

FACULTY OF SCIENCE

The 135th Meeting of the Faculty Council will be held on
Thursday, May 19, 2022 at 9:00 AM

AGENDA

1. Approval of Agenda (9:00 AM)

Welcome External Representatives to Faculty Council

2. Notes for the 134th Faculty Council Meeting May 20, 2021 (9:05 AM)

3. Frederick West, Acting Dean of Science (9:10 AM)

Update on the State of the Faculty of Science (make 10 or 15 minutes)

4. Items for Approval (9:20 AM)

4.1 Graduands, Spring 2022

a) Information Graduands lists:

BSc General Degree

BSc Degree Specialization

BSc Degree Honors

b) Motion to permit addition of names to the Graduand list

4.2 Faculty of Science Standards - Revisions (9:30 AM)

5. Items for Information (9:55 AM)

5.1 Gold and Silver Medalists

5.2 Engagement & EDI Plan 2020-2023 for the Faculty of Science

5.3 New Academic Staff Appointments

5.4 Academic Staff Promotions and/or Tenure/Continuing Appointments

5.5 Proposed changes to BSc Degree Framework and BSc Academic Standing

6. Other Business (10:30 AM)

7. Adjourn

AGENDA ITEM #1

2021/2022 Faculty of Science Council – Additional Members

Keri Ann Reid	Alumni Affairs
Gavin Chan	APEGA
Mark Glover	Department of Biochemistry
Bruce Cockburn	Division of Computer Engineering
James Hammond	Department of Pharmacology
Simon Gosgnach	Department of Physiology
Marc de Montigny	Campus Saint-Jean
Aman Ullah	Faculty of Agricultural, Life and Environmental Sciences
Katalin Bimbo	Faculty of Arts
Ivor Cribben	Alberta School of Business
Maria Cutumisu	Faculty of Education
Samer Adeen	Faculty of Engineering
Mark Glover	Faculty of Medicine and Dentistry
Joanne Olson	Faculty of Nursing
Paul Juraz	Faculty of Pharmacy and Pharmaceutical Sciences
Michael Kennedy	Faculty of Kinesiology, Sport, and Recreation
Ethan Proctor	Graduate Students' Association
Claudia Althoen	Graduate Students' Association
Anna Hughes	Registrar's Office
Aakankshya Kharel	Undergraduate Student
Umair Tahir Sarwar	Undergraduate Student
Nishi Patel	Undergraduate Student
Kelsie Paulson	Undergraduate Student
Isabel Xin	Undergraduate Student
Nomitha Putta	Undergraduate Student
Jaclyn Tarilyn Prouse	Undergraduate Student
Evangeline Thomas	Undergraduate Student
Brittney Phung	Undergraduate Student
Isumi De Silva	Undergraduate Student
Grant Mix	Undergraduate Student
Ahmad Kamal	Undergraduate Student

AGENDA ITEM #2

134th COUNCIL OF THE FACULTY OF SCIENCE

20 May 2021

9:00 AM

Virtual Meeting

Ex-Officio: M Kalcounis-Rueppell (Chair); D Ali, T Allison, O Ardakanian, J Bagwe, J Bartoszewski, A Basu, W Bedard, S Blake, I Boettcher, V Bouchard, , M Boyce, S Chan, I Cheng, T Choulli, D Coltman, G de Vries, C Demmans Epp, S Desaulniers, A Dey Nuttall, T Evans, M Ferguson, R Fernandez, C Frei, R Funk, S Gannon, T Gannon, S Guenette, L Hasham, N Hegde, B Jensen, S Johnston, A Kashlak, A Litvak, R Luth, R Marchand, M McDermott, T McGee, R McKay, S Morsink, L Mou, M Nascimento, J Naylor, J Newby, E Nicoladis, I Nikolaidis, B Peavey, A Penny, G Peschke, L Pham, A Prus-Czarnecki, T Raivio, T Rogers, O Rueppell, J Sander, J Schaeffer, A Singhal, M Spila, E Stroulia, R Summers, B Sutherland, R Tykwinski, H Wan, F West, C Westbury, K Whitfield, R Whittal, K Willis, L Willis, K Wong, V Yaskin, X Yu, V Zanetic, S Zhang

Additional Members: T Akinrinmade, L Belisle, K Bimbo, G Chan, B Cockburn, I Cribben, M de Montigny, M Glover, J Hammond, B Kanagala, M Kennedy, A Kharel, J Olson, K-A Reid, P Thota, A Ullah

of Attendees: 90

1. Approval of Agenda

Be it RESOLVED that the agenda of the 134th Science Faculty Council be adopted as circulated.

Moved/seconded by J Naylor/J Hammond. CARRIED

2. Notes for the 133rd Faculty Council Meeting, May 21, 2020

Be it RESOLVED that the notes of the 133rd Science Faculty Council be adopted as circulated.

Moved/seconded by S Johnston/J Bagwe. CARRIED

3. Matina Kalcounis-Rueppell, Dean of Science

The Dean made a presentation to Council about the current state of the Faculty of Science and answered questions from the floor.

4.1 a) Information Graduands lists

Information on the Spring 2021 graduand list was provided by the Associate Dean (Undergraduate). Due to the delayed start of Winter term students are still in the process of being cleared for graduation.

Total Graduands - approximately 1220; BSc Honors - approximately 230; BSc Specialization - approximately 370; BSc General – approximately 620; Science Internship Program - approximately 120 students.

4.1 b) Motion to permit addition of names to the Graduand list

Be it RESOLVED that the Science Faculty Office be empowered to constitute the list of graduands for Spring 2021, as required. Moved/seconded by G de Vries/J Naylor. CARRIED

4.2 Faculty of Science Standards - Revisions

Be it RESOLVED that the Science Chairs' recommendations for revisions to the Faculty of Science Criteria for Merit Increments, Tenure and Promotion be adopted as circulated. Moved/seconded by L Willis/S Johnston. CARRIED

Be it RESOLVED that the Science Chairs' recommendations for revisions to the Faculty of Science FEC Procedures for Annual Review of Performance, Merit Increments, Evaluation of Probationary Appointments, Tenure Decisions, and Application for Promotion to the Rank of Professor be approved with the friendly amendment to remove the words "at a minimum" from Appendix 1 and add the words "teaching and research statements" to sections A h), B h), and i) at the end of Appendix 1. Moved/seconded by S Morsink/T Allison. CARRIED

4.3 The Faculty of Science Research Award - Revisions

Be it RESOLVED that the Science Chairs' recommendations for revisions to the Faculty of Science Research Award be adopted as circulated. Moved/seconded by L Willis/D Coltman. CARRIED

5.1 Gold and Silver Medalists

Science Chairs approved the following Gold Medal winners:

YiYin Gao (BSc General, Major in Biological Science and Minor in Psychology) receive the Dean's Gold Medal in Science.

Bryton Wong (BSc with Specialization, Psychology) receive the Gold Medal in Science,

Faith Trinh (BSc Honors, Neuroscience) receive the Lieutenant Governor's Gold Medal.

Dean's Silver Medals, Spring Convocation 2020

The Dean's Silver Medals are awarded annually to convocating students with superior academic achievement enrolled in an Honors program in the Faculty of Science. Recipients must have had a minimum grade point average of at least 3.7 on a full course load in three Fall/Winter academic sessions while enrolled in the Faculty of Science. This year there are **83** Silver Medalists.

5.2 Changes to Science Faculty Council's Delegated Authority

Council was reminded that on Friday, March 12, 2021, Science Faculty Council approved by a majority vote the following motions about delegated authority:

Motion #1:

The Science Faculty Council hereby creates a standing Executive Committee constituted with the following Terms of Reference:

- i) Purpose: to advise the Dean on all Faculty related matters that may occur between the times of regular meetings of Council; and
- ii) Membership: all Chairs, Associate Deans, and the Vice-Dean of the Faculty of Science; and
- iii) Quorum: shall consist of no less than four members including at least 2 chairs; and
- iv) Voting: all members are voting members. The Dean of Science is ex officio and will vote only to break a tie.

Motion #2:

The Dean of Science, in consultation with the Executive Committee, shall act for Science Faculty Council in matters that may occur between the times of regular meetings of Council and for which decisions require immediate resolution.

5.3 Faculty of Science Strategic Plan, 2020-2025

The Strategic Plan can be viewed on the Faculty of Science website and was circulated with the agenda. The Dean stated that together, as a community of leaders, this multi-layered plan was developed with achievable short-term accountabilities and long-term goals within a five-year timeframe. The plan has helped and will continue to help to guide our priorities and planning over the next few years, as we continue to focus on our mission of conducting world-leading research and the authentic teaching and training of the next generation of scientists.

5.4 New Academic Staff Appointments

The Faculty of Science is in the process of conducting three academic staff searches. There have been no additional new hires in the past year.

5.5 Academic Staff Promotions and/or Tenure/Continuing Appointments

A list of academic staff promotions and/or tenure/continuing appointments was circulated with the agenda for information.

Adjournment

There being no other business, the meeting was adjourned.

AGENDA ITEM #4.2

Faculty of Science Standards - Revisions

FoS Standards Review 2021-2022

Overview of Changes Between The Published Standards and This Version

The current version of the Standards documents include references to relevant articles of the University's [Schedule A](#) and [Schedule B](#).

All documents are formatted similarly.

All documents were edited for grammar, elimination of gendered pronouns, and semantic clarity.

As well a number of comments by Faculty Relations staff on the original documents have been addressed.

