion to Full Professor are evaluated by the Departmental Promotions Committee, the Faculty Promotions Committee, and the Statutory Selection Committee, in that order.

## **2. Ranked Contract Academic Staff (CAS)**

Ranked CAS may apply for promotion to a rank other than that of Professor following the sixth (6th) year for which the staff member has held her or his current rank; and to the rank of Professor following the tenth (10th) year for which the staff member has held the rank of Associate Professor. However, a Department, with the consent of the staff member, may recommend the staff member's promotion at any time.

It is the responsibility of Ranked CAS to prepare and pursue her or his case for promotion with due diligence and to provide the Departmental Chair with the necessary information and documentation to support the case for promotion.

Ranked CAS member's case for promotion, to a rank other than Professor, shall be considered first, by an appropriate committee of the Department chaired by the Departmental Chair or his or her delegate, then, by the Dean or his or her delegate; and, finally, by the Provost.

In the case of a Ranked CAS member who holds a Joint Appointment, promotion to a rank other than that of Professor, shall be considered first, by an appropriate committee which has equal representation from all relevant Departments, the chair of which shall be determined by the CAS member's Departmental Chairs, then, by the Dean or, where appropriate, the Deans, and, finally, by the Provost.

In the event that the committee, the Dean or the Provost is tending to a negative recommendation, the Ranked CAS member shall be so advised with reasons by the committee, the Dean and/or the Provost, as appropriate, and provided with the opportunity to address the concerns of the relevant decision-maker in writing.

A Ranked CAS being considered for promotion to the rank of Professor shall be considered in accordance with the process set out in the University Statutes and Regulations Relating to the Employment of Academic Staff applicable to promotion to the rank of Professor.

[http://www.mcgill.ca/secretariat/files/secretariat/regulation\\_relating\\_to\\_the\\_employment\\_of\\_contract\\_academic\\_staff\\_modifed\\_updated\\_october\\_2015.pdf](http://www.mcgill.ca/secretariat/files/secretariat/regulation_relating_to_the_employment_of_contract_academic_staff_modifed_updated_october_2015.pdf)

## B. Promotion Committees:

- **Departmental Tenure Committee (DTC).** Each unit in the Faculty of Medicine strikes a DTC according to established University guidelines. The DTC makes recommendations to the UTC regarding the granting of tenure.
- **Departmental Promotions Committee.** Each unit will have a Departmental Promotions Committee which includes senior departmental members. Often the membership overlaps that of the DTC. This committee makes recommendations to the Faculty Promotions Committee regarding promotions of CAS, and recommendations for promotion to Full Professor.
- **The University Tenure Committee (UTC) for the Faculty of Medicine.** This is a University level committee which makes recommendations to the Principal concerning promotion and tenure as covered by the "Regulations". This committee is usually chaired by the Dean.
- **The Faculty Promotions Committee** considers all promotions outside the purview of the DTC or the UTC. This includes departmental recommendations for promotion of CAS. This committee also reviews recommendations for promotion to Full Professor and decides which ones to forward for consideration by Statutory Selection Committees. This committee is usually chaired by the Dean or Dean's delegate.

## C. Promotion Criteria

### 1. Promotion with Tenure:

The "Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff" describe academic duties for full-time teaching staff as follows: (Section 4.1)

- *teaching (graduate and undergraduate courses and supervision of individual student programs*
- *research and other original scholarly activities, and professional activities;*
- *other contributions to the University and scholarly communities.*

Superior performance in two of these categories and reasonable performance in the third shall be the minimum requirement for the granting of tenure. For examples of academic duties consult: [Appendix 1 Academic Duties for Tenure Track: Specific Examples](#)

#### **Promotion to Full Professor (Tenured)**

For promotion to Full Professor, the candidate must have achieved national and international recognition for scholarship in the field. The candidate will normally have demonstrated excellence in at least two of the three academic duties and reasonable in the third.

### 2. Promotion of Contract Academic Staff (CAS):

There are similar expectations for CAS members, whose promotions are considered under the purview of the Faculty Promotions Committee, with the following modifications.

