

## UTFA Council Agenda

Thursday, October 15, 2020

3:00 – 5:00 p.m.

Zoom

Theme: **The workload-related experiences and concerns of your constituents**

1. Approval of the Agenda
2. Minutes of the Previous Meeting
  - a. September 22, 2020 \*
3. Business Arising
  - a. From the Minutes of Council
4. Welcome to New Council Members and Guests (5 min)
  - a. Introduction of new Council members (Anton Zilman – Dept. of Physics)
  - b. Welcome to guests
5. Report of the President (55 min)
  - a. Derrick McIntosh Memorial October 24<sup>th</sup> at 2 pm via Zoom
  - b. Executive ‘retreats’
  - c. Approval of changes to *Policy and Procedures Governing Promotions in the Teaching Stream* \* (with B. McDonagh)
  - d. U of T Law School: Collegial governance and academic freedom issues
  - e. COVID-19, course delivery, and health and safety
    - i. Central Health and Safety Committee (CHSC)
    - ii. Updates on in-person teaching, public health guidelines, etc.
    - iii. Outreach strategy
    - iv. Update on Association grievance
  - f. **Discussion: the workload-related experiences and concerns of your constituents**
  - g. Salary Discrimination, Employment Equity, and Librarian Systemic Bias Working Group
  - h. Approval of draft AGM agenda \*

6. Timed Break: 4:00 p.m. (10 min)
7. Report of Executive Director (5 min)
  - a. Staffing update
  - b. Website
8. Report of the Treasurer (10 min)
  - a. Audited Financial Statements and draft budget for 2020-2021 \* (with K. Johnson)
9. Report of the Vice-President, Grievances (5 min)
  - a. Update on the Grievance portfolio
10. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (15 min)
  - a. Update on SBPW Bargaining (with T. Zorić)
  - b. Motion to approve the appointment of Arjumand Siddiqi and Marcin Peški to the SBPW bargaining team
11. Report of the Chair of the Retired Members Committee (5 min)
  - a. Welcome to new retirees reception – October 21, 2020 1:30 – 3:30 p.m.
12. Other Business
  - a. UTFA Annual General meeting  
Thursday, October 29, 2020  
4:00 – 6:00 p.m.
  - b. Next UTFA Council meeting  
Tuesday, November 17, 2020  
3:00 – 5:00 p.m.
13. Adjournment

\* materials attached

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## UTFA Council Minutes

Tuesday, September 22, 2020

3:00 – 5:00 p.m.

Zoom

Theme: COVID and Health & Safety

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### Present:

**Executive:** K. Adamson, M. Attridge, K. Banning, A. Braun, A. Giacca, R. Gillis, J. Macdonald, B. McDonagh, J. Nogami, D. Roberts, S. Rupp, H. Sonne de Torrens, M. Stapleton, T. Zoric

**Present:** E. Barbeau, E. Comelli, A. Fenner, E. Fillion, D. Gastaldo, G. Grasselli, M.A. Guttman, R. Helms-Park, A. Hojatollah Taleghani, J. Jenkins, A. Keith, W. Kemble, R. Kluger, C. Messenger, F. Murnaghan, M. Peski, J. Poë, S. Ruddick, K. Scheaffer, L. Stewart Rose, C. Suzack, K. Weaver

**Regrets:** L. Chen, C. Evans, M. O'Connor,

**Absent:** C.H. Chen, H. Rodd, V. Skelton, A. White, N. Wiseman

**Also present:** M. Horban (Business Officer)  
K. Johnson (Executive Director)  
H. Nowak (General Counsel)  
C. Penn (Notes and Administrative Assistant)  
D. Puscas (Communications Officer)  
R. Riendeau (Speaker)  
R. Schmelzer (Note taker)  
A. Zilman (Physics)

T. Zoric called the meeting to order at 3:02 p.m.

T. Zoric welcomed Council members to the meeting.

T. Zoric explained how the Zoom platform would be used for the meeting. She asked that the meeting not be recorded and that any *in camera* sessions be kept confidential.

1. Approval of the Agenda

T. Zoric proposed moving the Treasurer's Report up to #10 on the agenda and the remaining items on the agenda to be renumbered accordingly.

**Motion** by T. Zoric, seconded by B. McDonagh, that the agenda be approved as amended. Carried.

2. Reading of Traditional Land Statement (T. Zoric)

T. Zoric read an Acknowledgement of Traditional Land.

3. Approval of Speaker of Council \* (T. Zoric) (Executive motion)

**Motion:** The Executive Committee recommends to Council that R. Riendeau be renewed as speaker of Council for 2020–2021. Carried.

4. Introduction of Kathy Johnson, Executive Director (T. Zoric)

T. Zoric introduced K. Johnson, UTFA's new Executive Director, to Council and outlined some of the experience and accomplishments that she brings to UTFA.

