

Summary of Changes to the 2025/2026 SAC Guide

2 ABOUT THE PROCESS

2.2 Timing

Note: The reappointment, tenure and promotion schedules provided in this Guide are based on an academic who is hired on or after July 1, 2017 and in accordance to the 2019-2022 Collective Agreements and thereafter. For academics hires before July 1, 2017 please see section 5.5.20 below. ~~We acknowledge that in the transition to the new Collective Agreement terms there will be alternative models used for academics hired prior to that date. Please see Appendix 15: Alternative Schedules for examples of adjusted schedules.~~

3 THE CRITERIA

3.1 Scholarly Activity

3.1.1 ...

Under the Agreement, Indigenous scholarly activity “means research or creative activity of quality and significance that is partially or entirely in the field of Indigenous scholarship and/or in collaboration with Indigenous community partners and peoples; and the appropriate dissemination of the results of that scholarly activity.” (Effective July 1, 2024). [Please see Appendices 14, 15 and 16 for supporting material.](#)

3.1.5 It is anticipated that candidates being considered for promotion to Professor will have achieved [wide recognition in their field of interest](#). [In some areas of research this may be reflected by having](#) an international reputation. [Candidates](#) being considered for promotion to Associate Professor will have made an impact and have achieved a reputation well beyond UBC and preferably a national reputation.

3.1.20 A useful guideline for assessing the unique and significant stature and appropriate rank of faculty members who are making professional or artistic contributions is the following: promotion to Professor should require the candidate to have achieved [wide recognition in their field of interest](#). [In some areas of research this may be reflected by having](#) an international reputation, and promotion to Associate Professor should require the candidate to have made an impact and have achieved a reputation well beyond UBC and preferably a national reputation.

i) Candidates in both the Professoriate and Educational Leadership Streams

5.5.7 It is generally understood that the higher the profile of the referees, the more credible their appraisals. Referees are normally at a rank above the candidate’s current rank, except for the rank of Professors; however, it is understood that in some cases, it is appropriate to use

referees at other ranks or in other professions. Similarly, referees who are academics are often from universities or units of comparable or superior reputation to UBC. The Head should provide a reasonably detailed statement of the reasons for selection of each referee and of their qualifications and accomplishments. Heads should also consider a range of referees. Particularly in the case of promotion to Professor, a Head should solicit letters from referees outside of Canada as well as from Canadian institutions

5.5.8 The candidate must not communicate with potential referees about any aspect of the letter of appraisal or the tenure and/or promotion review; doing so raises questions about their impartiality.

5.5.9 The candidate will not be informed of the names of the referees from whom letters are solicited.

5.5.12 As outlined in 5.5.7 above, Heads should take care in choosing referees who are qualified to render substantive judgment on the quality and significance of a candidate's scholarly achievements. ~~Referees should normally be chosen from universities of comparable or superior stature to UBC or if referees are from institutions of a lesser stature, an explanation should be provided for choice of referee.~~ If a candidate is involved in more than one area of scholarly activity (i.e. traditional scholarship, scholarship of teaching and/or professional contributions), a reasonable number of referees should be chosen who can offer their opinion in each area...

i) For Candidates in both the Professoriate and Educational Leadership Streams:

5.5.19 Letters of reference must remain confidential. It is therefore recommended that:

- Copies of letters of reference will be made available to members of the Departmental Committee through an internal secure website. If such a solution has not been made available, physical copies may be provided only at the meeting at which the matter is being considered and that these copies be recovered at the end of the meeting;

6 HEAD'S REVIEW AND DEPARTMENTAL CONSULTATION

6.2 Departmental Consultation

6.2.9 Serious Concerns: In all cases other than initial appointment, if serious concerns (a concern or concerns that may lead to a negative recommendation) about the candidacy arise in the departmental standing committee, the Head...

6.3 Head's Recommendation to the Dean

6.3.2 ...

- k)** If the recommendation of either the Head or the departmental standing committee is negative, a copy of the letter to the candidate from the Head informing him or her of the

recommendation and the reasons for that recommendation (Section 6.4.4 below), and the candidate's written response, if any.

6.4 Communication from the Head

~~6.4.4 The Head may provide detailed and specific reasons by giving the candidate a copy of the letter of recommendation being forwarded to the Dean. However, if that is done, the letter must be modified to the extent necessary to protect the confidentiality and identity of the referees and the specific results of the vote. The candidate should be invited to make a timely written response to the Dean (e.g. 5-10 days), which should be added to the file.~~

6.4.4 The Head may provide reasons by giving the candidate a copy of the letter of recommendation being forwarded to the Dean. However, if that is done, the letter will be modified to the extent necessary to protect the confidentiality and identity of the referees. The candidate should be invited to make a timely written response to the Dean, which will be added to the file (Article 5.08(d) of the Agreement). The form of the candidate's response should be guided by Section 4.5 above.