- *teaching (graduate and undergraduate classes, supervision of individual student programs and teaching in the clinical setting)*
- *research and other original scholarly activities, and professional activities, **including professional or clinical innovation** \**  
**\*Innovation that has an influence on the practice of the profession, and that is published, publicized or otherwise recognized in a way that makes possible its evaluation by external peers. For CAS (clinical/professional) this could include introduction and/or establishment of novel clinical techniques or programs.**
- *other contributions to the University and scholarly communities*

For examples of academic duties consult: [Appendix 2 Academic Duties for Contract Academic Staff: Specific Examples](#)

The promotional criteria for use by the Chairs and the Faculty Promotions Committee are as follows:

**Faculty Lecturer to Assistant Professor** *CAS (Clinical/ Research/Professional) Full-time*

- Excellence (generally in teaching) should be demonstrated in one of the three categories of academic duties with reasonable performance in a second;

**Faculty Lecturer to Assistant Professor** *CAS (Clinical/ Research/Professional) Part-time*

- Excellence (generally in teaching) should be demonstrated in one of the three categories of academic duties;

**Assistant Professor to Associate Professor** *CAS (Clinical/Research/Professional) Full-time*

- Excellence should be demonstrated in two of the three categories of academic duties;

**Assistant Professor to Associate Professor** *CAS (Clinical/Research/Professional) Part-time*

- Excellence should be demonstrated in one of the three categories of academic duties with reasonable performance in a second.

**Promotion to Full Professor** *CAS (Clinical/Research/Professional)*

A Ranked CAS being considered for promotion to the rank of Professor shall establish:

- i) a record of highly significant contributions in either of the following areas:
  - a. research and/or other original scholarly activities, as evidenced by international recognition by peers;
  - b. professional and/or clinical innovation that has an influence on the practice of the profession, and that is published, publicized or otherwise recognized in a way that makes possible its evaluation by external peers;
- ii) an outstanding teaching record: and
- iii) a consistent and reasonable record of other contributions to the University and scholarly communities.

For promotion to Full Professor (CAS), the candidate must have achieved national and international recognition for scholarship in the field.

### 3. Dossier Requirements for Promotion

**For tenure dossier requirements**, please refer to the guidelines (reg. 7.12, pages 7-8):

[Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff](#) (updated Feb. 27, 2014)

#### *i) Dossier requirements to Assistant and Associate Professor (CAS)*

Documents are to include the following, and are to be presented in the following order:

1. the written recommendations of the Chair of the departmental promotion committee
2. the candidate's CV (included in the CV should be a summary describing the research and its impact, using quantitative as well as qualitative measures as appropriate)
3. the teaching portfolio prepared according to Appendix A (Pages 19-20) of :  
[Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff](#) (updated Feb. 27, 2014)

Note: Appendices max. 10 pages; should include course evaluation summary, particularly from the past few years. The entire teaching portfolio should not exceed 20 pages

#### *ii) Dossier requirements to Full Professor (Tenured and CAS)*

Documents are to include the following, and are to be presented in the following order:

1. the written recommendation of the chair of the departmental promotion committee
2. the candidate's personal statement, covering contributions to research, teaching and other contributions to the University and scholarly communities; (4-6 pages with a focus on the uniqueness or originality of scholarly contributions and international reputation)
3. a curriculum vitae, including list of publications; ([suggested -cv -format.doc](#))
4. Do **not** include publication reprints. (If included you may be asked to remove them)
5. List of 8 External Evaluators. Must use the form *List of Proposed External Evaluators* found here: <http://www.mcgill.ca/secretariat/tenureandpromotion/promotion/>

This list must be **reviewed and signed by the Chair(s)** of departments/schools to which the candidate is appointed. The Dean shall solicit these letters on behalf of the candidate and the letters shall be forwarded to the Secretariat for inclusion in the candidate's dossier.