All documents include the following statement at the end of the introduction section:

This document was approved by the Faculty of Science Faculty Council on the 19th of May 2022 and a decision was also taken by Council to make the effective date of this document the 1st of July 2022, and will be used by FEC to evaluate work done during the July 2021 to June 2022 period.

This document was approved by the Faculty of Science Faculty Council on the 19th of May 2022 and a decision was also taken by Council to make the effective date of this document the 1st of July 2022.

More specifically the following substantive edits have been made to the three documents.

The “Procedures” document:

It is quite similar to the previous version. The key difference is that the new procedures document separates the section on the second probationary period in two sections detailing the procedures relevant to (a) the end of the second probationary period and (b) tenure.

The new “Criteria” document:

- Includes an EDI statement:
The FoS affirms its commitment to EDI and any evidence that the faculty member has pursued activities towards advancing EDI in their research and/or teaching and/or service is appreciated and recognized as meritorious.

- Includes a statement on a broad understanding of “impact”:
Beyond the above criteria, additional activities such as commercialization activities, contributions to professional and policy reports, public dissemination and knowledge translation activities may also be considered meritorious.
- Does not include the “Service to Developing Countries” section 1.D.4
- Does not include the “SPA” section 1.E - there is a separate SPA document detailing the FoS rules and procedures on SPA.
- Rephrases the reference to “performance over multiple years...”
- Does not include the “Policy on Evaluation of Teaching” and “Questionnaire for Teaching Evaluations” Appendices, because they are fundamentally under the purview of other central University units.

The new “FSO” document:

- Does not include the “SPA” section 6 - there is a separate SPA document detailing the FoS rules and procedures on SPA.
- Does not include the timelines description - this information is provided in the example FoS timeline document

The SPA document

(<https://drive.google.com/file/d/1mzBNSDA392kBMf2LyniBiZpWuNuAalbW/view>)

It will be amended to indicate that the Dean has to sign off on major SPA.

University of Alberta

Faculty of Science

**Procedures for
Annual Review of Performance,
Merit Increments,
Evaluation of Probationary Appointments,
Tenure Decisions, and
Application for Promotion to the Rank of Professor**

Approved by

THE FACULTY OF SCIENCE Faculty Council

21 May 2020

20 May 2021

26 May 2011

24 May 2005

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1. Introduction

This document is to be used in conjunction with Schedule A to the *Common Agreement between the Governors of the University of Alberta and the Association of the Academic Staff of the University of Alberta, July 1 2018 – June 30, 2020*, hereafter referred to as '[Schedule A](#)¹'.

In accordance with Articles A6.01 (d), A6.12.06, this document contains the Faculty of Science procedures to be followed for

- a faculty member's annual review of performance and awarding of merit increments;
- for evaluating the first and second probationary periods; and
- for making tenure and promotion decisions.

This document should be used in conjunction with Schedule A and the *Faculty of Science Criteria for Merit Increments, Tenure and Promotion* document.

This document was approved by the Faculty of Science Faculty Council on the 19th of May 2022 and a decision was also taken by Council to make the effective date of this document the 1st of July 2022, and will be used by FEC to evaluate work done during the July 2021 to June 2022 period.

2. Annual Review of Performance

The reporting period in the Faculty of Science is July 1 to June 30.

As per the Article A2.05, a faculty member shall submit each year an Annual Report on their responsibilities during the previous academic year. This report will serve as the basis of a performance review by FEC, which will decide on merit increments, actions to be taken at the end of probationary periods, tenure decisions, and applications for promotion to the rank of Professor.

In preparing a recommendation to FEC, each year the Department Chair shall review the annual report prepared by the faculty member. Each review shall include a meeting between the faculty member and the Department Chair, unless the faculty member is not available or refuses to meet (Article A6.13). After this review, the Chair shall complete a *Chair's Recommendation Form* for submission to FEC. If the faculty member is serving a probationary period, the *Chair's Recommendation Form* shall include both the Chair's review of the current year and the Chair's review of the entire probationary period (Article A6.14.2). A copy of the completed Chair's

¹ Henceforth, all mentions to 'Articles' in this document are references to articles of Schedule A.

Recommendation Form must be given to the faculty member at the same time as it is submitted to the Dean.²

For faculty members serving a probationary period, the Department Chair shall also annually advise the faculty member in writing on progress towards tenure (Article A6.14.3).

The *Faculty of Science FEC Schedule of Events* document sets forth annually the specific deadlines associated with the submission of materials for each of the decisions described in the sections that follow.

The Dean shall update and distribute this document annually to Department Chairs no later than April 1st each year.

3. Merit Increments

A merit increment means the basic unit by which a faculty member's salary is increased, where there is a recommendation to do so. In accordance with Article A6.09.1, each year the Department Chair shall recommend to the FEC whether the faculty member should receive merit increments based on their performance in the past year.

A. Responsibilities of the faculty member

As specified by departmental deadline, the faculty member must provide the following minimum documentation to the Department Chair:

- a) an annual report for the previous academic year, using the Faculty of Science Annual Report system and report template; and
- b) proofs of their accepted publications for the period under review.

B. Responsibilities of the Department Chair

Each year the Department Chair shall provide in writing to FEC, with a copy to the faculty member, an increment recommendation as per Article A6.14.1, based on the faculty member's responsibilities under Article A2 and to the standards of performance under Article A6.03. These standards are further detailed in the *Faculty of Science Criteria for Merit, Tenure, and Promotion*. The recommendation is made using the *Chair's Recommendation Form*. Guidelines for pro-rated increments based on the faculty member's effective date of appointment are specified in Articles A6.11.1 and A6.11.2.

² In the Faculty of Science, the Dean may choose to delegate their responsibilities in faculty evaluation to the Vice Dean with appropriate notice to faculty members.

4. End of First Probationary Period

A. Responsibilities of the Department Chair

The Department Chair will determine the last year of a first probationary period, using the effective date of appointment and the definitions given in Article A5.02.2.

According to Article A5.03.1, in the last year of a first probationary appointment, and by the deadline specified in the *Science FEC Schedule of Events*, the Department Chair shall recommend in writing to the Dean, with a copy to the faculty member, one of the following:

- a) that a second probationary period be offered to the faculty member;
- b) that an appointment with tenure be offered to the faculty member; or
- c) that no further appointment be offered to the faculty member.

B. Responsibilities of the Dean

According to Article A5.03.2, on receipt of the Department Chair's recommendation, the Dean shall take one of the following steps:

- a) approve a recommendation that the faculty member be offered a second probationary period, which decision shall be final and binding;
- b) if the recommendation is for a second probationary period and if the Dean disagrees with such a recommendation, refer the recommendation to FEC for consideration;
- c) refer to FEC a recommendation that an appointment with tenure be offered to the faculty member; or
- d) refer to FEC a recommendation that no further appointment be offered to the faculty member.

5. End of Second Probationary Period

A. Responsibilities of the Department Chair

By the deadline specified in the *Science FEC Schedule of Events*, in the last year of a second probationary appointment, the Department Chair shall recommend in writing to FEC (Article A5.04.1), with a copy to the faculty member, one of the following:

- a) that an appointment with tenure be offered to the faculty member, in which case procedures under the Tenure section of this document shall apply;
- b) that no further appointment be offered to the faculty member; or

- c) that the second probationary period be extended by one year (but only if such an extension had not been approved for an earlier year by FEC or the General Appeals Committee).

B. Responsibilities of FEC

On receipt of the Department Chair's recommendation, the FEC shall recommend one of the following:

- a) that an appointment with tenure be offered to the faculty member (in which case the procedures under the Tenure section of this document shall apply);
- b) that no further appointment be offered to the faculty member; or
- c) that the second probationary period be extended by one year (but only if such an extension had not been approved for an earlier year by FEC or the General Appeals Committee).

6. Tenure

When a faculty member at the rank of Assistant Professor is granted tenure, the individual will receive the designation of Associate Professor in accordance with Article A6.12.2.

A. Responsibilities of the faculty member

As specified by departmental deadline, the faculty member who is being considered for tenure must provide the following minimum documentation to the Department Chair:

- a) an up-to-date curriculum vitae including a complete publication list, current and expired funding, undergraduate and graduate student mentorship and supervision; internal and external service to the community and profession;
- b) a teaching statement;
- c) the names of at least six internationally recognized scholars who can serve as referees capable of judging their research activity; and
- d) the names of individuals, if any, who would not be acceptable to the applicant to act as a referee, including the reasons for non-acceptability.

B. Responsibilities of the Department Chair

In preparation for a faculty member's tenure consideration, either in the last year of a probationary period or in an earlier year for special tenure considerations (Article A5.05.1), the Department Chair shall

- a) develop a confidential list of referees capable of judging the faculty member's research activity; this list will be derived from the faculty member's recommendations and those

- of tenured academic faculty members in the Department, and will not normally include individuals identified by the faculty member as not acceptable;
- b) write to a sufficient number of referees in order to obtain between four and six responses; faculty members are not advised as to which of the referees are being contacted for comments; if greater than six responses are received, all responses will be used;
 - c) invite tenured academic faculty members in the Department to review the documentation submitted by the faculty member, and to provide confidential written opinions as to the merits of the case;
 - d) meet with the faculty member to discuss the case;
 - e) assess the case for tenure, based upon the criteria provided in the *Faculty of Science Criteria for Merit Increments, Tenure and Promotion* document;
 - f) Inform the faculty member in writing, by the deadline specified in the *Science FEC Schedule of Events*, as to whether they intend to recommend tenure; and
 - g) arrange for the election of one tenured faculty member of the department to serve as an additional member of FEC to hear the case from the department; the elected representative(s) for tenure will not normally be direct collaborators of the faculty member.