K. Johnson worked for CUPE for 29 years in various roles, ultimately as a Director in Ontario and nationally. She has extensive experience as the lead in bargaining and has successfully navigated many complex projects. She has a proven track record on mediation, strategic planning and implementation, coalition building, and employer and government relations, as well as membership outreach, education, and engagement. She also has extensive experience managing staff teams. She is deeply committed to member-led organizations and has a reputation for building strong teams and strategic plans that align with the priorities and objectives set by leadership and the membership.

The members showed their appreciation through virtual applause.

K. Johnson thanked the members for welcoming her and said that she was pleased to join the UTFA team.

R. Riendeau assumed the chair and welcomed the members back.

5. Minutes of the Previous Meeting

a. June 10, 2020 \*

K. Scheaffer requested the section in the librarian policy negotiations update regarding the AAPM be deleted.

**Motion** by T. Zoric, seconded by D. Roberts, that the minutes be approved as amended. Carried.

6. Business Arising

- a. From the Minutes of Council
- b. From the Minutes of the Executive Committee
  - i. July 27, 2020 \*
  - ii. August 7, 2020 \*
  - iii. September 11, 2020 \*

There was no business arising from the minutes of Council or the Executive Committee.

7. New Council and Committee Membership (5 min)

- a. Introduction of new Council members

R. Riendeau introduced new Council members Fiona Murnaghan (Department of Mathematics) and Cheryl Suzack (Department of English) and welcomed them to UTFA Council.

- b. Approval of members to Standing Committees \*

R. Riendeau called the members' attention to the list of members of UTFA's committees.

**Motion** by R. Gillis, seconded by D. Roberts, that the list of 2020–2021 committee members, as constituted thus far, be approved as distributed. Carried.

8. Report of the President (65 min)

- a. Donation to CAMH in memory of Derrick McIntosh \* (Executive motion)

T. Zoric spoke about the enormous sadness and sense of loss being felt by so many following the death of Derrick McIntosh (a lawyer at Goldblatt Partners who worked closely with UTFA). Derrick was greatly respected by those on Executive, Council, and within the membership who worked with him. He was integral to the work of the Association over the last several years, supporting UTFA on a wide range of issues, including the asbestos group grievance and SBPW bargaining. His passing represents a huge personal and professional loss.

The Executive is recommending a donation be made in D. McIntosh's memory that is in keeping with his family's wishes. When there are additional opportunities to honour Derrick, the Council will be updated.

**Motion:** The Executive Committee recommends to Council that UTFA donate \$5,000 to CAMH in memory of D. McIntosh. Carried.

- b. Executive 'retreats

T. Zoric reported that the Executive has divided its annual retreat into two half-day meetings. The first meeting was held on September 1<sup>st</sup> and the second will be held on October 9<sup>th</sup>.

She noted some of the Executive's guiding questions.

- How can we best meet the needs of our members?
- How might we build the capacity of Council to advance UTFA's objectives?
- How might our work as an Executive evolve to meet our objectives?
- What are some recommendations to build the capacity of the Executive to advance UTFA's objectives?

The work of UTFA is expanding exponentially so the Executive is focusing on setting goals and priorities, while developing strategies to support UTFA's work.

One goal that has emerged is to increase opportunities for dialogue on important issues at UTFA Council Meetings.

- c. COVID-19, course delivery, and health and safety
  - i. Central Health and Safety Committee (CHSC)

T. Zoric said an update on UTFA's activities related to health and safety would be provided. There will also be a discussion about the members' concerns regarding COVID-19 and health and safety for the academic year.

**Motion** by T. Zoric, seconded by D. Roberts, that the meeting go *in camera* for item 8c(i), 8c(ii), 8c(iii), 8c(iv), 8c(v), 8d, 8e. Carried.

- ii. Outreach strategy
- iii. Updates from the Administration on in-person teaching, public health guidelines, etc.
- iv. Update on Association grievance
- v. **What are your concerns about COVID-19 related health and safety at U of T for the academic year 2020-2021?**
- d. End to extension on the filing of grievances (written report)
- e. Academic Freedom issues
- f. Salary Discrimination Association grievance update (written report)
- g. Employment equity work in progress

**Motion** by T. Zoric, seconded by D. Roberts, to return to the regular meeting. Carried.

- h. Nomination for the UTFA Pension Committee—J. Nogami \* (Executive motion)

**Motion** The Executive Committee recommends to Council that J. Nogami be appointed to the UTFA Pension Committee as a non-voting member. Carried.

- i. Motion to approve stipend for Kathleen Scheaffer \* (Executive motion)

**Motion** The Executive Committee recommends to Council that the stipend for K. Scheaffer, Chief Negotiator for the Policies for Librarians, be renewed and paid out on a quarterly basis for the term of her role in bargaining. Carried.

- j. UTFA Pension Committee—T. Zoric \* (Executive motion)

**Motion** The Executive Committee recommends to Council that T. Zoric be changed from a non-voting member to a voting member of the UTFA Pension Committee. Carried.

