

FoMD Tenure & Promotion Strategies for Success

November 2025

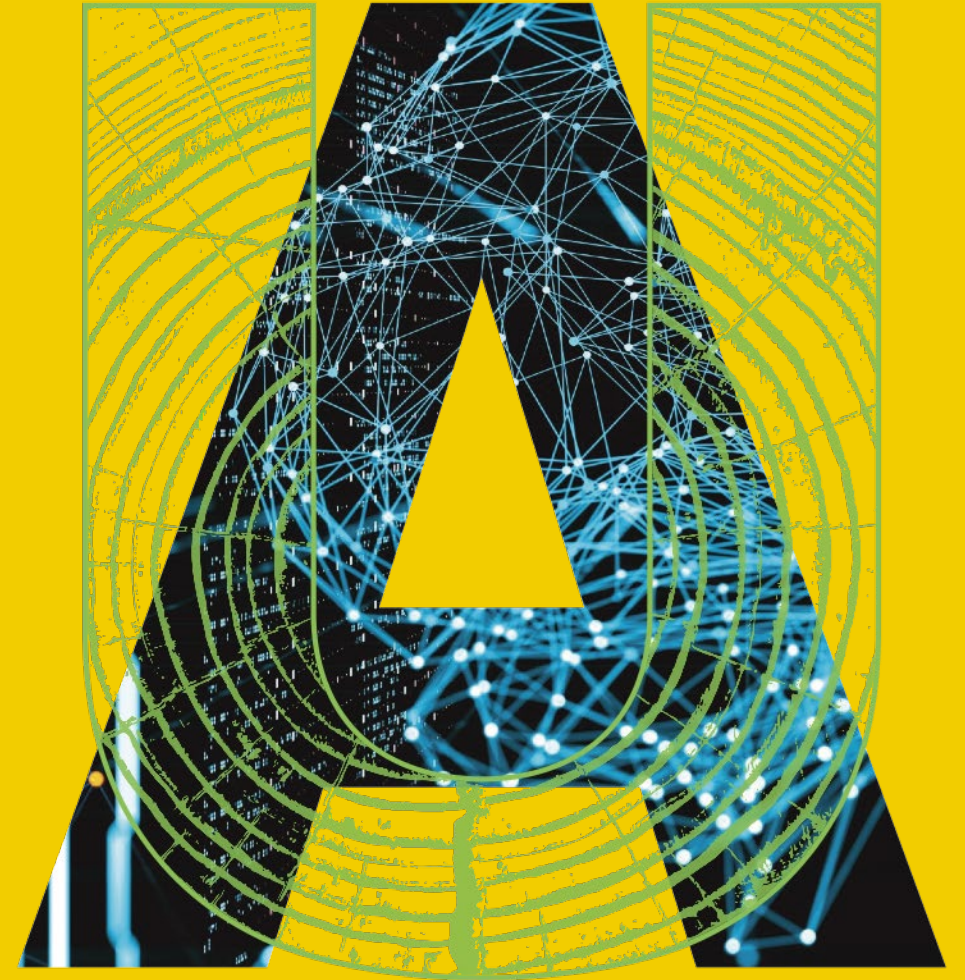
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[FOMD FACULTY DEVELOPMENT WEBPAGE](#)



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Objectives

After reviewing this PPT, you will be able to:


1. Describe the process of how your tenure and promotion application is evaluated
2. Formulate a plan to achieve tenure and promotion success

Key Strategies for Success




- Chart your path and tell your academic story, clearly
- Choose activities that support your position description –promotion decisions based on dominant domain
- Communicate with your Department Chair
- Start documentation early
- Review and refine your cover letter often
- Ensure your CV and TD are accurate and complete
- Formatting
- Reflect on FEC Standards, often




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Exercise - Quiz 1: Sel...

▼ MODULE 2. TENUR...

Presentation slides

FoMD Guidelines for ...

FEC Standards Appro...

UofA Collective Agre...

Exercise 2 - Quiz 2

Discussion Forum: R...


▼ MODULE 3. PREPA...

FoMD Tenure and Promotion Online

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Welcome to the Course

Faculty Development Tenure & Assistant to Associate Professor Promotion Course for FoMD Members

FoMD Online Resources

🏠 > Resources > Faculty + Staff Resources > Faculty Development > Merit and Promotion

Faculty Development

[Access the FAR](#)

Merit and Promotion

[Professional Development](#)

Merit and Promotion

MERIT

Annual merit recommendations made by your Department Chair are deliberated and decided by the Faculty Evaluation Committee (FEC), using information you submit in your annual report compared to your respective guideline/standard documents.