If the Department Chair decides to recommend an appointment with tenure, they shall provide the tenure documentation (see [Appendix I - Tenure](#)) to the Dean by the deadline specified in the *Science FEC Schedule of Events* document.

If the Department Chair decides to recommend no further appointment, they shall provide all confidential academic evaluations of the work of the faculty member to the Dean by the deadline specified in the *Science FEC Schedule of Events*.

B. Responsibilities of the Dean

If the Department Chair decides to recommend no further appointment or if FEC's preliminary decision is for no further appointment, the FEC Chair shall prepare a summary of the confidential material received and provide the faculty member and the Department Chair with a copy thereof by the date specified in the *Faculty of Science FEC Schedule of Events* document.

The summary prepared shall be in sufficient detail to enable the faculty member to know the specific ways in which the application failed to meet the criteria specified in the *Faculty of Science Criteria for Merit Increments, Tenure, and Promotion*.

7. Application for Promotion to the Rank of Professor

A. Notification to Potential Applicants

The Dean shall notify faculty members of their eligibility to make an application for promotion to the rank of Professor, on or before May 15th in the year in which they first become eligible to do so (see Article A6.12.3 (b)). There will be no subsequent notification.

On or before the relevant date specified in the *Science FEC Schedule of Events* document, the faculty member shall notify the Dean in writing of the intention to apply for promotion to the rank of Professor, with a cc to the Department Chair.

In accordance with Article A6.12.5, the Department Chair may inform a faculty member in writing that they

- (a) intend to recommend a multiple increment sufficient to bring the salary of the faculty member to the minimum of Professor or higher, thus making the faculty member eligible for promotion in a particular year, and
- (b) will support promotion at FEC.

Such notice shall be made to the faculty member by the deadline as per the *Science FEC Schedule of Events* the year in which the recommendation is to be made to FEC. At the same time, the Department Chair will send a copy of the written notice to the Dean.

B. Basis for Achieving Promotion

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, or exceptional service.

As described in Article A6.03.3 and detailed in the *Faculty of Science Criteria for Increments, Tenure, and Promotion* document, promotion to Professor can be justified in two distinct ways. In the first way, promotion is justified on the basis of excellence in research and/or teaching. This is the normal basis for promotion; it gives greater weight to research and teaching, in general, than to service. Alternatively, promotion is justified on the basis of exceptional service in the context of an Academic Leadership role. This basis for justifying promotion is to be used only in rare circumstances.

In both cases, the faculty member must demonstrate a strong record of achievement in research, teaching and service.

The procedure for applying for promotion is the same in both cases, except in the details of the number and qualifications of the referees.

C. Responsibilities of the faculty member

The faculty member shall submit a letter of application for promotion to the rank of Professor to the Dean by the date specified in the *Science FEC Schedule of Events*. This letter must clearly state whether the basis of the application is excellence in research and teaching, or exceptional service in the context of an Academic Leadership role.

The following minimum documentation must be given to the Department Chair, along with a copy of the letter of application:

- a) an up-to-date curriculum vitae including a complete publication list, current and expired funding, undergraduate and graduate student mentorship and supervision; internal and external service to the community and profession;
- b) a teaching statement;
- c) the names of at least six internationally recognized scholars who can serve as referees capable of judging their research activity; and
- d) the names of individuals, if any, who would not be acceptable to the applicant to act as a referee, including the reasons for non-acceptability.

When promotion is justified on the basis of exceptional service, in addition to the above, the faculty member must also provide the names of at least six persons (not necessarily different from the above six names) who are best qualified to judge one or more of the following:

- a) the demanding nature of the service that is the basis for promotion;
- b) the exceptional quality of the service performed by the individual;
- c) the leadership demonstrated by the individual.

For each of (a)-(c), the list of names must include at least two people who are qualified to comment on that aspect of the application.

D. Responsibilities of the Department Chair

The Department Chair shall:

- a) develop a confidential list of referees capable of judging the faculty member's research activity; this list will be derived from the applicant's recommendations and those of other departmental faculty members at the rank of Professor, and will not normally include individuals identified by the applicant as not acceptable;

- b) write to a sufficient number of referees in order to obtain between four and six responses; faculty members are not advised as to which of the referees are being contacted for comments; if greater than six responses are received, all responses will be used;
- c) when promotion is justified on the basis of exceptional service, in addition to the above, the Department Chair shall develop a confidential list of persons who are best qualified to judge one or more of the following:
 - a. the demanding nature of the service that is the basis for promotion,
 - b. the exceptional quality of the service performed by the individual, and
 - c. the leadership demonstrated by the individual;
- d) write to a sufficient number of these persons to ensure that for each of (a)-(c) at least two of the references received comment on that aspect of the application;
- e) invite faculty members in the Department, who are at the rank of Professor, to review the documentation submitted by the applicant (but excluding letters submitted by external referees?), and provide confidential opinions in writing as to the merits of the application;
- f) meet with the faculty member to discuss the application;
- g) assess the case for promotion, based upon the criteria provided in the *Faculty of Science Criteria for Merit Increments, Tenure and Promotion* document;
- h) inform the faculty member, in writing, by the deadline specified in the *Science FEC Schedule of Events*, as to whether they intend to support or oppose the application.

The Department Chair shall forward all material for the promotion application to FEC as part of material provided for the faculty member's annual review. The Department Chair shall inform the faculty member in writing of the decision to support or oppose the application at the FEC hearing, and include a copy of this decision as part of the materials submitted to FEC.

E. Responsibilities of the Dean

If the Department Chair decides to oppose the application or if FEC's preliminary decision is to deny promotion, the Dean shall prepare a summary of the confidential material received and provide the faculty member and Department Chair with a copy thereof as per the deadline specified in the *Science FEC Schedule of Events*. The summary statement so prepared shall be in sufficient detail to enable the faculty member to know the specific ways in which the application failed to meet the criteria specified in the *Faculty of Science Criteria for Merit Increments, Tenure, and Promotion*.

F. Continuation of the Application

Where the Department Chair has decided to oppose the application, the faculty member may continue the application in accordance with Article A6.17.1. The Dean will submit to the FEC, on behalf of the applicant, the material submitted by the Department Chair (Appendix I – Promotion). The faculty member may submit additional information that is relevant to the application by the due date specified in the *Science FEC Schedule of Events*.

Where the faculty member requests reconsideration of a preliminary FEC decision (A6.19.1), they shall submit to the Dean, with a copy to the Department Chair, documentation as per Article A6.20.1.

G. Withdrawal of the Application

The faculty member may withdraw their application for consideration of promotion at any time prior to the FEC meeting. The Department Chair will maintain a record of the names of external individuals who were asked to and who provided confidential assessments. Those confidential assessments will be destroyed.

8. Referees

The referees selected for evaluating research for tenure and promotion “should not be from the same university as the applicant, should not have been a research supervisor or graduate student of the applicant within the past six years, should not have directly collaborated with the applicant within the past six years or have plans to collaborate in the immediate future, should not be an employee of a non-academic organization with which the applicant has had collaboration within the past six years and should not be in a potential conflict of interest (e.g., personal, financial)”³

³ Adopted from *N SERC Discovery Grants Peer Review Manual, 2019-2020*. Available at: https://www.nserc-crsng.gc.ca/_doc/Reviewers-Examineurs/CompleteManual-ManualEvalComple_t_eng.pdf.

Appendix I : Documents from the Department Chair

A. Tenure

The following must be submitted by the Chair to the Dean:

1. The faculty member's Annual Report
2. Chair's Recommendation Form
3. The Chair's Recommendation Summary Letter that includes an evaluation of the faculty member's research, teaching ability and service contributions
4. Sample of letter to external referees
5. List of external referees
6. Four to six confidential letters of reference from external referees relating to research evaluation
7. The faculty member's Curriculum vitae
8. The faculty member's teaching and research statements
9. Copies of the publications selected by applicant and sent to external reviewers

If appropriate, other documentation may be submitted.

B. Promotion

When promotion is justified on the basis of excellence in research and/or teaching, the following must be submitted by the Chair to the Dean:

1. The faculty member's Annual Report
2. Chair's Recommendation Form
3. The Chair's Recommendation Summary Letter that includes an evaluation of the faculty member's research, teaching ability, and service contributions
4. Sample of letter to external referees
5. List of external referees
6. Four to six confidential letters of reference from external referees relating to research evaluation
7. The faculty member's Curriculum vitae
8. The faculty member's teaching and research statements
9. Publications selected by applicant and sent to external reviewers

If appropriate, other documentation may be submitted.

When promotion is justified on the basis of exceptional service, the following must be submitted to the Dean:

1. The faculty member's Annual Report
2. Chair's Recommendation Form
3. The Chair's Recommendation Summary Letter that includes an evaluation of the faculty member's historical record relating to research and teaching, and focus on "exceptional service"
4. Sample of letter to external referees
5. List of external referees
6. Four to six confidential letters received from external referees relating to research evaluation
7. Three to six confidential letters received from external referees relating to service contributions; at least two references received must comment on each of (a)-(c).
8. The faculty member's Curriculum vitae
9. The faculty member's teaching and research statements

If appropriate, other documentation may be submitted.