- 9. Timed Break: 4:00 p.m. (10 min)
- 10. Report of the Executive Director (10 min)
  - a. Staffing update

K. Johnson reported on staff changes. D. Fong, who was a researcher on a temporary contract, resigned and UTFA has since hired S. Lodhia to that position. N. Bueler resigned as Executive Assistant and the process of filling that position is ongoing.

K. Johnson reported that she is working with a subgroup of the Office Staff Relations Committee and with staff to align staff positions to manage workload and to assure workflow.

K. Johnson said that the COVID-19 pandemic has meant staff and elected leadership are working remotely. Actions to build a stronger sense of community and to better coordinate work are being explored. Weekly administrative team check-ins as well as monthly meetings of all staff have begun. Further strategies are being considered.

b. Website

K. Johnson reported that the UTFA website project is being reactivated. There is a small working group meeting to review the work done to date.

c. IT

K. Johnson said an assessment of UTFA's IT infrastructure and applications is being conducted. An overall Strategic IT plan and an accompanying Operational Plan will be developed and will focus on addressing the short and long term challenges identified in the Strategic Plan.

11. Report of the Chair of the Equity Committee (5 min)

a. Lecture by Matthew Shenoda

K. Banning reported that Matthew Shenoda will deliver a webinar titled "The Stakes of Diversity in Higher Education Today" on Thursday, November 5, at 4:00 p.m. He will critique the traditional ways "diversity, equity, and inclusion" have been instrumentalized on university campuses, and will speak to the ways in which we can centralize academic, intellectual, and curricular engagement in order to transform campus spaces as they relate to issues of anti-Blackness and race. K. Banning will consult with the Equity Committee about the feasibility of expanding equity topics into a lecture series.

K. Banning informed Council that OCUFA's Status of Women and Equity Committee (SWEC) is hosting its annual training workshop on September 24. Entitled "Combatting Anti-Black Racism in the Academy: A Primer for Faculty," the webinar is open to all faculty and librarians.

12. Report of the Treasurer (10 min)

a. Year to date and budget for 2020-2021 \*

M. Stapleton said that this is her first time reporting as Treasurer. She acknowledged L. Florence for all the good work he did on behalf of UTFA and she thanked him for this support as she assumed the role of Treasurer.

M. Stapleton reported that she has been working with T. Zoric and K. Johnson to review the books, financial and accounting procedures, and expenses. The external audit is almost finished. She anticipates presenting the final audit and the final budget for the academic year at the next Council meeting. She acknowledged the work of staff in the audit process.

M. Stapleton reported that since the decline in UTFA investments in March, our portfolio has

rebounded to about the same amount as before COVID. She confirmed that the portfolio complies with the revised investment policy that was approved by Council.

13. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (10 min)

a. Update on SBPW Bargaining

**Motion** by J. Nogami, seconded by D. Roberts, that the meeting go *in camera* for agenda items 13a, 13b and 13c. Carried.

b. Update on St. Michael's College negotiations (w H. Sonne de Torrens)

c. Update on Librarian Policy Negotiations (w K. Scheaffer)

**Motion** by J. Nogami, seconded by D. Roberts, to return to the regular meeting. Carried.

14. Report of the Chair of the Retired Members Committee (5 min)

a. Welcome to new retirees' reception – October 21, 2020 1:00 – 4:00 p.m.

J. Macdonald reported that G. Kawaguchi, a consultant to the SBPW negotiating team, will be the guest speaker at this Zoom reception.

15. Other Business

a. Next UTFA Council meeting  
Thursday, October 15, 2020  
3:00 – 5:00 p.m.

b. UTFA Annual General Meeting  
Thursday, October 29, 2020  
4:00 – 6:00 p.m.

16. Adjournment

**Motion** by E. Barbeau, seconded by D. Roberts, that the meeting adjourn. Carried.

The meeting adjourned at 5:00 p.m.

Chris Penn

Senior Administrative Assistant



Motions from the September 22, 2020 Council Meeting

**Item 3:** Approval of Speaker of Council

**Motion:** The Executive Committee recommends to Council that R. Riendeau be renewed as speaker of Council for 2020–2021. Carried.

**Item 7b:** Approval of members to Standing Committees

R. Riendeau called the members' attention to the list of members of UTFA's committees.

**Motion** by R. Gillis, seconded by D. Roberts, that the list of 2020–2021 committee members, as constituted thus far, be approved as distributed. Carried.

**Item 8a:** Donation to CAMH in memory of Derrick McIntosh

**Motion:** The Executive Committee recommends to Council that UTFA donate \$5,000 to CAMH in memory of D. McIntosh. Carried.

**Item 8h:** Nomination for the UTFA Pension Committee

**Motion:** The Executive Committee recommends to Council that J. Nogami be appointed to the UTFA Pension Committee as a non-voting member. Carried.

**Item 8i:** Motion to approve stipend for Kathleen Scheaffer

**Motion:** The Executive Committee recommends to Council that the stipend for K. Scheaffer, Chief Negotiator for the Policies for Librarians, be renewed and paid out on a quarterly basis for the term of her role in bargaining. Carried.

