

**Gupta Faculty of Kinesiology and Applied Health
Faculty Based Criteria for
Promotion, Tenure and Continuing Appointment**

I. Overview

Introduction

...d be placed in a “growth” model, where the purpose
...ding promotion or continuing appointment, but
...viewed to develop their skills and move forward
...nt is seen as a feedback tool, providing useful
...through the ranks and motivating each individual to
...onsibility

...ponsibility of Faculty Members and, in normal
...to research and/or other scholarly activity. The
...Members is to teach.

...determine the progress made by applicants in

a documented history of effective teaching via Senate-approved teaching evaluation instruments, annual activity reports and evaluation reports, as well as any other relevant information the applicant chooses to provide to justify their promotion. Such information may include peer evaluations, letters from former students, a teaching portfolio, development of new courses or innovative teaching methods, teaching awards and any other information that evidences the applicant's teaching abilities.

Applicants should document their activities in the following three areas of performance:

- a. development and preparation of courses and instructional material;
- b. direct student contact performance; and
- c. pedagogical professional development.

Although the pedagogical behaviours of effective university-level teachers vary, in general the following characteristics are usually noted:

- an in-depth knowledge of the subject matter that is current;
- presentation of the subject matter clearly, logically, and at an appropriate level for the class;
- enthusiasm for the subject matter and the ability to communicate this enthusiasm to the class;
- availability to students outside of the regularly scheduled class time;
- establishing an open, supportive, and respectful learning environment, including accommodation of special needs;
- facilitating the development of students' independent critical thinking skills;
- utilizing multiple and effective teaching methods within the constraints of the learning environment that meet the need of the individual learner; and
- connecting research and theory to real-world applications, making the information presented relevant for the students.

Research and/or Other Scholarly Activity

Research and/or other scholarly activity is considered a primary responsibility of Faculty Members and is normally given equal weight with teaching and related duties. Instructors are not expected to conduct research.

Because of the diverse nature of the sub-disciplines represented in the Gupta Faculty of Kinesiology and Applied Health, the precise nature of scholarship and research will vary across sub-disciplines. In the Gupta Faculty of Kinesiology and Applied Health,

scholarship and research involve efforts to examine, acquire, produce, apply, disseminate, and interpret new and existing ideas and knowledge. Of this, dissemination of the results of scholarship and research is considered to be important, but it is recognized that dissemination can take a variety of forms.

Applicants are required to document how their research and scholarship have resulted in contributions to their discipline (typically via a discipline-appropriate record of peer-reviewed research and/or scholarly products). Where appropriate, a record of completing professional consulting contracts and/or government reports will be an acceptable means

editorial board membership; service on review committees; and/or other visible evidence such as computer-assisted learning programs, patents, curriculum guides, development of distance education programs, program evaluation)

N.B. Manuscripts in preparation or review should not be included in the evaluation of scholarship. Faculty members should not submit the same activity twice, or apply the same activity in two categories. For example, if an article is submitted as “in press”, it cannot be re-submitted the following year as a publication. Publication in conference proceedings that are simply publication of the abstract submitted for presentation will not be considered within the publication category and should only be listed as a presentation. If the conference proceeding is a full paper that requires significant writing effort beyond what is necessary for the presentation, then this may also be listed as a publication.

Service

Universities work on a consultative governance model that requires collegial and cooperative efforts on the part of all Members, who are required to engage in their fair share of administration and committee work, with more senior Members expected to take on greater loads of administrative responsibility than their junior colleagues.

In order to be found to have performed their service responsibilities at a level that is satisfactory to warrant promotion or continuing appointment, successful applicants will need to establish a documented history of effective participation in service/administrative activities. To evaluate service, the following baseline standards are applied:

- Applicants in a junior rank or probationary appointment, including Instructors in term positions, are expected to participate on one or two committees per year;
- Applicants in a senior rank or continuing appointment at a minimum serve (as a member or chair) on one Gupta Faculty of Kinesiology and Applied Health Departmental committee and one other University of Winnipeg committee/year.

Applicants who represent The Gupta Faculty of Kinesiology and Applied Health or The University of Winnipeg on a regional, provincial, or national board may use this in lieu of serving on a Gupta Faculty of Kinesiology and Applied Health or University of Winnipeg committee.

To be recognized within this category, service to academic and/or professional organizations must go beyond mere membership in an organization; applicants are expected to be active participants on the committees or executives of academic or professional organizations; serve on selection committees for provincial, national or

expected within reason. It is also expected that contributions will be made within the administrative structure of both the Faculty and the University and in particular, consistent, positive, and respectful contributions will be made during all service/administrative interactions.