University of Alberta

Faculty of Science

Criteria for Merit Increments, Tenure, and Promotion

Approved by

THE FACULTY OF SCIENCE

Faculty Council

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1. Introduction

Under the terms of the Schedule A of the *Collective Agreement between the Governors of the University of Alberta and the Association of the Academic Staff* of the University of Alberta, July 1, 2020 to June 30, 2024 (hereafter the '[Schedule A](#)'¹), the Faculty Evaluation Committee (FEC) is required to periodically review guidelines used in determining the award of merit increments, tenure and promotion (Article A6.03.2). Such a review must take place at least every ten (10) years. Any guidelines developed by the FEC must first be reviewed by Faculty Relations and then approved by the Provost and Vice-President (Academic) and the Academic Faculty Members of Faculty Council prior to implementation (A6.03.7).

Schedule A provides for the procedures to be followed in determination of the award of merit increments, tenure and promotion. Particular attention should be drawn to the following article: **A6.16.3 "All decisions of FEC are by majority vote of the members present and eligible to vote."**

This document was approved by the Faculty of Science Faculty Council on the 19th of May 2022 and a decision was also taken by Council to make the effective date of this document the 1st of July 2022, and will be used by FEC to evaluate work done during the July 2021 to June 2022 period.

2. Criteria

The Faculty of Science has traditionally used performance in research, teaching, and service in arriving at recommendations regarding the award of merit increments², tenure and promotion.

In the Faculty of Science, achievements in research and teaching are deemed, in general, of greater importance than service. However, competence in service is also considered in judging an individual's overall performance, especially as the faculty member progresses through the ranks.

The FoS affirms its commitment to EDI and any evidence that the faculty member has pursued activities towards advancing EDI in their research and/or teaching and/or service is appreciated and recognized as meritorious.

This document describes in detail the principles to be followed in evaluating performance in these three areas: (a) Research and Scholarly Activity, (b) Teaching, and (c) Service.

¹ Henceforth, all mentions to 'Articles' in this document are references to articles of Schedule A.

² 'Increment' means the basic unit by which a Staff Member's salary is increased.

A. Research and Scholarly Activity

A key element of the University mission is to discover and disseminate new knowledge, which is the objective of the research of faculty members. There are many measures of the excellence of research.

Evaluation of the achievement of a faculty member in this area will use the following criteria:

- Refereed publications:
 - quality and quantity of published work in refereed journals or other refereed venues;
 - citations in the literature implying a new idea or an important work.
- Non-refereed publications:
 - books and monographs;
 - chapters in books and/or review articles;
 - scholarly/technical reports.
- Technical contributions:
 - computer software or hardware that advances the state-of-the-art;
 - patents where the invention is of a scientific or technical nature.
- Training of highly qualified people:
 - supervision of graduate students;
 - supervision of PhDs;
 - supervision of undergraduate students;
 - supervision of technical staff.
- Invited presentations:
 - invitations to deliver addresses at national-international conferences, summer-winter schools, workshops and/or other institutions.
- Peer group recognition that may take the form of:
 - election to office or committees in national or international scholarly professional organizations;
 - editorship of books or journals;
 - service on conference committees;
 - invitations to consult;
 - invitations to evaluate or review work of others;
 - invitations to membership of grant selection committees or other national committees;
 - awards in recognition of the excellence of scholarly work;
 - election to well-known and respected scholarly societies;
 - invitations to chair sessions at national-international conferences or symposia.
- Research grants and contracts:
 - award of research grants and contracts.

Beyond the above criteria, additional activities such as commercialization activities, contributions to professional and policy reports, public dissemination and knowledge translation activities may also be considered meritorious.

B. Teaching

One of the major functions of the University is to transmit knowledge. This function cannot be considered in isolation from the function to create new knowledge (through research). An effective teacher has to be able to stimulate the intellectual inquisitiveness of the students by bringing to their attention the latest research findings and professional debates in their discipline. Thus, teaching effectiveness is linked with research. An effective teacher not only transmits knowledge but helps the students develop skills to critically examine and evaluate ideas and arguments and, eventually, to generate ideas of their own.

The concept of teaching is not confined to classroom instruction but includes such activities as participation in the supervision of laboratories, seminars, colloquia, tutorials, individual and group discussions, supervision of graduate and undergraduate students, and the development of innovative teaching methods.

In evaluating the effectiveness of a faculty member as a teacher, some of the attributes to be considered are their ability and willingness to:

- organize and present lectures at a level appropriate for the course;
- communicate effectively with students;
- stimulate intellectual inquiry and to foster learning in the students;
- present the latest research findings and debates in the discipline (where appropriate);
- make themselves available to students;
- participate in activities related to teaching such as advising students in selecting courses and assisting them in defining their long-term goals (see also 'Service');
- produce textbooks of high quality and have them published;
- develop and update course materials (lab materials, course notes, etc.); and,
- teach courses at various levels.

C. Service

The functions of the University and professional bodies require that, at some time or other, the members of the faculty engage in activities outside the scope of research and teaching in service of their discipline. These activities may include the following.

1. Service to the Community at Large

Service to the community is intended to include general service related to scholarly activities and interests. In general, any science-based service with a demonstrable impact on society is regarded as service to the community at large.

Such service can be considered by FEC when it requires special academic or professional expertise. These activities include the transmission of scientific knowledge to the public. For example, interviews and articles in the news media, operation of facilities visited by the public, contribution to continuing education and special programs, and professional services to schools and colleges, may be considered.

Another important category of service to the community at large is providing advice to governments or other organizations acting for the public good, on science-based policy or other scientific matters.

2. Service to the Professional Community

Such activities include the participation on committees in professional organizations, e.g. grant selection committees, and organizing committees for conferences and workshops, editorship of journals, refereeing for journals and conferences, and reviewing research grant/contract applications.

3. Service to the University Community

These services involve participation on committees at various levels within the University community, such as GFC and its standing and ad-hoc committees, Faculty, and Department committees. Some of these activities are inseparable from teaching functions, particularly student advising. It is to be recognized that whereas all faculty members should be able to advise students in the choice of courses and their long-term goals, certain members of the faculty are appointed as student advisors and take on the majority of these duties.

Another form of University service is mentoring and coaching other staff, including mentoring Assistant Professors to tenure.

Faculty members can also serve the University community through leadership roles in preparing large-scale grant applications (e.g. CFI, NCE) or nomination packages for major national and international awards, through activities related to commercialization of research results and/or technology transfer, and through participation in activities related to fundraising, development, and/or alumni relations.

3. Evaluation of Criteria

A. Research

Of all the criteria listed, the one used most extensively, in the Faculty of Science, is the quality and quantity of published work in refereed venues of international stature.

Impact factors and/or acceptance rates of refereed venues are useful measures of venue quality. However, it is the responsibility of the Chair of the Department to evaluate, through consultation with their colleagues and the use of expert opinion in the field, the quality of the research and scholarship of an individual.

It is also the responsibility of the Chair to make a judgment (and be able to defend it) as to what constitutes a fully-refereed paper. For example, a manuscript that is rigorously refereed in its entirety and appears in a prestigious refereed conference proceedings or edited volume may qualify as the equivalent of a full journal paper. However, a published conference abstract or a manuscript that is only informally referred, or refereed only in part, would not be considered the equivalent of a refereed journal publication.

A scholarly/technical report to a private or government agency, published or unpublished by that agency, may be considered as a publication where the evidence of rigorous peer review is provided. Care must be taken to avoid double counting of scholarly/technical reports or invited talks if either is subsequently published in refereed journals.

Extensive citation of a paper is usually a measure of the importance of the work although a lack of citations does not necessarily reflect on the quality of the work. The use of citations has to be made with care since the number of citations obviously depends on the size of the scientific community in the area of research. Some excellent published works wait to be 'discovered' and recognized as important by workers in a field. It is recognized that citations can also reflect negative opinions of a paper.

In the case of joint authorship of papers, every effort will be made with the assistance of the Chair of the Department concerned to assess the value of the individual's contribution to the team effort.

The authorship of a book, though a time-consuming activity, does not necessarily imply research activity as such. A senior level book, to be used at the graduate level or as a reference book, generally demands considerable research effort. The quality of the book, just as the quality of other published work, has to be determined and one measure is obtained from post-publication reviews by experts in the field.

The award of sustained and increasing research grants from a peer-reviewed body (for example, NSERC, CIHR, and SSHRC, etc.) may also be a measure of the quality of research carried out by an individual. However, care must be taken not to compare grant values across disciplines or sub-disciplines.

Invitations to deliver scholarly talks or major addresses to one's peers are a measure of leadership in the field.

Peer recognition, which takes various forms (see 'Criteria'), is also a measure of scholarly achievement.

B. Teaching Activity

There are several ways for a Chair to judge effectiveness in teaching in broadly-based, multi-faceted ways (A6.03.4), such as:

- assessment by students through a questionnaire and/or commentaries (i.e., USRI scores and comments; see Appendix I for mandatory USRI questions);
- direct assessment by the Chair, or a designate, of teaching delivery;
- peer assessment of teaching delivery;
- assessment, by the Chair, or knowledgeable colleagues of lecture content, assignments, examinations and other course content;
- assessment of the success of mentoring and/or supervision of graduate students, undergraduate students, postdoctoral fellows, and technical staff;
- assessment of participation and communication effectiveness in seminars, colloquia, and meetings;
- assessment of instructional materials produced by the faculty member;
- reviews by administrative officials; and,
- assessment, by the Chair, of the extent to which the educational goals of the department are met.

It shall be the responsibility of the Chair to present evidence of a faculty member's teaching effectiveness using the above as a guide.