**Item 8j:** UTFA Pension Committee

**Motion** The Executive Committee recommends to Council that T. Zoric be changed from a non-voting member to a voting member of the UTFA Pension Committee. Carried.



# UNIVERSITY OF TORONTO

University of Toronto  
Governing Council

## **Policy and Procedures Governing Promotions in the Teaching Stream**

~~December 16, 2016~~ Effective  
January 1, 2021

To request an official copy of this policy, contact:

The Office of the Governing Council  
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## Policy and Procedures Governing Promotions in the Teaching Stream

### Introduction

1. The University policy with respect to academic promotions in the teaching stream is set out in the following paragraphs as approved by the Governing Council on December 15, 2016.
2. The awarding by the University of a given rank confers a status which, in a general way, is acknowledged and respected both inside and outside the academic community. There is a need to protect the qualifications for the rank in order that the status not be regarded as empty, once attained. These considerations require that the diversity of promotion practices among the various disciplines across the University be kept within reasonable limits. However, it is not necessary that all disciplines be forced into an absolute lockstep in their promotion policies. The policy herein allows for some degree of leeway in determining the point in a career when promotion is appropriate to permit flexibility in responding to competitive pressures for outstanding teaching stream faculty members. It includes sufficiently broad criteria to allow a discipline to bring into play, in the assessment of its teaching stream faculty, attributes which it considers particularly relevant for performance of its own academic role.
3. In general terms the goal is to ensure, as far as is possible in a diverse community, that persons of a given rank may fairly be taken to possess certain attributes in common although not necessarily always in the same proportions. In what follows these attributes, and how the promotion process can be structured to safeguard the interests of both the individual teaching stream faculty member and the University community, are discussed.
4. Individual promotion decisions should not be influenced by preconceptions about a desirable pattern of rank distribution. A discipline should not be alarmed at there being an unprecedented proportion of senior ranks among its faculty. This is exactly what a discipline blessed with a strong faculty should be experiencing, and any tendency to protect some historical distribution pattern should be resisted. Promotion to Professor is not automatic, but it is expected that the majority of ~~full-time~~ teaching stream faculty at this University will attain this rank.
5. This policy applies to full-time continuing status teaching stream faculty members as of January 1, 2016, including those who opted to convert to Assistant Professor, Teaching Stream or Associate Professor, Teaching Stream following amendments to the *Policy and Procedures on Academic Appointments* June 2015. This policy also applies to part-time teaching stream faculty members as of January 1, 2021. For greater clarity, this policy does not apply to the following categories: contractually-limited term appointments, Athletic Instructors, Senior Athletic Instructors, those holding the rank of Lecturer or Senior Lecturer, and those holding rank of Tutor or Senior Tutor.

### Criteria for Promotion and Their Assessment

#### Professor, Teaching Stream

6. Promotion to Professor, Teaching Stream will be granted on the basis of excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years, outlined more fully below in paragraphs 8, 9, and 10 and recommendation on their assessment are set forth in paragraph 11. Administrative or other service to the University and related activities will be taken into account in assessing candidates for promotion, but given less weight than the main criteria: promotion will not be based primarily on such service. The criteria and procedures for promotion through the ranks for part-time teaching stream faculty shall be the same as for full-time faculty members with an appropriately reduced expectation as to the quantity of work.

## Associate Professor, Teaching Stream

- ~~6-7.~~ The same criteria apply to the promotion from Assistant Professor, Teaching Stream to Associate Professor, Teaching Stream, with a lesser level of accomplishment to be expected. Because the criteria for the granting of continuing status and the promotion to Associate Professor, Teaching Stream are so similar, and because the two decisions are usually made so closely in time, the granting of continuing status should be accompanied by promotion to Associate Professor, Teaching Stream. The only exception to this policy is promotion to Associate Professor, Teaching Stream prior to the continuing status review. Proposals for promotion to Associate Professor, Teaching Stream prior to the continuing status review should be approved only in exceptional circumstances and must be justified in writing to the Dean of the Faculty in multi-departmental divisions and in all cases to the Vice-President and Provost. For promotion to Associate Professor, Teaching Stream not linked with a continuing status review (ie., early promotions), the procedures followed should be those outlined below for promotion to Professor, Teaching Stream in order to ensure an equivalent level of assessment of a candidate's abilities. The criteria and procedures for promotion through the ranks for part-time teaching stream faculty shall be the same as for full-time faculty members with an appropriately reduced expectation as to the quantity of work.

## Attributes of Excellent Teaching

- ~~7-8.~~ Excellent teaching may be demonstrated through a combination of excellent teaching skills, creative educational leadership and/or achievement, and innovative teaching initiatives, all in accordance with appropriate divisional guidelines.

Teaching includes lecturing, activity in seminars and tutorials, individual and group discussion, laboratory teaching, thesis and/or research supervision, and any other means by which students derive educational benefit.