**\*\*Important notes about External Evaluators:**

- Ensure that evaluators hold the rank of **Full Professor**
- At least 2 of the evaluators must be from **outside of North America**. Evaluators from outside Canada are strongly encouraged for the other 6 names.
- Ensure that evaluators are at “arm’s length” (see description on List of Proposed External Evaluators). If an evaluator is not deemed to be sufficiently distanced from a candidate, the candidate will have to replace the name and the Chair will need to re-approve the list.

## Links to Regulations

### ***Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff:***

[http://www.mcgill.ca/secretariat/files/secretariat/employment\\_of\\_tenure\\_track\\_and\\_tenured\\_academic\\_staff\\_regs\\_for\\_the.pdf](http://www.mcgill.ca/secretariat/files/secretariat/employment_of_tenure_track_and_tenured_academic_staff_regs_for_the.pdf)

(updated Feb. 26, 2015)

### ***Regulations Relating to the Employment of Academic Staff:***

[https://www.mcgill.ca/secretariat/files/secretariat/2011sep27academic-staff-regs-relating-to-employment-of\\_9.pdf](https://www.mcgill.ca/secretariat/files/secretariat/2011sep27academic-staff-regs-relating-to-employment-of_9.pdf)

The policies relating to the employment of contract academic staff are governed by the ***Regulations Relating to the Employment of Contract Academic Staff:***

[http://www.mcgill.ca/secretariat/files/secretariat/regulation\\_relating\\_to\\_the\\_employment\\_of\\_contract\\_academic\\_staff\\_modified\\_updated\\_october\\_2015.pdf](http://www.mcgill.ca/secretariat/files/secretariat/regulation_relating_to_the_employment_of_contract_academic_staff_modified_updated_october_2015.pdf)

## **APPENDIX 1 –**

### **Academic Duties for Tenure Track Faculty: Specific Examples**

#### **1. Teaching**

Participation and contributions (either spontaneous or on request), with satisfactory reports from students, peers, coordinators and departmental chair(s), in some or all of the following areas:

- a. undergraduate and graduate courses: lectures and small group sessions (number and quality, peer and student evaluations), laboratories, examinations, assignments, reports, term papers, student research projects, etc.
- b. curriculum development and teaching initiatives
- c. course or unit coordination
- d. program coordination
- e. supervision and teaching in clinical settings of undergraduate students, clinical fellows and residents (quality: peer and student/trainee evaluation)
- f. supervision of graduate students and postdoctoral fellows: M.Sc. and Ph.D. thesis supervision
- g. clinical teaching activities of the department or hospital: presentations at grand rounds, specialty rounds, resident supervision
- h. continuing education courses: primary organization of courses, lecturing, informative talks
- i. teaching and/or coaching in Faculty Development courses/seminars
- j. invited lectures and seminars

#### **2. Research and other original scholarly activities, and professional activities**

Conduct of independent research and communication of the results of this research to the scholarly community. The criteria below can be used as examples of performance areas:

- a. ability to obtain salary awards and operating research grants from peer- reviewed external agencies/bodies: grants value, number, caliber of granting institutions,

duration, renewal history

- b. Publication of papers in scholarly journals (number may vary with the field and the nature of research). Each article cited for consideration by an evaluation committee should have had a substantial amount of the actual research and documentation done subsequent to the assistant professor's first appointment at McGill.
- c. publication record (quality and quantity) since the McGill appointment as first or senior author; full papers in high-quality journals; originality; substance, scientific merit and importance, journal standings, authorship, collaboration, number of authors, with graduate students, contribution to multi-authored papers
- d. judgment of external referees, experts in the candidate's field of research
- e. continuing peer-reviewed funding for research
- f. invitations from national and/or international institutions to present lectures, seminars, symposia, workshops, and other evidence of peer- recognition, scientific meetings, published abstracts
- g. review of scientific manuscripts for well-respected journals
- h. establishment of an independent, funded research program
- i. leadership, recognition by national and international scholarly bodies
- j. membership on editorial boards or ad hoc review for scientific journals: number, journal standing)
- k. invited publications, editorships
- l. patents and inventions
- m. development of a new clinical technique (eg. new surgical procedure)

### **3. Other Contributions**

Appropriate and positive contributions to the academic administration of the department or hospital or to the professional and academic activities of the discipline.