C. Service Activity

The Chair shall make every effort to assess the effectiveness of the service provided by the individual to each of the different communities.

In assessing the value of service activities all reasonable efforts shall be made to secure information on the success of such operations from the relevant sources.

In assessing accomplishments in the area of International Development the difficulty of the circumstances under which an individual has to work must be considered.

D. Supplementary Professional Activity (SPA)

SPA can be regarded as meritorious to the extent that it represents professional development of the staff member or otherwise directly contributes to the university's goals of having tangible positive impact on society. Refer to the Faculty of Science *Guidelines for Supplementary Professional Activities and University Industry Relationship* document for reporting and procedural details related to SPA.

4. Merit Increments

A. General Statements

The merit increment has to be earned through meritorious achievements and is by no means an automatic right of the individual, or based on their years of service. The award of merit increments is based on an individual's performance during the twelve-month period defined by the Annual Report required in the Faculty of Science.

It shall be the responsibility of the Department Chair to provide information to FEC on the faculty members' activities using the guidelines from Section II, using the Chair's Recommendation Form.

At times, circumstances make it difficult to assess an individual's research activity in a twelve-month period. This may happen, for example, if an individual must develop intricate instrumentation, experimental apparatus, or a software package. Such activities may at times result in no refereed publications, even though such activities are imperative and indispensable for the future success of the research. In such cases it shall be the responsibility of the Chair to satisfy the committee that the individual is involved in 'development' work of considerable importance. In addition, other indicators of research activity would be expected to be documented.

Performance over multiple years, due to the long gestation of certain research results, may be recognized in a single reporting period.

The committee must judge the overall performance of an individual without assigning any numerical weights to each activity. Individuals who have reduced teaching loads due to research chairs, awards, or other assigned duties, will not be penalized for having a lighter teaching load. However, they are expected to demonstrate good teaching quality in the reduced number of courses they teach and are expected to achieve higher levels of appropriate research/service productivity than individuals with regular teaching loads.

B. Research

The best, and most reliable, evidence of research activity is the publication of research papers in refereed journals, conference proceedings, books and book chapters during the reporting period. Works under preparation or papers submitted for publication must not be considered in the award of merit increments for the year in question. Refereed contributions that have been accepted for publication, but have not yet appeared, will be considered if the Chair has proof of acceptance.

Other evidence of continued research activity is provided by the individual's participation in national and international conferences and workshops and the presentation of papers at these venues.

Invitations to present seminars and colloquia at other universities and talks at national and international conferences may also be recognized as evidence of merit and leadership in the chosen area of research.

Award of a sustained research grant from a peer-adjudicated body is to be accepted as peer recognition of the value of research carried out by the individual.

C. Teaching

Courses taught and the teaching load and effectiveness as a teacher must be considered in the award of the merit increment. Where the Department Chair makes the case for meritorious performance based on effectiveness as a teacher, documentation of multifaceted evaluation of teaching effectiveness must be provided, including USRIs, students' comments, peer evaluation, curriculum development, etc.

D. Service

The service of the individual to the community at large, academic, university and international community will also be considered. Where this service has been of exceptional merit, proper documentation will be provided by the Chair.

Peer recognition through, for example, election to scholarly societies, national/international committees, grant selection committees of peer-reviewed agencies such as NSERC, CIHR or SSHRC, or award of Prizes, Fellowships or Scholarships, or any form of award in recognition of the quality of research or service will be given consideration in the award of the merit increment.

E. Sabbaticals

In a faculty member's application for a sabbatical leave, they are required to describe the activities that will be undertaken during the leave and the scholarly outcomes that the activities are expected to generate. If the sabbatical is granted, the staff member shall submit a sabbatical report after the leave has finished, describing the actual activities undertaken and outcomes accomplished. The sabbatical leave application and the sabbatical report shall be submitted as part of the staff member's Annual Report to FEC for the reporting period under consideration (Article A4.03.9) These two documents are as important as the annual report itself in determining the merit of a reporting period containing a sabbatical leave. The staff member is expected to have executed the activities described in the sabbatical application, or the deviations from those activities that were explicitly approved in advance by the Dean, and to have accomplished outcomes commensurate in merit with those described in the application.

If the sabbatical leave occupies only part of the reporting period the normal expectations and criteria for research, teaching, and service are applicable to the portion of the period for which the staff member was not on leave.

5. Tenure

Tenure is not the right of a staff member on completion of the probationary period but must be earned through effectiveness and competence in the three areas outlined in the Criteria Section above. The individual must have produced sustained high-quality research and demonstrated

continued effectiveness as a teacher during their career. There must be a high probability of eventually reaching scholarly standards and maturity expected of a Professor of Science. The service component of the candidate's career will not be a major issue in granting tenure, but the candidate must have demonstrated that they are capable of contributing effectively to service activities. Willingness to participate in the committee structure within the Department will be considered an asset. The candidate is expected to contribute to the overall welfare of the department. It is not expected that an untenured staff member will participate in the Faculty or the University committee structure, beyond their participation to their Department Council and Faculty Council.

As the granting of tenure commits the University for the rest of the individual's academic career, the decision must be made on the basis of substantial evidence. The full duration of the probationary period to the date of consideration will be utilized to assess the past performance and the future promise of the individual. Tenure before the expiry of the probationary period (early tenure) must be limited to cases of outstanding performance during the individual's career at the University. Typically, early tenure is considered for candidates with prior academic, government or industrial service.

Faculty who have taken one or more leaves during their probationary appointment and who believe the length and nature of the leave(s) materially affected the performance for which they will be assessed may request an extension of one or more years, subject to approval by the Provost and recommendation by the Dean (A5.02.4–7). In the case of faculty who did not take any leave(s) during the probationary period, a one-year extension to the second probationary period will only be granted when there is significant evidence that the individual will meet the criteria for tenure by the end of the extension year.

A. Evaluation

The individual is expected to take an active part in research, as evidenced by research publications in refereed venues of international repute, active participation in national/international conferences or the authorship of books or book chapters. The research productivity must be sustained and steady. An individual with a poor research record will not be granted tenure.

Teaching is to be evaluated as described in Section 3.B above (on "Evaluation Criteria" for "Teaching Activity") and, in addition, on the basis of a one-page statement by the staff member on their teaching philosophy and experience.

It is the responsibility of the Department Chair to provide a carefully documented case of the quality of the individual's teaching using these criteria as a guide. An individual with poor teaching/mentoring effectiveness will not be granted tenure.

It is expected that the service aspect of an Assistant Professor's duties will be kept to a minimum to enable them to establish an effective research and teaching program. Willingness to participate in the service functions of the Department would be considered an asset.

The Chair of the Department is responsible for providing complete documentation on the individual's whole academic career at the University, including the publication record, grants/contracts, teaching competence, research supervised and administrative service as detailed in Sections I and II of this document.

Confidential letters of reference from authorities in the field of research must be sought to ascertain the quality of research and future promise. The opinion of knowledgeable tenured colleagues within the Department may also be sought regarding the individual's competence and contributions. Evidence from both students and peers (testifying to the individual's teaching effectiveness) may also be provided. Finally, information about the individual's engagement in some of the necessary functions, both academic and administrative, within the Department may be provided.

6. Promotion

A. Promotion from Associate Professor to Professor

Promotion to the rank of Professor is based on the individual's performance in the three areas outlined in Section 2 above (on "Criteria"). Promotion is neither automatic nor based on the number of years of service. In considering promotion, the individual's whole record of achievement, to the date of consideration, in each of the three areas is to be scrutinized.

No particular numerical weight or formula can be attached to any of the three areas. For promotion to professor, the staff member must demonstrate a strong record of achievement in research, teaching and service, including excellence in research and/or teaching and/or exceptional service.

B. Promotion Based on Excellence in Research and/or Teaching

1. Criteria

The individual must demonstrate excellence or strength in research through high-quality and mature scholarship as evidenced by international recognition of research contributions.

The individual must demonstrate effectiveness in teaching at all levels, both in the classroom and through mentoring of trainees, as documented via multifaceted evaluation methods.

The individual must have contributed significant service to the Department, the University and/or professional organizations on the national and international level.

2. Evaluation

The evaluation of the quality of research and teaching will be done according to Sections 2.A and 3.A above. In promotion to the rank of Professor, confidential letters of reference must be obtained from international experts in the field testifying to the quality of the individual's research and their national/international stature. Opinions of knowledgeable colleagues (i.e. Professors) within the Department should also be sought and, where appropriate, from colleagues in other departments.

Evidence of teaching effectiveness must be based on information from both students and peers. For the evaluation of the faculty member's effectiveness in teaching see Sections 2.B and 3.B. The individual must include in the promotion submission a one-page statement describing their teaching achievements.

By this stage of the individual's career, significant service to the professional community at the national/international level should be demonstrated.

The individual should have participated in the committee structure within the Department, and/or the Faculty and/or the University.

C. Promotion Based on Service

1. Criteria

Promotion to full professor based on exceptional service is reserved for those rare cases where an individual's service activity has required significant continuous time commitment resulting in a substantial reduction in time available for research and teaching for an extended period. The service provided by the individual during this period must have been exceptional in its quality and resulted in significant positive impact, and the individual must have demonstrated strong leadership at a senior level.

The individual's record of scholarly achievement must demonstrate high quality research, mature scholarship, and competence in teaching and mentoring at all levels.