Teaching effectiveness is demonstrated by the degree to which the candidate for promotion is able to stimulate and challenge the intellectual ability of students, to communicate academic material including professional knowledge effectively, and to maintain a mastery of his or her subject areas. It also involves maintaining accessibility to students, and the ability to influence the intellectual and scholarly development of students.

## Attributes of Educational Leadership and/or Achievement and Ongoing Pedagogical/Professional Development

- ~~8-9.~~ Sustained over many years, educational leadership and/or achievement is often reflected in teaching-related activities that show significant impact in a variety of ways, for example: through enhanced student learning; through creation and/or development of models of effective teaching; through engagement in the scholarly conversation via pedagogical scholarship, or creative professional activity; through significant changes in policy related to teaching as a profession; through technological or other advances in the delivery of education in a discipline or profession.

- ~~9-10.~~ Evidence of continuing future pedagogical/professional development may be demonstrated in a variety of ways e.g., discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches, participation at, and contributions to, academic conferences where sessions on pedagogical research and technique are prominent, teaching-related activity by the faculty member outside of his or her classroom functions and responsibilities, and professional work that allows the faculty member to maintain a mastery of his or her subject area in accordance with appropriate divisional guidelines.

Candidates will be assessed on educational leadership and/or achievement and ongoing pedagogical/professional development in accordance with section 9 and 10 and divisional guidelines.

## Assessment of the Promotion Criteria

- ~~10.11.~~ Confidential written assessments of the candidate's teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, should be obtained from specialists in the candidate's field from outside the University and whenever possible from inside the University. When a teaching stream faculty member is or recently has been cross- appointed

to another division, assessments should be sought from the other division. The candidate will be invited to nominate several external referees. The Dean or Chair and the Promotions Committee (see paragraph 20) will whenever possible add to the list of referees. The Dean or Chair will solicit letters from at least three external referees and where possible these should include at least one referee suggested by the candidate and one referee suggested by the Promotions Committee. Where the Chair solicits the letters, the referee should send a copy of the response to the Dean. These referees should be invited to assess the candidate's work against the Divisional Guidelines and advise whether or not the candidate's work demonstrates the achievement of excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years. All referees' letters will be transmitted to the Promotions Committee and held in confidence by its members.

Written assessments of the candidate's teaching effectiveness will be prepared, in accordance with guidelines approved for the relevant department or division, and presented to the Promotions Committee. These guidelines specify the manner in which the division will provide the committee with evidence from the individual's peers and from students, and will offer the candidate the opportunity to supplement his or her file. Changes to divisional guidelines must be approved by the Vice-President and Provost and reviewed by Academic Board.

## Attributes of Service

- 12a. *Service to the University and Similar Activities.* Service to the University means primarily administrative or committee work within the University. Consideration will also be given to activities outside the University which further the scholarly and educational goals of the University. Such activities might include service to professional societies directly related to the candidate's discipline, continuing-education activities, work with professional, technical or scholarly organizations or scholarly publications, and membership on or service to governmental committees and commissions. Outside activities are not meant to include general service to the community unrelated to the candidate's scholarly or teaching activities however praiseworthy such service may be.

## Assessment of Service

- 12b. When appropriate, written assessments of the candidate's service to the University and to learned societies or professional associations which relate to the candidate's academic discipline and scholarly or professional activities will be prepared and presented to the Promotions Committee. When a candidate for promotion is or has been cross-appointed, assessments will be sought from all of the divisions in which the candidate has served and should be taken fully into account by the Promotions Committee.

## Documentation

13. The fullest possible documentation should be made available to the Promotions Committee for each candidate to be given detailed consideration (see paragraphs 18 and 19). The responsibility for assembling the documents will be taken by the Chair of the department in multi-department divisions, otherwise by the Dean of the Faculty. The candidate, with appropriate assistance from the division or department head, will prepare a dossier in accordance with Divisional Guidelines and this Policy for submission to the Promotions Committee.

The dossier should include a statement of teaching interests and teaching philosophy, and teaching awards received, if any. The dossier should also include a list of all courses taught by the candidate during at least the preceding five years and a description of teaching methods and samples of course outlines, where appropriate. If the candidate has had major responsibility for the design of a course, this should be stated. A list of students whose research work has been supervised should be included, together with their thesis topics and the dates of the period of supervision.

Documentation may include, but is not limited to, publications in a variety of media including but not limited to, scholarly and professional journals, non-peer-reviewed or lay publications, books, CDs, online publications, invited lectures and presentations given at conferences, design of and contribution to academic websites, examples of professional work, and any other evidence of professional development.