- a. Service/contribution on departmental, faculty or university committees (voluntary or on request); chairing such committees

- b. supervisory roles and/or professional services for granting agencies and professional societies
- c. review grant applications for external granting agencies or internal sources (ad hoc or grants panel member)
- d. involvement in scientific decision-making or science review process: service on a granting committee for a funding agency
- e. supervision of facilities and/or personnel
- f. membership, organization and participation in activities of professional societies; holding office in such societies
- g. organization of conferences (local, national and international)
- h. membership on hospital committees, including holding office or leadership roles; service functions in hospitals
- i. contribution to public education (lecturing, media)

## APPENDIX 2 -

### Academic Duties for Contract Academic Staff: Specific Examples

#### 1. Teaching

Participation and contributions (either spontaneous or on request), with satisfactory reports from students, peers, coordinators and departmental chair(s), in some or all of the following areas:

- a. undergraduate and graduate courses: lectures and small group sessions (number and quality, peer and student evaluations), laboratories, examinations, assignments, reports, term papers, student research projects, etc.
- b. curriculum development and teaching initiatives
- c. course or unit coordination
- d. program coordination
- e. supervision and teaching in clinical settings of undergraduate students, clinical fellows and residents (quality: peer and student/trainee evaluation)
- f. supervision of graduate students and postdoctoral fellows: M.Sc. and Ph.D. thesis supervision
- g. clinical teaching activities of the department or hospital: presentations at grand rounds, specialty rounds, resident supervision
- h. continuing education courses: primary organization of courses, lecturing, informative talks
- i. teaching and/or coaching in Faculty Development courses/seminars
- j. invited lectures and seminars

#### 2. Research and other original scholarly activities, and professional activities, including professional or clinical innovation

Conduct of independent research and communication of the results of this research to the scholarly community. **Innovation that has an influence on the practice of the profession, and that is published, publicized or otherwise recognized in a way that makes possible its**

**evaluation by external peers.** The criteria below can be used as examples of performance areas:

- a. ability to obtain salary awards and operating research grants from peer- reviewed external agencies/bodies: grants value, number, caliber of granting institutions, duration, renewal history
- b. Publication of papers in scholarly journals (number may vary with the field and the nature of research). Each article cited for consideration by an evaluation committee should have had a substantial amount of the actual research and documentation done subsequent to the assistant professor's first appointment at McGill.
- c. publication record (quality and quantity) since the McGill appointment as first or senior author; full papers in high-quality journals; originality; substance, scientific merit and importance, journal standings, authorship, collaboration, number of authors, with graduate students, contribution to multi-authored papers
- d. introduction and/or establishment of novel clinical techniques or programs (eg. new surgical procedure)
- e. continuing peer-reviewed funding for research
- f. invitations from national and/or international institutions to present lectures, seminars, symposia, workshops, and other evidence of peer- recognition, scientific meetings, published abstracts
- g. review of scientific manuscripts for well-respected journals
- h. establishment of an independent, funded research program
- i. leadership, recognition by national and international scholarly bodies
- j. membership on editorial boards or ad hoc review for scientific journals: number, journal standing)
- k. invited publications, editorships
- l. patents and inventions

### **3. Other Contributions**

Appropriate and positive contributions to the academic administration of the department or hospital or to the professional and academic activities of the discipline.

- a. Service/contribution on departmental, faculty or university committees (voluntary or on request); chairing such committees
- b. supervisory roles and/or professional services for granting agencies and professional societies
- c. review grant applications for external granting agencies or internal sources (ad hoc or grants panel member)
- d. involvement in scientific decision-making or science review process: service on a granting committee for a funding agency
- e. supervision of facilities and/or personnel
- f. membership, organization and participation in activities of professional societies; holding office in such societies
- g. organization of conferences (local, national and international)
- h. membership on hospital committees, including holding office or leadership roles; service functions in hospitals
- i. contribution to public education (lecturing, media)