2. Evaluation

The evaluation of the quality of research and scholarship will be done according to Sections 2.A and 3.A, above. In promotion to the rank of Professor, confidential letters of reference must be obtained from international experts in the field testifying to the quality of the individual's research and their national/international stature. Opinions of knowledgeable colleagues (i.e. Professors) within the Department should also be sought and, where appropriate, from colleagues in other departments.

Unlike the evaluation of research when promotion is justified on the basis of "excellence in research and/or teaching", this evaluation may focus on the individual's research and

scholarship prior to beginning the extraordinary service, which should be judged in comparison to peers at that career stage and not at the time they were promoted to Professor.

Evidence of teaching effectiveness must be based on information from both students and peers. For the evaluation of the faculty member's effectiveness in teaching see Sections 2.B and 3.B above. The individual must include in the promotion submission a one-page statement describing their teaching achievements. Unlike the evaluation of teaching when promotion is justified on the basis of "excellence in research and/or teaching", this evaluation may focus on the individual's teaching and mentoring prior to beginning the extraordinary service.

Opinions will be obtained through confidential letters of reference from individuals who are best qualified to judge the demanding nature of the service, the exceptional quality of the service performed by the individual, and the leadership demonstrated by the individual.

**University of Alberta
Faculty of Science**

**Standards of Performance and Procedures for
Merit Increments,
Continuing Appointment, and
Promotion for Faculty Service Officers (FSOs)**

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2. Science Faculty Evaluation Committee approval: February 22, 2012 (via email vote)
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1. Introduction

The purpose of this document is to set out the standards of performance and evaluation procedures for Faculty Service Officers (FSOs) as required under Articles B6.01 and B6.03.2 of the *Collective Agreement between the Governors of the Board of the University of Alberta and the Association of the Academic Staff of the University of Alberta, July 1, 2018 – June 30, 2020 (Schedule B for FSOs)* (hereafter "[Schedule B](#)¹").

The responsibilities of FSOs in the Faculty of Science are varied, but all support the Faculty's endeavors in teaching, research, and service. The terms of the appointment and job description shall outline the specific duties in teaching, research, and service (Article B2.01).

This document was approved by the Faculty of Science Faculty Council on the 19th of May 2022 and a decision was also taken by Council to make the effective date of this document the 1st of July 2022, and will be used by FEC to evaluate work done during the July 2021 to June 2022 period.

2. Annual Review of Performance

The reporting period in the Faculty of Science is July 1 to June 30.

As per Article B2.03, an FSO shall submit each year an Annual Report on responsibilities during the previous academic year. This report will serve as the basis for recommendations by the Department Chair to FEC on merit increments, actions to be taken at the end of probationary periods, continuing appointment decisions, and applications for promotion. The format of the report is approved by the Science Faculty Council and shall be based on written job responsibilities of the position.

In preparing a recommendation to FEC, each year the Department Chair shall review the annual report prepared by the FSO. Each review shall include a meeting between the FSO and the Department Chair, unless the FSO is not available or refuses to meet (Article B6.13). A copy of the completed form must be given to the FSO at the same time as it is submitted to the Dean.

If the FSO is serving a probationary period, the Department Chair shall also annually advise the FSO in writing on their progress.

3. Standards of Performance for FSO Ranks

FSO performance will be evaluated with respect to the standards set out for each rank. For all ranks, professional, technical and leadership competencies and the ability to meet diverse demands in a timely and useful manner are of primary importance. If deemed necessary, persons outside the Faculty may be consulted with regard to assessing the competence of the FSO for merit increment, continuing appointment, and promotion decisions. Assessment of the

¹ Henceforth, all mentions to 'Articles' in this document are references to articles of Schedule B.

FSO's performance may be facilitated by formal requests for feedback from individuals with whom the FSO interacts as part of their job. If the FSO's responsibilities include supervision of staff, then the quality of supervision will be part of the performance evaluation.

Faculty Service Officer I

- 1.1 The FSO shall become familiar with new techniques, methodologies and approaches in the areas designated in the job description and remain current in their knowledge of these areas.
- 1.2 The FSO shall be competent and effective in carrying out the duties in their job description.
- 1.3 The FSO shall work effectively with their supervisor(s) in teaching, research, and/or service.

Faculty Service Officer II

In addition to the above,

- 2.1 The FSO shall effectively represent their Department² interests at Faculty and University levels.
- 2.2 The FSO shall provide effective supervision as required by their job description.

Faculty Service Officer III

In addition to the above,

- 3.1 The FSO shall provide effective enhancement of the learning/research/working environment.
- 3.2 The FSO shall contribute to effective liaison with University entities and external groups as required by their job description.
- 3.3 The FSO shall provide leadership in support of the Department's teaching, research and/or service activities and be capable of managing projects, including supervision of research assistants and other staff as required.

Faculty Service Officer IV

In addition to the above,

- 4.1 The FSO shall exercise independence of action and judgment consistent with participation in senior management.
- 4.2 The FSO shall provide substantive and meaningful advice to senior administrators regarding teaching, research, and/or service

² "Department" is the umbrella term used to include units, divisions, or any entity that has a core user group.

4.3 The FSO shall perform a major role in maintaining and improving liaison with University entities and external groups, as required by their job description.

4.4 The FSO shall consistently demonstrate a high level of initiative and leadership.

3. Increments

An increment means the basic unit by which the FSO 's salary is increased (Article 1.18), where there is a recommendation to do so.

In accordance with Articles B6.09.01 and B6.14.1, each year the Department Chair shall recommend in writing to FEC, with a copy to the FSO, an increment recommendation based on the FSO's annual report, the FSO's responsibilities under Article B2.02, the standards of performance under Article B6.03, and the standards set forth in this document. The recommendation is made using the *Chair's Recommendation Form*.

If the FSO is in the last year of a probationary period, the Department Chair's review shall cover the entire probationary period (B6.14.2), as well as covering the current year under review.

"Merit" will come under more detailed scrutiny as progress through the ranks occurs; and in the course of the progression, emphasis on the evaluation of performance will shift from a level of competent service to demonstrated initiative and leadership in establishing and executing their duties and serving Departmental needs. The standards of performance shall be higher in the higher ranks and as progress through the ranks occurs (B6.03.6).

4. Continuing Appointment

In the last year of the FSO's probationary appointment, and by the deadline specified in the *Science FEC Schedule of Events*, the Dean shall recommend to FEC in writing, with a copy to the FSO, either

- a) that a Continuing Appointment be offered to the FSO, or
- b) that no further appointment be offered to the FSO.

The FEC shall consider a recommendation under Article B5.03.1 and shall decide either

- a) that a Continuing Appointment be offered to the FSO, or
- b) that no further appointment be offered to the FSO.

A decision to award a continuing appointment is prospective and is based on the FSO 's record of performance during the entire probationary period. The FSO shall have demonstrated capability in carrying out responsibilities and the potential for continued high performance in meeting Department requirements in teaching, research and/or service. The recommendation of the Department Chair under Article B12.07 shall cover the entire probationary period, including the year under review. As per Article B6.12.5 "Upon receipt of the application and documentation under Article B6.12.2, the Department Chair shall decide either to support the

application or to oppose the application at the FEC hearing and shall so advise the FSO Member through the Department Chair's submission to FEC under Article B6.14.1.

5. Promotion

An FSO shall be first eligible to apply for promotion when their current salary is within one increment of, or is higher than, the salary minimum of the next rank (B6.12.1). The Dean shall notify the FSO of their eligibility to make an application for promotion on or before May 15th (see *Science FEC Schedule of Events*) in the year in which they first become eligible to do so. There will be no subsequent notification.

When promotion to a higher rank is under consideration, the FSO's entire career will be carefully reviewed and evaluated by FEC (Article B6.12.3). Promotion to the next higher rank requires strong performance in all dimensions of that rank and excellence in at least one dimension, and a demonstrated ability to sustain such performance after promotion. Promotion to FSO IV additionally requires demonstrated capacity to effectively contribute in senior management decision making on issues related to teaching, research and/or service in the Department. Appraisal of this capacity will include assessment of the FSO's judgment and leadership qualities, and of the future benefit to the Department from having the FSO participate at a more senior management level.

Attachment 1
PROCEDURES
for
PROMOTION and GRANTING CONTINUING APPOINTMENT
for
FACULTY SERVICE OFFICERS

The procedures set out below detail the respective roles and responsibilities of the FSO, their Department Chair, and the Chair of the Faculty Evaluation Committee, as well as the deadlines and timing for the submission of materials and notification of decisions. Specific dates for deadlines are updated each year and provided in the *Science FEC Schedule of Events* document.

A. Documentation

The FSO will provide annually the following to the Department Chair:

- a) Annual Report
- b) Reports and other material prepared as part of their work
- c) Publications, conference presentations, technical reports, creative works

and, when being considered for Continuing Appointment and/or Promotion,

- d) Up-to-date curriculum vitae
- e) List of potential assessors (see Section B below)
- f) Any other material deemed relevant

The Department Chair will provide annually the following to FEC:

- a) Current Position Description
- b) Annual Report of FSO
- c) Chair's Recommendation Form, which contains an evaluation summary and merit recommendation

and, when being considered for Continuing Appointment and/or Promotion

- d) Revised Position Description (if applicable)
- e) Statement of support or opposition of application for continuing appointment or promotion, including a statement of the FSO's overall contribution to the Department
- f) List of assessors (see Section B below)
- g) Written assessments of performance from internal assessors

h) Written assessments of performance from external assessors

B. Assessments for Continuing Appointment and Promotion

The FSO shall submit to the Department Chair a list of 3-4 individuals who can attest to the quality of their work, of which at least two must be from the same department as the FSO under review (“internal assessors”) and at least one must be from outside the department (“external assessors”). The latter may be individuals within the University (but outside the department) or from the external community. The Department Chair shall add 3-4 other individuals to this list, with at least two being internal assessors and at least one being external.