## Curriculum Vitae

14. The preparation of a curriculum vitae will be the responsibility of the candidate. The curriculum vitae should include:
- (a) The academic history of the candidate giving a list of all teaching appointments held, other relevant experience and achievements, and a list of all research or other contracts and grants obtained during the preceding five years, at minimum. Part-time teaching stream faculty members should include their percentage appointment during at least the preceding five years.
  - (b) a list of the candidate's scholarly and/or creative professional work. This should include books, chapters in books, research papers, articles, and reviews, including work published, in press, submitted for publication, completed but not yet published, and in progress. It should also include such scholarly or creative professional work as the presentation of papers at meetings and symposia, original architectural, artistic or engineering design, or distinguished contributions to the arts or in professional areas.
  - (c) A list of creative professional activities including one or more of the following: professional innovation; creative excellence; exemplary professional practice; contributions to the development of the profession/discipline.
  - (d) A list of all courses taught by the candidate during at least the preceding five years. If the candidate has had major responsibility for the design of a course, this should be stated. A list of students whose research work has been supervised should be included, together with their project or thesis topics and the dates of the period of supervision.
  - (e) A list of administrative positions held within the University, major committees and organizations in which the candidate has served within or outside the University, and participation in learned societies and professional associations which relate to the candidate's academic discipline and pedagogical or professional activities or educational leadership. The list should indicate in each case the period of service and the nature of the candidate's participation.

## Procedural Matters

### Responsibility for Recommendations

15. Initiation of the promotional review of a teaching stream faculty member will be the responsibility of the division in which the individual holds his or her primary appointment. Chairs and Deans must ensure that Promotions Committees are established and consulted as described below. Paragraphs 16 through 22 below are written for Chairs in the multi-departmental faculties. In divisions without a departmental structure the Dean will have the responsibilities described. In these instances, Faculty should be read for Department and Vice-President and Provost should be read for Dean.

### Curriculum Vitae on File

16. Each Department will maintain a curriculum vitae file for each teaching stream faculty member who has continuing status or is in the continuing status stream. Chairs should remind faculty members to revise their curricula vitae annually. It is thus a joint responsibility of the Chair and the teaching stream faculty member to ensure that this file is kept current. A teaching stream faculty member may revise his or her curriculum vitae at any time.



## Promotions Committee

17. There will normally be a single departmental Promotions Committee to review candidates for promotion in the teaching stream and in the tenure stream. However, the membership of the Promotions Committee considering a teaching stream candidate will consist of at least five tenured or continuing status faculty at the rank of Professor, and/or Professor, Teaching Stream, with at least one faculty member at the rank of Professor, Teaching Stream.<sup>1</sup> Normally the Chair of the Promotions Committee will be the Chair of the department or his or her designate. A committee member who is being considered for promotion will withdraw from that part of any meeting in which he or she is being discussed. The membership of the Promotions Committee will be made known to the teaching stream faculty members of the Department and where possible should change in membership over the years. The deliberations of the Committee, and the appraisals presented to it, will remain confidential. In non-departmental divisions the Promotions Committee will be augmented by the appointment of a non-voting assessor appointed by the Vice-President and Provost. In multi-departmental divisions this assessor will be added to the Decanal Committee referred to in paragraphs 23 and 24 below. In Tri-campus departments, the Chair of the Promotions Committee may be the Graduate Chair.

A clear written record shall be kept by all promotions committees of the basis for each recommendation.

## Annual Consideration

18. Each year the Department Chair will place before the Promotions Committee for preliminary consideration the names of all part-time Assistant Professors, Teaching Stream with continuing appointments and all Associate Professors, Teaching Stream in the Department, together with their curricula vitae. The Committee will advise the Chair as to which faculty members should receive more detailed consideration for promotion.

## Requests for Consideration

19. Associate Professors, Teaching Stream may request that they be considered for promotion in any given year. Such requests are to be made in writing to the Chair of the department on or before October 15 of the calendar year preceding the possible promotion. In this case, the Promotions Committee is obliged to give the faculty member detailed consideration along with any other candidates under consideration.

## Assembling of Information

20. When a candidate is to receive detailed consideration for promotion, it is the responsibility of the Chair in multi-departmental faculties to provide the Dean of the Faculty with a list of external referees. The Dean or Chair will then solicit the appraisals. Where the Chair solicits the appraisals the referee should send a copy of the response to the Dean. It is also the responsibility of the Chair to assemble information as described in paragraph 11. When a candidate is cross-appointed to another division of the University, the Chair of the home division will solicit the list of external referees from the Chair of the other division to which the candidate is appointed.

## Submission of Recommendation

21. The Departmental Promotions Committee will recommend candidates for promotion to the Chair of the Department, who is responsible for making recommendations with respect to promotions to the Dean of the Faculty. Along with the names of those recommended for promotion, the Chair will forward the files on which the Departmental decision was based. If the Chair of the Department does not follow the recommendations of the Promotions Committee in submitting his

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<sup>1</sup> Until a sufficient number of teaching stream faculty members have attained this rank, this requirement shall

be waived and the full committee shall be constituted by five (5) tenured faculty at the rank of Professor.

or her recommendations to the Dean, the Chair must report the reasons in writing to the members of the Promotions Committee and to the Dean. A substantial disagreement within the Promotions Committee concerning the recommendation forwarded from the Committee will also be reported to the Dean. The submissions must be made at least five months before promotion is intended to take place. The Dean will then forward the divisional recommendations to the Vice-President and Provost as described in paragraph 24 below.