7 DEAN'S REVIEW AND CONSULTATION

7.3 Communication from the Dean

a) Notifying the Candidate

7.3.1 When new serious concerns (that didn't arise at the Department level) about the candidacy arise following the consultation...

8.2 Membership of SAC 2025/26 – *New Table in SAC Guide*

8.4 Schedule of SAC Meetings 2025/26 – *New schedule in SAC Guide*

10 STREAMLINED PROCESS FOR NEW SENIOR APPOINTMENTS

Note: See Article 5.14(d) of the Agreement.

10.1 ... Senior appointments include appointments at the rank of Associate Professor, Associate Professor of Teaching, Professor, Professor of Teaching and any appointments with tenure. It is not anticipated that every appointment at the rank of Associate Professor or above will make use of this procedure

...

Where the University may benefit from the appointment of an exceptionally distinguished scholar, the streamlined appointment process may be available. ~~Please contact Faculty Relations for procedural guidance.~~

10.2 Unless otherwise provided in [Article 5.14\(d\)](#) of the Agreement...

10.4 ...

The SAC Assistant in Faculty Relations ([UBCV](#)) and, as appropriate, the ~~Manager of Employee Relations (UBCO)~~ will arrange for one member from both SAC and the Dean's Advisory Committee to join the Head and the departmental standing committee. The SAC Chair will ~~canvas the broader committee to identify a representative for the joint committee. be consulted on the selection of the SAC representative in order to ensure an equitable number of requests to each SAC member.~~ The departmental standing committee, with the SAC member and the member from the Dean's Advisory Committee, will review the candidate's file. The SAC member will recuse him or herself from the meeting prior to a vote being taken, and will submit a separate recommendation letter to the President. The letter from the SAC representative is forwarded directly to the SAC Assistants in Faculty Relations ([UBCV](#)) and added to the file (dossier) when it goes to the President.

12 THE PRESIDENT'S DECISION

12.1 Procedures for the President's Decision

12.1.1 ... If the Provost or Deputy Vice Chancellor raise any new negative information or [new](#) serious concerns are introduced...

13 CONTACT INFORMATION FOR ADDITIONAL ASSISTANCE – *New contact information*

APPENDIX 1 – GUIDELINES FOR PROMOTION TO PROFESSOR OF TEACHING AND ASSOCIATE PROFESSOR OF TEACHING

Effective July 1, 2011, the rank of Professor of Teaching was introduced into the Educational Leadership stream. This rank reflects the commitment of the University to recognize and reward educational leadership and outstanding teaching. ~~The rank is relatively new and while the criteria are in place, there has not been a long history of interpreting and applying those criteria.~~ These guidelines are provided to offer assistance in helping faculty and academic units anticipate what is expected of the new rank, both in terms of meeting the criteria and understanding the procedures for review for promotion to the rank of Professor of Teaching. The guidelines are suggestive in nature and not intended to be exhaustive or directive. Evidence and interpretation of the criteria for promotion will vary, depending on the discipline and the Faculty. Candidates are responsible for preparing their own teaching dossiers accordingly. The candidate's Head or Summative Peer Review Committee will then provide an independent assessment of teaching and leadership, to be added to the candidate's dossier (Appendix 2). ~~It is anticipated that the expectations for this new rank will evolve and develop as cases come forward and are considered.~~

4. Candidate's File

The candidate will supply a file to the Head that demonstrates and profiles their record of educational leadership and teaching. [A separate dossier for educational leadership and a separate dossier for teaching is recommended.](#) Candidates for Professor of Teaching will provide evidence of distinction in these areas...

The file submitted to SAC should only include the educational leadership dossier (in addition to the Summative Peer Review of Teaching (see Appendix 2) and contain only a limited number of examples of educational leadership. Please limit such examples in the educational leadership dossier to a maximum of 25 pages.

...

To document educational leadership in the CV and [the educational leadership](#) dossier, consideration should be given to including materials that:

...

- Activities undertaken as part of formal educational leadership responsibilities within the candidate's Department / School / Program area / Faculty / UBC.

In rare cases, the candidate may optionally include in the educational leadership dossier limited/curated background materials on the pedagogical context in which educational leadership is undertaken if it is necessary for assessing their educational leadership accomplishments/contributions. Such situations may include instances where educational leadership is intertwined with teaching practice, or when teaching practice context is necessary to understanding educational leadership contributions

...

(3) *Service to the academic profession, the Department, the University and the community service may include:*

- All continuing education activity in the community including professional education, special work with professional, technical, scholarly or other organizations with scholarly publications not falling within the definition of scholarly activity [or educational leadership](#),

APPENDIX 2 – TEACHING EVIDENCE – SUMMATIVE ASSESSMENT OF TEACHING FOR REVIEW BY SAC AND THE PRESIDENT

... Note that in the case of Associate Professors of Teaching, the standard for teaching performance is excellence. In the case of Professors of Teaching, the higher standard of outstanding achievement in teaching [is required.](#)

For guidelines for cases for promotion in the **Educational Leadership stream**, see **Guidelines for Promotion to Professor of Teaching and Associate Professor of Teaching** (Appendix 1).

