

# COMMITTEE ON PROMOTION, RE-APPOINTMENT AND TENURE (C.P.R.T.)

## PROCEDURES AND GUIDELINES FOR REVIEW PANELS

### **A. PROCEDURES**

1. Review Panels for promotion, tenure and re-appointment are established by the C.P.R.T. in **early February** of each year and normally consists of four Faculty Members. Review Panels for tenure normally consist of seven Faculty Members.
2. Review Panels may include tenured staff members who are not members of the C.P.R.T. The panel chairman should usually be a member of the C.P.R.T. and should always be a member at the time the Committee is struck.
3. Review Panels may determine their own internal procedures and meeting dates.
4. All available information regarding a candidate will be made available by the Department Head to members of the candidate's Review Panel.
5. (a) Submit a list of **EXTERNAL REFEREES** with complete addresses (including fax and e-mail) to the Head's Office on or before

**Aug. 1<sup>st</sup> of the appropriate year**

The Head will select referees and send letters out on *September 1st* of the appropriate year.

- (b) The final Panel Report reviewing **TEACHING, RESEARCH** and **SERVICE** is due in the Head's Office on or before

**Oct. 15<sup>th</sup> of the appropriate year**

Review Panels will present their findings to the C.P.R.T. in October of each year. Only panel members who are also members of the C.P.R.T. shall participate in the final vote.

6. Review Panel Reports are **confidential** and are used as a basis for discussion and decision by the C.P.R.T. They would **not** normally be transmitted beyond the C.P.R.T. except that they now fall under the "Freedom of Information and Privacy Act". The Head will use the report, as well as the C.P.R.T. discussion in preparing the submission to the Dean.

## **B. GUIDELINES**

Review Panel Reports should include the following:

### **a. RESEARCH EVALUATION:**

- Include comments regarding significance of the candidate's research and recognition of his/her work by outside groups (invited talks, review articles, prestigious fellowships, etc.).
- Comments on the candidate's value as a colleague (e.g. is the candidate a source of expertise of value to others?).
- It is, however, not necessary to include a complete list of publications, or other information already included in the candidate's biography.

### **b. TEACHING EVALUATION: (Peer Review)**

- Find out what teaching has been done by the candidate over the past few years. (Include graduate course teaching and graduate student supervision.)
- Evaluate the candidate's teaching effectiveness in each area using all relevant available sources of information (e.g. teaching questionnaires, individual student comments, faculty comments).
- A peer review of teaching is also needed. More than one lecture should be attended by more than one member of the Panel, and the Panel Chair should submit a separate "PEER REVIEW OF TEACHING" report (signed and dated), summarizing information such as:
  - which lectures were attended
  - how the lectures were presented
  - participation of students
  - whether hand-out material was provided, etc.

### **c. SERVICE EVALUATION**

- Comment on the significance and extent of the candidate's other contributions to the department, the University and the community.

### **d. NEW INFORMATION:**

- In cases where the candidate has been reviewed before, comment on new activities and changed conditions since the last review.

### **e. EXTERNAL REFEREES:**

- In the case of a recommendation for promotion or tenure, provide the **names and complete addresses** (including fax numbers and e-mail addresses) of eight potential external referees: four referees should be suggested by the *candidate* and four by the *Review Panel*. The chair of the panel should check that the referees are at arms-length. The candidate may submit a list of people which he/she prefers not to have as referees together with the reasons.
- From this list of suggested referees, the Head will then solicit the required **four** letters of reference: 2 from the candidate's list and 2 from the review panel's list. **Do Not** approach external referees directly. If existing letters of reference for the same purpose are available in the candidate's file and are to be used, please indicate this.

**CHECK-LIST**  
**for**  
**REVIEW PANEL CHAIRMAN**

- **Panel Report** (reviewing Research and Service: **due July 31<sup>st</sup>**)  
(reviewing Teaching can be delayed if necessary to: Sept. 20<sup>th</sup>)
  
- **Peer Review of Teaching** document (signed and dated)  
(if possible due on: **July 31<sup>st</sup>** , otherwise no later than Sept. 20<sup>th</sup>)
  
- **List of External Referees** [*not for re-appointment*]  
include name, complete address, fax number and  
e-mail address (if available)  
(indicate which referees were suggested by the candidate)  
(due on: **July 31<sup>st</sup>**)
  
- **Short Biography/Qualification** for all referees [*not for re-appointment*]  
(due on: **July 31<sup>st</sup>**)