## Informing Candidates

22. Each candidate who was given detailed consideration by the Departmental Promotions Committee will be informed by the Chair of the Department of the recommendation in his or her case. Candidates who received detailed consideration and who were not recommended for promotion will be given the reasons. If the Chair did not accept a positive recommendation from the Promotions Committee, the candidate shall be informed of this fact.

## Decanal Committee

23. Paragraphs 23 and 24 apply only to multi-departmental faculties. The Dean of such a faculty, in consultation with Chair, will establish annually a Decanal Promotions Committee to consider recommendations for promotion under this Policy and the Policy and Procedures Governing Promotions. The membership of the Decanal Promotions committee will be made known to the academic staff of the Faculty. The Decanal Promotions Committee may obtain additional information about or appraisals of the candidates as it deems necessary. The deliberations of the Committee and the appraisals will remain confidential except among the Vice-President and Provost, the Dean and the Chair of the candidate's Department. The Decanal Promotions Committee is advisory to the Dean. Where a candidate for promotion has his or her primary academic appointment in a Tri-campus department, the Chair of the Decanal Promotions Committee may be the Dean of the School of Graduate Studies.

## Decanal Recommendations

24. The Dean will inform the Chair of the Departments of the names of those to be recommended for promotion. Department Chairs have the right to appear before a subsequent meeting of the Decanal Committee to support the case of any candidate they have recommended but who has not been included in the Dean's recommendations. The Dean will submit to the Vice-President and Provost the names of all those he or she is finally recommending for promotion and will inform his or her Promotions Committee and the Departmental Chair of these recommendations. The Chair will inform the candidates who were considered by the Decanal Promotions Committee of the Dean's recommendations. The Chair will be given the reasons for decanal decisions not to recommend promotions which were recommended by the Chair and the Chair in turn will inform the candidate of the reasons. The Dean's recommendations for promotions must be forwarded to the Vice-President and Provost at least three months before promotions are to take place. The Dean will make available to the Vice-President and Provost upon request any information used in reaching the decisions to recommend at the departmental and faculty levels.

## Provost's Review

25. The Vice-President and Provost, advised by the Decanal Promotions Committee assessors, will examine all recommendations to ensure that a reasonable and equitable standard for promotion is applied across the University, taking into account the differing patterns of activity which characterize each division. The extent of the review at the Provostial level may vary and may be more extensive for candidates who have not already been considered by both Departmental and Decanal Committees. If the Vice-President and Provost does not approve a recommendation for a promotion, the reasons shall be given to the Dean who in turn will inform the Chair of the Department and the candidate. Recommendations approved by the Vice-President and Provost will be reported to Academic Board for information. The promotion will take effect July 1 following

the approval unless otherwise specified by the Vice-President and Provost and the new rank will apply to all academic appointments held by the individual in the University.

## Appeal Procedures

### Grounds for Appeal

26. Appeals against the denial of promotion may be launched on either or both of two grounds:
- (a) that the procedures described in this document have not been properly followed, or
  - (b) that the candidate's accomplishments in excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development have not been evaluated fully or fairly.

### Appeal for Reconsideration

27. Appeals against the denial of promotion will follow the Grievance Procedure set forth in the Memorandum of Agreement between the Governing Council of the University of Toronto and The University of Toronto Faculty Association as amended from time to time, except as follows: at Step No. 2 and Step No. 3, the Dean and the Vice-President and Provost respectively will have thirty (30) working-days to notify the grievor in writing of the decision; if a grievance which involves promotion contains issues other than promotion, these other issues will also be subject to the time limit of 30 working-days at both the decanal and Provostial levels. Appeals against the denial of promotion at the departmental level will commence at Step No. 1 of the Grievance Procedure; those against denial at the faculty level at Step No.2; and those against denial at the Provostial level at Step No. 3.

*Approved by the Governing Council on December 15, 2016.  
Effective on December 16, 2016.*

*Section 5 was amended to include part-time teaching stream faculty following facilitated negotiations with UTFA as approved by Governing Council October 29, 2020.*

### RELATED DOCUMENTS (Added for reference by the Secretariat, March 6, 2020)

[Memorandum of Agreement between the Governing Council of the University of Toronto and The University of Toronto Faculty Association](#)

[Policy and Procedures on Academic Appointments](#)

**UTFA Annual General Meeting****Thursday, October 29, 2020, 4-6 p.m.**

Via Zoom

**AGENDA**

1. Welcome and Acknowledgement of Traditional Land
2. Minutes of the Previous Meeting
3. Tribute to UTFA Past President Cynthia Messenger
4. President's Remarks
5. Panel and discussion: Creating the University We Want During and After the Pandemic  
[This section will indicate who the speakers are and that there will be a significant (30 minutes) opportunity for interactions with the panel and a Q & A through a moderated chat.]  
Tentative themes: Health and safety; Indigenizing the academy; BLM; changing academic work(loads); precarity; collegial governance; ROLE OF UTFA.
6. Introduction of the 2020-2021 UTFA Officers and Chairs of Committees
7. Announcement of UTFA Student Award Recipients: Esmeralda Bukuroshi and Diana Peragine for the 2020 UTFA Al Miller Memorial Awards and Joshua Dingani Mvunga and Yazan Zamel for the 2020 Undergraduate Tuition Awards (R. Gillis)
8. Remarks from the Past President and Questions on the Pension Plan (UPP) (C. Messenger)
9. Written Reports of the 2019-2020 UTFA Officers and Chairs of Committees
  - Questions on the written reports
10. Other business and further questions from the floor

