

10.13 Instructor Promotions

(a) Instructor Rank Promotion Procedures

- (i) Instructor employees shall be considered first by the departmental promotion committee, or equivalent, established under Article 10.6. When any Instructor employee is being considered, an Instructor employee other than the employee under consideration shall be added as a member of the committee and shall remain a member for all consideration of the Instructor employee in question. Where a department has only one (1) Instructor employee, an ~~observer~~ **Instructor** from the same faculty as the Instructor shall be named **as a full participating member of the committee.** ~~by the Association and shall be present for all consideration of the Instructor employee. Such an observer may divulge matters relating to the deliberations of the committee only to higher level committees, or an arbitrator in the event of an appeal. Instructor employees shall cooperate with the decision making bodies at the departmental, faculty and University level in providing information relevant to their candidacies.~~
- (i) The departmental committee or equivalent shall make a recommendation, and provide reasonable supporting evidence to the appropriate faculty promotion committee, which shall make a recommendation, and provide reasonable supporting evidence to the appropriate Dean, who shall make the decision whether or not to promote the Instructor employee in question. **An Instructor employee other than the employee under consideration shall be added as a member of the committee and shall remain a member for all consideration of the Instructor employee in question.**
- (ii) The Dean shall communicate their decision in writing to the Instructor employee in question prior to April 1. Where the decision is unfavourable, the Dean shall give their reasons in writing to the Instructor employee. The written communication shall indicate to the Instructor employee at least in which area or areas of performance the Dean would expect evidence of further development before deciding in favour of promotion, and in order to assist the Instructor employee to appeal, if they so wish, the reasons for the decision shall be given.
- (iv) A candidate not recommended by the appropriate committee or promoted by the Board of Governors has recourse to the procedures under Article 30 or 10.5 as appropriate.

(b) Criteria for Promotion of Instructor Employees

~~The criteria for promotion for instructor employees shall not be subject to any unit standards.~~

- (i) Consideration for promotion from Instructor I to Instructor II shall be automatic in the employee's third year of service.
- (ii) Consideration for promotion from Instructor II to Instructor III shall be automatic in the employee's fourth year in the Instructor II rank.
- (iii) Outside of this schedule for automatic consideration, an Instructor employee will only be considered for promotion if they so request in writing to the Chairperson (or equivalent) of their department by October 30 of the year in which they wish to be considered.
- (iv) For promotion to Instructor II, teaching effectiveness at the norm defined in Article 12.2(f) shall

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be sufficient unless there is evidence of seriously deficient performance in other assigned areas of responsibility. Where there is such evidence, teaching effectiveness which is well above the norm shall compensate.

- (v) For promotion to Instructor III, normally teaching effectiveness, level of professional development, and conscientiousness in the performance of assigned non-teaching duties shall all be at or above the norm defined in Article 12.2(f). However, teaching effectiveness which is well above the norm may compensate for achievement somewhat below the norm in the other two (2) areas.

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Carleton University/the Employer

Date

Date