PROCESS AND POLICIES

Please see the following documents that help describe the expectations and standards for different faculty members in FoMD.

- [Faculty Evaluation Committee \(FEC\) Standards for Academic Faculty](#)
- [Faculty Service Officer](#)
- [Academic Teaching Staff](#)

Faculty Evaluation Committee (FEC) Standards, 2017

Faculty of Medicine & Dentistry
University of Alberta

Procedures and Criteria for Tenure, Promotion, Merit, and
Sabbaticals

This document was produced after consultation with:

- Academic Faculty members from the Faculty of Medicine & Dentistry
- FEC Documents of other faculties of the University of Alberta
- University of Alberta, Collective Agreement
- Promotion documents from other Canadian Faculties of Medicine

Updated July 17, 2019, May 17, 2022 to be consistent with the new Collective Agreements

FEC Standards

Each Faculty has its own Faculty Evaluation Committee (FEC) Standards:

- All follow the Collective Agreement
- Used for annual assessment of merit (based on reported academic activity July 1 – June 30)
- Used at distinct career junctures:
 - Tenure & Promotion (mandatory)
 - Associate to Full Professor (optional)

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Employment Information

[U of A
Onboarding
Program](#)[Code of
Conduct:
Conflicts of
Interest](#)[Statement of
Ethical
Conduct](#)

Collective Agreements + Handbooks

ACADEMIC

[University of Alberta and AASUA 2020-2024
Collective Agreement](#) [Common Agreement 2020-2024](#) [Schedule A - Academic Faculty Members 2020-2024](#) [Schedule B - Faculty Service Officer 2020-2024](#) 

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Schedule A, Academic Faculty Members Collective Agreement

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What is Tenure ?

- Institutional endorsement of academic stature
- An endorsement to succeed
- Assistant professor probation periods (4 + 2)
- Most apply for tenure in 5th year
 - Extensions can be granted (illness, parental leave)

Expectations for Awarding Tenure

The whole record of performance (all position domains) over the course of the applicant's entire career, to the date of consideration, will be assessed.

“For the award of tenure, the Academic Faculty member must demonstrate a strong record of achievement in teaching and research, and must demonstrate on the basis of performance while on probation that they are capable of contributing effectively as an Academic Faculty member in all areas of responsibility.”

(A6.03.3(c))

For the position domain that is the basis of the application for tenure with promotion from Assistant to Associate Professor:

- Documentation of how their major job domain has had an impact at least at a local level, or preferably to an emerging/established national recognition

Early Application for Tenure

- Can apply at the end of the 1st probationary period
- Consider decision carefully
- Only one opportunity to apply for tenure ** if unsuccessful, you must leave the academic track

Application for (Full) Professor

- Recognizes distinction in major field of study; what you are leading
- Not automatic, nor mandatory
- Work known internationally
- Eligible: salary within 1 increment or higher than min for Professor
- Readiness ? Take advice from Div Dir, Dept Chair, Mentor
- Unsuccessful: may apply again, i.e. not as high stakes as Assistant to Associate

Expectations for Promotion to Full Professor

The whole record of performance (all job domains) over the course of the applicant's entire career to the date of consideration will be assessed.

"For promotion to the rank of Professor, the Academic Faculty member must demonstrate a strong record of achievement in teaching, research, and service, including excellence in teaching and/or research, and/or a record of exceptional service." (A6.03.3(d))

Submission Process

- Submit all required documents to your Chair
- Follow internal departmental guidelines and timelines
- Dean's office has specific guidelines and timelines for Chairs to follow
- Chair submits final package to the Dean's Office

Decision Makers

- Voting members of FoMD Faculty Evaluation Committee (FEC):
 - Dean (only votes in case of a tie)
 - All FoMD Dept Chairs
 - 8 Elected tenured Academic Faculty
 - 1 Elected tenured rep from your dept
 - 1 Tenured Academic Faculty member from another Faculty
 - 1 Faculty Service Officer (FSO) rep whenever an FSO being discussed

Decision Process

- FoMD FEC meets in late November
- FEC quorum = 80% of voting members
- Anonymous voting
- Simple majority decides:

3 Outcomes of Tenure Application:

Successful: tenure starts July 1 of next academic year

Unsuccessful: academic appt terminated

Extension for one year

2 Outcomes of Full Professor Application:

Successful: new rank starts July 1 of next academic year

Unsuccessful: can try again, anytime

Tips for Success

- Know and follow your job description
- Hard work NOT necessarily = promotion
- Activities and productivities should
 - Reflect career goals
 - Be aligned with the FEC Standards
 - **Demonstrate scholarship:**
 - especially in the position domain of highest percent
 - utilize any opportunity for scholarly work

Tips for Success

- Mentorship
- Peer review of teaching
- Reflections on teaching

[FoMD Faculty Development](#)

Professional Development

Mentorship

Peer Consultation for Teaching Program

Teaching

Research Skills

Service + Administration

Support for Teaching

CTL has a continuously-growing library of online resources for instructors to support their teaching (whether face-to-face, blended or online). We encourage you to use these resources as a starting point and to then [request a consultation](#) with an Educational Developer should you require more bespoke support.



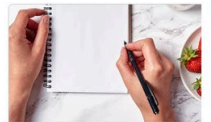
[Preparing Your Course](#)



[Implementing Your Course](#)



[Assessing Learning](#)



[Reflecting on Teaching](#)

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Tips for Success: Research (p 17-20 FEC Standards)

Lower Quality Research Activities	Higher Quality Research Activities
Scope is local	Scope is national, international
Work not peer-reviewed (e.g. Presentation at a local Dept. Research Day)	Work is peer-reviewed
Role/contributions poorly defined	Clearly defined role/contributions
Limited impact	Publications with high impact factor, or with description of impact, citations.
Non-competitive selection for research presentation (e.g. industry sponsored talk)	Competitive selection for research presentation; or invited keynote/plenary by major research group

Team-Based Grants:
Define your role and assigned \$ value clearly

Describe impact of the funding

Contact a UofA Librarian to assist you with your clarivate analytics:

- may help you describe your research contributions via:
 - your citation/H-index
 - impact factors of your publications
 - other analytics

Tips for Success: Service/Admin (p20-21 FEC Standards)

- Choose wisely
- Describe outcomes, not just role

Required Documentation

1. Cover letter of accomplishments
2. Curriculum vitae:
 - a. Research
 - b. Teaching
 - c. Clinical
 - d. Service (Administrative)
3. Education/Teaching Dossier
4. Supporting letter from Chair
5. Referee letters
6. Five best papers if Research 30% or more or basis of tenure)

Tips for Success: Documentation

- Start collecting *early*
- Use/keep data from your annual reports (FAR)
- Have material internally reviewed (Mentor/DD)
- Obtain sample documentation from successful senior colleagues (Mentor/DD)
- Use the suggested templates/formats

Tips for Success: Cover Letter

- Detail to justify promotion (4-5 pages max)
- Start with job description
- Start with major portfolio and work downward
- Outline accomplishments under headings
 - Teaching, Research, Clinical care, Service (Admin)
 - Make it easy to read
- Describe all major achievements
- Draft and revise
- Highlight impact & scope of achievements (national, international)

Tips for Success: Cover Letter

It is suggested you Do Not:

- Self-efface, embellish, or “pad”
- Engage in emotionalism/defensive posturing
- Indicate limitations or assign blame (lack of resources or protected time/ uncooperative DD)

This is inappropriate and counterproductive

Tips for Success: CV

- List activities by domain:
 - Teaching
 - Research
 - Service
 - Clinical
- Not descriptive (that is in Teaching Dossier and Cover Letter)
- Use suggested [CV template](#) (at bottom of page)

Tips for Success: Teaching Dossier

- Critical document if teaching is high % of position
- Assessment of teaching is multifaceted, so TD should include:
 - Comprehensive list of teaching activities
 - Evaluations from:
 - All learners
 - Peer review
 - Narrative self-reflection, including a thoughtful Teaching Philosophy statement
 - Scholarship of teaching
- Use suggested [TD template](#) (at bottom of page)

Chair's Letter

- Assessment by leader “closest” to applicant
- Detailed (2-3 pages)
- Put accomplishments in local/national/international context
- Highlights accomplishments that may not be obvious (innovations in teaching, etc.)
- Provide benchmarks and objectifies
- Anticipates and addresses concerns

Communicate regularly with your Dept Chair so they understand your successes, and challenges.

Referees

- 3 letters from referees; all external to University
 - You only provide the names of your referees (do not contact them)
 - Familiar with your work/area, but should not be a recent supervisor
 - At least one rank higher to which you are applying
- Chair does not have to use your choices
- FEC considers all responses received by Chair

And...

Q & A