**UNIVERSITY OF TORONTO FACULTY ASSOCIATION****STATEMENT OF OPERATIONS****FOR THE YEAR ENDED JUNE 30, 2020**

	<b>2020</b>	<b>2019</b>
<b>REVENUE</b>		
Membership fees (note 7)	\$ 3,693,513	\$ 3,478,958
Operating subsidies (note 8)	167,961	1,226,613
Investment income (note 9)	79,504	181,594
Other	22,287	
	<u>3,963,265</u>	<u>4,887,165</u>
<b>EXPENSES</b>		
Staffing and related	1,211,920	1,128,980
Legal, audit and consulting	1,143,300	1,872,575
Ontario Confederation of University Faculty Association fees	516,466	478,128
Canadian Association of University Teachers fees	501,525	477,251
Rent (note 8)	268,217	259,636
Stipends	150,033	105,079
Office and general	98,534	76,827
Office equipment	69,104	22,594
Donations and contributions	67,000	6,453
Conferences and training	63,222	74,192
Member services and meetings	45,236	82,100
Committee expenses	20,939	28,081
Tuition scholarships and awards	20,397	16,792
Outreach and communications	10,376	10,514
Insurance	9,916	9,247
Library	5,717	4,771
Special projects	1,750	7,147
Amortization	128,794	115,467
	<u>4,332,446</u>	<u>4,775,834</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<u>\$ (369,181)</u>	<u>\$ 111,331</u>

**UNIVERSITY OF TORONTO FACULTY ASSOCIATION****BALANCE SHEET****AS AT JUNE 30, 2020**

	2020	2019
<b>ASSETS</b>		
Current assets		
Cash (note 3)	\$ 391,687	\$ 112,595
Investments (note 4)	3,961,890	3,851,005
Accounts receivable	18,922	425,587
Prepaid expenses	<u>23,502</u>	<u>17,307</u>
	<u>4,396,001</u>	<u>4,406,494</u>
Long-term investments (note 4)	<u>251,544</u>	<u>351,148</u>
Capital assets (note 5)	<u>84,752</u>	<u>147,795</u>
	<u>\$ 4,732,297</u>	<u>\$ 4,905,437</u>
<b>LIABILITIES AND FUND BALANCES</b>		
Current liabilities		
Accounts payable and accrued liabilities	<u>\$ 590,078</u>	<u>\$ 394,037</u>
Fund balances		
Invested in capital assets	84,752	147,795
Contingency reserve (note 6)	1,500,000	750,000
Unrestricted	<u>2,557,467</u>	<u>3,613,605</u>
	<u>4,142,219</u>	<u>4,511,400</u>
	<u>\$ 4,732,297</u>	<u>\$ 4,905,437</u>

**University of Toronto Faculty Association**  
**Budget vs. Actual**  
**July 2019 through September 2020**  
**Draft Budget 2020-2021**

	Jul '19 - Jun 20		Jul '20 - Jun 21
	Actual	Budget	Draft budget
<b>Income</b>			
4000 · Membership Dues			
Total 4000 · Membership Dues	3,695,070	3,667,500	3,796,550
4040 · Subsidies			
Total 4040 · Subsidies	167,961	150,000	177,933
4999 · Uncategorized Income	22,286.86		0
<b>Total Income</b>	<b>3,885,318</b>	<b>3,817,500</b>	<b>3,974,483</b>
<b>Expense</b>			
5000 · External Fees			
Total 5000 · External Fees	1,019,548	1,019,573	1,030,055
5050 · External Legal & Consulting			
Total 5050 · External Legal & Consulting	1,140,389	791,000	911,000
6000 · Administration			
Total 6000 · Administration	1,364,184	1,494,732	1,464,800
7000 · Stipends - Exec, UPP Other			
Total Stipends - Exec, UPP, Other	150,032	157,110	156,915
7200 · Outreach & Communications	10,376	15,000	15,000
7300 · Member Services			
Total 7300 · Member Services	45,236	75,000	15,000
7500 · Committee Expenses			
Total 7500 · Committee Expenses	20,939	35,000	18,700
7700 · Office Rent	268,217	250,000	283,883
8000 · Special Expenses			
Total 8000 · Special Expenses	186,292	309,000	326,500
<b>Total Expense</b>	<b>4,205,213</b>	<b>4,146,415</b>	<b>4,221,853</b>
<b>Net Operating Income</b>	<b>-319,895</b>	<b>-328,915</b>	<b>-247,370</b>