Applicants are not required to make external service contributions. However, where an applicant engages in external service, these contributions may be submitted for consideration and the onus will be on the applicant to explain the relevance of service work, and to show how it enhances their discipline and/or the University.

II. PROMOTION TO PROFESSOR

The rank of Professor is the highest academic rank conferred by The University of Winnipeg and therefore requires clear evidence of appropriate academic achievement. In the Gupta Faculty of Kinesiology and Applied Health, Professors are expected to have achieved a consistently strong record in the areas of scholarship, teaching, and service. Professors should be recognized as authorities in their areas of expertise and therefore be active as reviewers and external referees for Ph.D. theses and/or granting agencies. Publication history and grant support should be well established, and research programs self-supporting. Professors should willingly give of their time, within reason, to be involved in senior administrative bodies on campus and act as responsible spokespersons for the University and their discipline.

In the collegial environment of the Faculty, senior academic staff members should be a resource to those of junior rank, encouraging, mentoring and supporting those moving through the ranks, especially in grantsmanship, teaching proficiency, and publishing articles in refereed journals.

The onus is on an applicant for promotion to Professor to establish that they have met the conditions and general criteria for promotion set out in the Collective Agreement as well as the Faculty-based criteria set out herein. The purpose of the Faculty-based criteria is to specify how the conditions and general criteria set out in the Collective Agreement apply within the Gupta Faculty of Kinesiology and Applied Health to warrant promotion to the rank of Professor; i.e., what constitutes satisfactory performance of teaching/ professional responsibilities, establishment and maintenance of a program of research and/or other scholarly activity at a suitable level of distinction, and performance of reasonable service responsibilities.

An applicant's teaching, research and service contributions should be evidenced over a sustained period of time, be over and above what is expected of an Associate Professor, and be recognized by peers within The University of Winnipeg community as well as by colleagues beyond in the case of research, scholarly, or creative activity.

variety of committee and/or administrative activities within the Faculty and the University.

Applicants are not required to make external service contributions. However, where an applicant engages in external service, these contributions may be submitted for consideration and the onus will be on the applicant to explain the relevance of service worku6 (nt)worh.

is on the applicant to explain the relevance and appropriateness of the formats of, and venues for, the dissemination of their output, as well as the scholarly impact of the work.

Collaboration is valued, especially that which involves students and others under the supervision of the applicant. In all instances of collaboration, the applicant must clearly explain their role in the collaboration and their level of involvement in writing/creating the output.

Service

Accepting and discharging reasonable service responsibilities at a level that is satisfactory to warrant promotion to Associate Professor in the Gupta Faculty of Kinesiology and Applied Health requires the applicant to demonstrate tangible contributions to internal service, especially at the Department and Faculty level. Being listed as a member of a number of committees is not, in itself, evidence of sufficient service activity; the expectation is that applicants will fully participate in committee and/or administrative activities.

Applicants are not required to make external service contributions. However, where an applicant engages in external service, these contributions may be submitted for consideration and the onus will be on the applicant to explain the relevance of service work, and to show how it enhances their discipline and/or the University.

IV. CONTINUING APPOINTMENT (INSTRUCTOR)

In the Gupta Faculty of Kinesiology and Applied Health, the conferral of a continuing appointment marks a significant milestone in an Instructor's academic career, which requires clear evidence of appropriate academic achievement. The primary responsibility of Instructors is teaching. Instructors are also required to perform service to the University. Instructors are also expected to conduct research/scholarship. and pte 66

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that applicants will devote an appropriate and substantial amount of their time and efforts to ensuring that their teaching be as effective as possible.

In order to be granted promotion to Instructor III, applicants must establish that they have performed their teaching responsibilities and related activities, including, as applicable, that they have:

- maintained their professional competence and stayed current in the content of their teaching (including, if relevant, how they have taken advantage of improvements in technology and pedagogy in a way appropriate to the curriculum of their Department/Unit/Program);
- prepared, organized and revised teaching material in accordance with appropriate Department/Unit/Program guidance;
- spent a substantial and appropriate amount of any terms within the year during which they have no teaching responsibilities on the improvement of the curriculum and their teaching, for example by developing innovative teaching methods and materials, updating and revising course notes and laboratory manuals, and creating new demonstrations; and
- assisted in the training of teaching assistants/demonstrators to an extent that is reasonable and consistent with their assigned teaching responsibilities.

Where the applicant has been assigned other duties and responsibilities in addition to teaching, the onus is on the applicant to establish performance at a satisfactory level. Tc 07w ()Tj872 Cà.Snn0