Faculty members currently serving on FEC shall not be included on either list. Faculty members on either list must be tenured, and FSOs on either list must have a continuing appointment above the current rank of the FSO under review. From this pool of potential assessors, the Department Chair shall solicit written references from a sufficient number of individuals so that at least four references are received. References must be solicited from at least two of the individuals on the list submitted by the FSO and at least two of the individuals on the Chair’s list, and at least one reference must be solicited from an external assessor.

C. Confidential Material

In cases where the FSO has a right to contest or have their case reconsidered by FEC, the FEC Chair shall prepare a summary of the confidential material received and shall provide the FSO and the Department Chair with a copy at least ten days prior to the FEC hearing. For the specific deadline each year, refer to the Science FEC Schedule of Events.

Due Date	Action Required	Relevance
April 1	The annual calendar of the FoS deadlines for Faculty, FSO procedures is published	Faculty/FSO
April	The Chair of FEC notifies faculty members and FSOs (henceforth staff) of important milestones, ahead of this year's FEC meetings, including end of probationary periods, promotion eligibility, tenure eligibility, and continuing appointment eligibility.	Faculty/FSO
May	The staff member notifies their Department Chair and FEC Chair of their intent to apply (Application) for tenure, continuing appointment, or promotion.	Faculty standards (A) FSO Standards (5)
August	All staff members submit their Annual Report (AR) or their Sabbatical Reports (SabR) through the eFEC system.	
September	The Department Chair notifies the staff member and the FEC Chair of their recommendation on their Application.	Faculty Standards (4A) FSO Standards #2
	If the Department Chair's recommendation on the staff member's Application is negative, a summary of the relevant confidential material and the Department Chair's Summary Recommendation Letter is due to the FEC Chair and staff member.	Faculty standards (F) FSO standards (C)
	If the staff member contests the Chair's negative recommendation, they notify the Chair of FEC (cc their Department Chair) of their intention to appear at FEC or submit documentation or both; relevant materials are also due at this time.	
October	The Department Chair notifies the FEC chair of their recommendations and all supporting documents for all other Applications. Names of all tenure representatives are due at the same time.	
	The Department Chair notifies the staff member and the FEC Chair of their merit recommendation based on the staff member's AR.	
	In cases where increment and promotion recommendations that may be contested, the staff member notifies the FEC Chair and Department Chair indicating their intention to appear at FEC.	Faculty standards FSO standards Faculty standards (F) FSO standards (B)
	Eligible staff members submit their applications for Sabbatical Leave to the FEC Chair.	
	The FEC Chair notifies staff members, in cases where FEC did not support a Chair's recommendation to award tenure or a continuing appointment.	Faculty standards (C)
	(a) notifies the FEC Chair and their Department Chair requesting reconsideration of their preliminary FEC tenure or continuing appointment decision. (b) the PRC Chair to request PRC review, for cases where the FEC did not support a Chair's recommendation to award tenure.	Faculty standards (F) FSO standards
November	The Department Chair notifies the Vice Dean (cc to staff member) with their response (a) to the staff member's contested merit or promotion case submission, or (b) to the staff member's contested tenure or continuing appointment reconsideration submission.	
	Tenure/Continuing Appointment Meeting (1 day) FEC Meetings (4 days)	
	The staff member notifies (a) the FEC Chair and Department Chair requesting reconsideration of their preliminary FEC decision, and (b) PRC Chair to request PRC review of FEC Promotion decision.	Faculty standards (F) FSO standards
December	In cases where the FEC did not support a Chair's recommendation for promotion, the FEC chair notifies the staff member with a summary of confidential material and the Chair's Summary Recommendation. If the case is reconsidered by FEC, then the staff member provides a statement and all related documents to the FEC chair and their department chair. If the case is reconsidered by FEC, then the Department Chair responds to the staff member's reconsideration case submission to the Vice Dean in reply (cc to staff member).	
January	FEC Reconvenes	
July 1	All merit, continuing appointment, tenure, and promotion decisions by FEC take effect	

AGENDA ITEM #5.2

Engagement & EDI Plan 2020-2023 for the Faculty of Science

Revised December 11, 2020

Prepared by: Tara McGee, Associate Dean (Engagement and EDI), Faculty of Science in collaboration with the Faculty of Science Engagement & EDI committee

Approved by: Matina Kalcounis-Rueppell, Dean, Faculty of Science.

Note: This is a living document that will be amended from time to time.

Introduction

Equity, Diversity, and Inclusivity are central to the University of Alberta's Institutional Strategic Plan, *For the Public Good* (2016). Two years later, the University developed the 4-year *Strategic Plan for Equity, Diversity, and Inclusivity*, which aims to embed EDI into the culture of the University. The vision of the University's EDI plan is:

The University of Alberta is committed to cultivating an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability among faculty, staff, and students. In our inclusive community, we encourage and support individual and collaborative efforts to identify and address inequities, and we welcome and enable contributions of all voices as we engage with diverse ideas, knowledges, and perspectives in the pursuit of inclusive excellence for the public good^[1].

The University's EDI plan is guided by: Diversity, Equity, Inclusion, Human Rights, Equality - Substantive, Intersectionality, Accessibility, and Respect for reconciliation with Indigenous peoples. These principles also guide Engagement and EDI efforts in the Faculty of Science.

This Engagement & EDI plan for the Faculty of Science describes who we are in fall 2020, current EDI efforts in the Faculty of Science, and our plans for 2020-2023.

Who we are

A crucial starting point to moving forward is knowing where we are now, or knowing who we are in the Faculty of Science. As of October 2020, we do not yet have a clear picture of who we are in the Faculty of Science due to incomplete data. In particular, we currently do not have any data regarding Blacks and People of Colour in the Faculty of Science because this data is currently not included in the University's Acorn Database. This data and having a complete picture of diversity in the Faculty of Science is incredibly important to us and obtaining additional data is a high priority.

^[1] University Strategic Plan for Equity, Diversity, and Inclusivity, page 4.

<https://www.ualberta.ca/equity-diversity-inclusivity/about/strategic-plan-for-edi/index.html>

What we currently know in fall 2020 based on data available in the Acorn Data Warehouse is that the Faculty of Science is a large faculty with 436 academic staff, 165 postdoctoral researchers, and 337 support staff. 1301 graduate students are enrolled in graduate programs within the Faculty's seven departments, and 7279 undergraduate students are enrolled in undergraduate programs in the Faculty of Science.

At the undergraduate level, 49% of students identify as female. The proportion of females decreases amongst graduate students (42.9%), postdoctoral researchers (32.3%), and academic staff (27.3%). 21% of faculty members in Science departments are female. Currently, 2.6% of graduate students (15) and 2.0% of undergraduate students (146) in Faculty of Science programs self-identify as First Nation, Métis, Inuit.

There is some variation across the seven departments in the Faculty of Science. In Biological Sciences, Chemistry, EAS and Psychology, 50% or more of undergraduate students identify as female. Less than half of undergraduate students identify as female in MSS (41%), Physics (28%) and Computing Science (19%). At the graduate level, more than half of graduate students identify as female in Psychology, Biological Sciences and EAS. With the exception of MSS, in other Science departments less than half of postdoctoral researchers are female. Across Science, only 21% of faculty members are female. There is considerable variation across departments, with 35% of faculty members in Biological Sciences and 31% of faculty members in Psychology; 24% of faculty members in EAS and 21% of faculty members in Chemistry; and only 14% in Computing Science, 11% in Physics, and 8% in MSS identifying as female.

The highest proportion of undergraduate students who self-identify as First Nation, Métis, and Inuit are enrolled in physics (5.3%) and the psychology program in the faculty of Arts (5.1%). In all other departments, less than 3% (and in several cases less than 2%) of undergraduate students self-identify as First Nation, Métis, and Inuit. At the graduate level, 4.2% of graduate students in Biological Sciences self-identify as First Nation, Métis, or Inuit. In all other departments, very few graduate students self-identify as First Nation, Métis, or Inuit.

The University's National Status data provides some insights into diversity with respect to the national status of people in the Faculty of Science. More than half of our postdoctoral researchers (58.8%) and graduate students (55.3%) are international. 20.4% of undergraduate students are international, and 8.3% of faculty members are international. Country of Origin data shows that the highest proportion of international graduate students originate from China, India, Iran, the United States, and Bangladesh; the highest proportion of international undergraduate students come from China, India, Bangladesh, Vietnam and Nigeria. 30.1% of international graduate students and 24.6% of international undergraduate students originate from China.

In fall 2019, the University launched the EDI Workforce Diversity Census for faculty and other staff members at the University. The [report](#) which presents findings from this survey was made public in March 2021. The results of the 2019 Diversity Census for the Faculty of Science are summarized below.

In the Faculty of Science, 56.9% of eligible academic and non-academic staff completed the EDI Workforce Diversity Census. These survey results therefore provide some information

about the Faculty of Science workforce, but more information is needed to obtain a complete picture.

Note that answers with less than 10 respondents are too small to report and were suppressed by the university.