# COMMITTEE ON PROMOTION, RE-APPOINTMENT AND TENURE (C.P.R.T.)

## PROCEDURES AND GUIDELINES FOR REVIEW PANELS

### A. PROCEDURES

1. Review Panels for promotion and re-appointment are established by the C.P.R.T. in **early February** of each year and normally consists of four (4) Faculty Members. Review Panels for tenure are established earlier, i.e. in November, and normally consists of seven (7) Faculty Members.
2. Review Panels may include tenured staff members who are not members of the C.P.R.T. The panel chairman should usually be a member of the C.P.R.T. and should always be a member at the time the Committee is struck.
3. Review Panels may determine their own internal procedures and meeting dates.
4. All available information regarding a candidate will be made available by the Department Head to members of the candidate's Review Panel.
5. The final Panel Report reviewing RESEARCH and SERVICE, including a list with complete addresses of suggested referees, is due in the Head's Office on or before

**July 31st of the appropriate year**

The final report on **TEACHING** can be delayed to September 20th, so that member(s) of the Review Panel can attend lectures during the fall term if this is necessary.

6. Review Panels will present their findings to the C.P.R.T. in October of each year. Only panel members who are also members of the C.P.R.T. shall participate in the final vote.
7. Review Panel Reports are **confidential** and are used as a basis for discussion and decision by the C.P.R.T. They would **not** normally be transmitted beyond the C.P.R.T. except that they now fall under the "Freedom of Information and Privacy Act". The Head will use the report, as well as the C.P.R.T. discussion in preparing the submission to the Dean.

## B. GUIDELINES

Review Panel Reports should include the following:

### a. **RESEARCH EVALUATION:**

- Include comments regarding significance of the candidate's research and recognition of his/her work by outside groups (invited talks, review articles, prestigious fellowships, etc.).
- Comments on the candidate's value as a colleague (e.g. is the candidate a source of expertise of value to others?).
- It is, however, not necessary to include a complete list of publications, or other information already included in the candidate's biography.

### b. **TEACHING EVALUATION: (Peer Review)**

- Find out what teaching has been done by the candidate over the past few years. (Include graduate course teaching and graduate student supervision.)
- Evaluate the candidate's teaching effectiveness in each area using all relevant available sources of information (e.g. teaching questionnaires, individual student comments, faculty comments).
- A peer review of teaching is also needed. More than one lecture should be attended by more than one member of the Panel, and the Panel Chair should submit a separate "PEER REVIEW OF TEACHING" report (signed and dated), summarizing information such as:
  - which lectures were attended
  - how the lectures were presented
  - participation of students
  - whether hand-out material was provided, etc.

### c. **SERVICE EVALUATION**

- Comment on the significance and extent of the candidate's other contributions to the department, the University and the community.

### d. **NEW INFORMATION:**

- In cases where the candidate has been reviewed before, comment on new activities and changed conditions since the last review.

### e. **EXTERNAL REFEREES:**

- In the case of a recommendation for promotion and tenure, provide a list with the **names and complete addresses** (including fax numbers and e-mail addresses) of at least **six (6)** potential external referees: a minimum of three (3) referees should be suggested by the *candidate* and a minimum of three (3) by the *Review Panel*. The chair of the panel should check that the referees are at arms-length.
- From this list of suggested referees, the Head will solicit the required **four** letters of reference: 2 from the candidate's list and 2 from the review panel's list. **Do Not** approach external referees directly. If existing letters of reference for the same purpose are available in the candidate's file and are to be used, please indicate this.

- Names of external referees should be supplied even if, in the opinion of the panel, available evidence suggests that promotion is premature. However, in such a case the Head will approach the referees only if, in the opinion of the Head, there is a significant chance that a favorable recommendation for promotion could result from the deliberations of the members of the C.P.R.T.
- The University requires a short description of BIOGRAPHY/QUALIFICATION for all external referees. The Review Panel Report should therefore include some background information, such as
  - present position
  - prizes, awards (if applicable)
  - expertise
  - reason for selection
  - other worthwhile information (but not the dates of birth or employment, etc.)

**f. RECOMMENDATION:**

- Make an interim recommendation to the Head. When referees' letters are in, Panel reconvenes to make its recommendation to the full CPRT.

**g. MINORITY REPORT:**

- Every effort should be made to reach a unanimous decision. If this is not possible, a minority report may be appended.
- When the recommendation is unanimous, the panel chairman should prepare a report which reflects the varied views of the members of the panel. A minority report should be avoided in this case.

(amended March 25<sup>th</sup>, 1999)  
(revised July 9<sup>th</sup>, 1999)