~~For candidates in either the Educational Leadership or Professoriate stream, the complete teaching dossier is often important in assessment for promotion and tenure by the candidate's Department, School or Faculty. However, the complete dossier is less useful to Senior Appointments Committee (SAC) members, who lack discipline specific expertise, and knowledge of each academic unit's standards and expectations with respect to teaching. Full teaching dossiers should not be forwarded to SAC. However, for cases in the Educational Leadership stream involving reviews for promotion (with tenure) to the rank of Associate Professor of Teaching or promotion to Professor of Teaching, where more evidence is required in order to demonstrate the candidate has met the requisite standard of excellence or outstanding achievement in teaching and educational leadership the full teaching dossier, less the following material, can be submitted to SAC:~~

- ~~• Course outlines/syllabi;~~
- ~~• Assignments and handouts; and/or~~
- ~~• Full sets of student experience of instruction results~~

APPENDIX 3 – ANNOTATED CV FOR THE PROFESSORATE STREAM

THE UNIVERSITY OF BRITISH COLUMBIA Curriculum Vitae for Faculty Members

- If this CV format does not provide the right categories for your discipline, categories can be added as long as the information is placed in a logical place (publications with publications, presentations with presentations, teaching with teaching, service with service) and is clearly labeled. ~~In the publications section, the order of the headers can be rearranged to match field of research expectations.~~

APPENDIX 8 – SAMPLE LETTER OF REQUEST FOR REFERENCE FOR REVIEW OF SCHOLARLY ACTIVITY (for Professoriate stream)

It is recommended that Heads modify this template if there is discipline-specific wording that may be more appropriate and remove the bold which is included to indicate options for the letter content. – *Moved from after (c) to before (a)*

- (a) Were you aware of the candidate's publications before now? Had you read any of them? In what ways are they referred to in other literature in the field?**

APPENDIX 9 – SAMPLE LETTER OF REQUEST FOR REFERENCE FOR REVIEW OF EDUCATIONAL LEADERSHIP (for Educational Leadership stream)

2. If the potential referee is willing to provide a letter of assessment by the deadline, then the following letter can be used:

...

UBC has a Professor of Teaching stream which is distinct from the professoriate stream with different criteria relating to excellence in teaching and educational leadership. Evidence of educational leadership in this stream is required and can include, but is not limited to:

APPENDIX 11 – SAC COVER SHEET – *New Cover Sheet – see SAC Guide*

APPENDIX 12 – SAC’S PROCEDURES

1. Subcommittees

There are two Subcommittees, each with a cochair, who screens and classifies all cases.

2. Subcommittee screening

- Subcommittees will meet individually in the weeks alternating with full SAC meetings. Subcommittee members are expected to participate in the screening of cases assigned to that Subcommittee, by providing commentary and a pre-ranking of “A” or “B” on the SAC Dashboard, and by participating in Subcommittee meetings. ~~Subcommittee meetings may be cancelled if all members give all files under consideration a pre-ranking of ‘A’.~~

3. Expedited process

- Beginning about early February, when the load starts to become heavier, expedited review will be implemented. Cases will continue to be distributed between the subcommittees. Each co-chair will take responsibility...
- Very strong cases with no flags or procedural issues will be sent directly to the President...

4. Agenda

- It is the responsibility of the subcommittee chairs to inform the SAC Assistants and the SAC Chair of the subcommittee ratings, of the cases which may be placed on the agenda, and of any cases that need to be delayed to obtain additional information from the Dean. In the event new serious concerns arise during SAC’s deliberations, the SAC Chair will flag these with Faculty Relations and co-create the letter to the candidate. The SAC Chair and the SAC Assistants must also be provided with the questions to be sent to a Dean in “B” cases.

7. New Serious Concerns

If new serious concerns arise or if new negative information is introduced during SAC's review, the candidate shall be informed in writing by the SAC Chair and given an opportunity to respond in writing prior to a vote.

~~11. Reconsideration~~

~~At the discretion of the Dean, SAC will reconsider at a subsequent meeting, cases that have received either all positive or all negative recommendations at previous levels when SAC recommends a contrary decision.~~

12. The Role of SAC Chair

3) Consultation & Communication:

- Consult with the SAC Assistants in Faculty Relations as necessary regarding scheduling of meetings and scheduling of time for Deans
- Update the SAC database with SAC's recommendations
- ~~Communicate the results of the votes for each meeting to the President following a prescribed format.~~ For B cases discussed and voted on at SAC, prepare objective/factual notes for the President...

~~Appendix 14 deleted: APPENDIX 14 – ALTERNATIVE SCHEDULES~~

New Appendices:

APPENDIX 14 – INDIGENOUS SCHOLARLY ACTIVITY – OVERVIEW

APPENDIX 15 – Protocol for Soliciting Community Reference – Indigenous Scholarly Activity