- Based on the data available for the Faculty of Science, 59.6% of respondents first learned English at home while 33.7% first learned another language at home.
- 50.1% of respondents were born in Canada and 47.2% were born outside Canada.
- A significant proportion of respondents have at least a basic proficiency in multiple languages.
- 50.2% of respondents identified as a man and 45.6% identified as a woman.
- When asked about their sexual orientation, 78.0% identified as heterosexual, 9.5% preferred not to answer, 4.7% identified as bisexual, 3.3% identified as gay, and 2.9% identified as asexual.
- 1.9% of respondents indicated that they identify as Indigenous.
- 22.9% of respondents indicated they identify as a visible minority/person of colour. When asked to indicate which group they belonged to, the largest groups identified as Chinese (37.0%) and South Asian (21.0%). The number of people in the other groups were too small to report.
- 2.7% of respondents identified as having a disability. With reference to specific challenges, the majority identified chronic health conditions. All other answers were too small to report.
- When asked about their relationship status, 59.2% indicated that they are legally married, 17.9% are single, 12.3% are common law, and 5.4% are divorced. 2.9% preferred not to answer. The number of people in the other groups was too small to report.
- Just under half (44%) of respondents indicated they had children or adult dependents. 62.5% in this group indicated that they have at least 1 dependent in the 0-12 years group. 29.9% indicated they have a dependent in the 13-17 years group. 29.5% indicated they have dependents in the 18-60 years group. 6.7% indicated they have dependents in the >60 age group.

What are we currently doing?

1. Margaret-Ann Armour was appointed as the first Associate Dean of Diversity at the University of Alberta in 2005 and served until her passing in May 2019. Under her leadership, the Faculty of Science made a great deal of progress with respect to Diversity, particularly for women in science. In addition to her work in the Faculty of Science, Margaret-Ann Armour co-founded WISEST (Women in Scholarship, Engineering, Science and Technology) and led a group of women to found the Canadian Centre for Women in Science, Engineering, Trades and Technology (WinSETT Centre).
2. The Associate Dean (Engagement & EDI), Tara McGee, was appointed on July 1, 2020. Her complementary working group was recruited and met for the first time in September, 2020. The working group includes representatives from all departments in

the Faculty, staff members, a postdoctoral researcher, and graduate and undergraduate student associations. The group meets monthly.

3. Many individuals and groups in Science are actively involved in EDI issues. We support groups that promote EDI in Science departments (eg. Working for Inclusivity in Chemistry, Ada's Team, Grace Ann Stewart Speaker Series) and in STEM more broadly (WISEST).
4. The Faculty of Science and individual departments engage in a range of community engagement activities, including Science summer camps, HIP high school internship program (Computing science), Astronomical Observatory (Physics), and school talks. We also participate in the USchool program run by the University of Alberta Senate.
5. We support organizations and groups that engage K-12 children and youth in Science with a focus on EDI (eg. WISEST, Let's Talk Science).
6. The Faculty of Science currently promotes diversity via the 'Diversity in Science' webpage, Science Intranet, Contours magazine, and other communications.
7. Student Services in the Faculty of Science works with the Indigenous recruitment team in the Registrar's office to recruit Indigenous undergraduate students.
8. Advancement in the Faculty of Science works with donors to obtain financial support for EDI in the form of student awards, scholarships, and bursaries; and support for student groups (eg. Ada's Team, Grace Anne Stewart Speaker Series).
9. The Faculty of Science works with First Peoples' House on initiatives to support Indigenous students (e.g. FPH mentors program, seminar version of Math 134).
10. Science departments are establishing department-level EDI working groups in summer/fall 2020.

Our plans

In Fall 2020, we began working on tasks grouped under the following seven topics: EDI data, information and education, accountability, academic and support staff, graduate and undergraduate students, safe places, and engagement. Beside each item there is a ST and/or MT to indicate when these items will start. ST= short-term; MT=Medium term. Note that this is a living document, so these plans will be adapted over time.

1. EDI Data

We aspire to: Be transparent about the Diversity and Inclusion in all constituent groups in the Faculty of Science.

How we can get there:

- Collect, analyze and report on diversity data available from the Acorn Warehouse. (ST)

- Analyze and distribute the results of the 2019 EDI Workforce Diversity Census. (ST)
- Analyze and distribute the results of the Student Diversity Census which is currently being prepared by the Provost's office. (MT)
- Provide feedback on the draft University inclusion survey. Analyze the results once the survey has been administered and the results released. (MT)
- Assist departments to carry out surveys upon request. (ST/MT)

2. Information and Education

We aspire to: Provide education and training about EDI to all constituents in the Faculty of Science.

How we can get there:

- Work with the Faculty of Science Communications team to update the EDI webpage on the Faculty of Science website. (ST)
- Share additional EDI information to Faculty of Science constituents via a variety of other channels. (ST)
- Share information about Faculty of Science EDI initiatives elsewhere in the University. (ST)
- Support all student groups that foster EDI and engagement in Science. (MT)
- Provide EDI information to Faculty of Science executive members for their portfolios. (ST & MT)
- Provide advice and support to departmental EDI committees, department chairs, and other Faculty of Science constituents.

3. Accountability

We aspire to: Monitor EDI progress in the Faculty of Science and Faculty of Science departments.

How we can get there:

- Synthesize diversity data from the ACORN database and University of Alberta Diversity Census and the upcoming inclusion survey prepared by the Provost's office. (ST & MT)
- Department representatives on the Faculty of Science Engagement & EDI committee will liaise with departmental EDI committees/working groups and report on progress. (ST)
- Amend the FEC annual report to incorporate information about how faculty are learning about (eg. education, training) and implementing EDI principles. (MT)
- Explore additional opportunities to review EDI progress. (MT)

4. Academic and support staff

We aspire to: Ensure that policies and decision-making for hiring, promotion and tenure of academic^[2] and support staff are intentional about increasing diversity and inclusivity.

How we can get there:

- Develop equitable guidelines for hiring faculty and postdoctoral researchers. These guidelines will include links to EDI information and training required for hiring committees. (ST)
- Prepare a document outlining services available in Science and elsewhere at the U of A for candidates invited for an interview (MT).
- Ensure that departments have effective mentoring programs so that new academic staff have mentors through the probation period (MT).
- Identify criteria and guidelines being used in science departments for promotion and tenure; and provide equitable practice guidelines (MT).

5. Graduate and Undergraduate Students

We aspire to: Increase the diversity of undergraduate and graduate students so that women make up 50% of undergraduate and graduate students by 2023 and Indigenous students make up 5% of undergraduate and graduate students by 2023. We aspire to support the success of all of our graduate and undergraduate students.

How we can get there:

- Provide guidance to graduate student recruitment committees about recruiting to enhance diversity. (MT)
- Continue to support student groups that foster EDI and engagement in Science. (ST)

^[2] Academic staff include all staff covered by AASUA and postdoctoral researchers.

- Assist with the development of plans to increase recruitment and support for Indigenous undergraduate and graduate students. (MT)
- Identify and connect with other groups who can advise us about supporting undergraduate and graduate students in other underrepresented groups. (MT)
- Develop new programs and support existing programs designed to support undergraduate and graduate students from underrepresented groups (MT)

6. Safe places

We aspire to: Ensure all constituents in the Faculty of Science have safe places to go to obtain guidance and support if inclusion problems arise.

How we can get there:

- Inform all constituents in the Faculty of Science about existing safe places to go to report inclusion problems and obtain guidance and support. (ST)

7. Engagement

We aspire to: Ensure that all engagement activities in the Faculty of Science are conducted with an EDI lens.

How we can get there:

- Meet with the Faculty of Science Communications/Extension team to identify ways to enhance current engagement activities and extend activities for K-12 students from underrepresented groups. (ST)
- Continue to support organizations, groups, and programs that engage K-12 children and youth in Science with a focus on EDI. (ST)
- Provide advice/support to departments to incorporate EDI into their engagement activities (ST)

AGENDA ITEM #5.3

New Academic Staff Appointments

Department	Name	Rank	Hire Date
Chemistry	Joudan, Shira	Assistant Professor	Jan 1, 2023
Computing Science	Goebel, Randolph G	Professor 3	Jan 1, 2022
Computing Science	Tan, Xiaoqi	Assistant Professor	Jul 1, 2021
Computing Science	Choo, Euijin	Assistant Professor	April 1, 2022
Physics	Tuszynski, Jacek A	Professor 3	Jul 1, 2021
Physics	Boettcher, Igor	Assistant Professor	Feb 1, 2021
Physics	Bozorgnia, Nasim	Assistant Professor	Jul 1, 2022

AGENDA ITEM #5.4

Academic Staff Promotions and/or Tenure/Continuing Appointments Effective July 1, 2022

FULL NAME	DEPARTMENT	CURRENT RANK	NEW RANK EFFECTIVE JULY 1, 2022
Criscitiello, Alison	Earth & Atmospheric Sciences	FSO II	FSO III
DuFrane, Scott	Earth & Atmospheric Sciences	FSO II	FSO III
McNeilly, David	Mathematical & Statistical Sciences	FSO III	FSO IV
Ali, Karim	Computing Science	Assistant Professor	Associate Professor
Fernandez Munoz, Rodrigo	Physics	Assistant Professor	Associate Professor
Jensen, Britta	Earth & Atmospheric Sciences	Assistant Professor	Associate Professor
Lecumberri-Sanchez, Pilar	Earth & Atmospheric Sciences	Assistant Professor	Associate Professor
Macauley, Matthew	Chemistry	Assistant Professor	Associate Professor
Mathot, Kimberley	Biological Sciences	Assistant Professor	Associate Professor
Nadi, Sarah	Computing Science	Assistant Professor	Associate Professor
Spribille, Toby	Biological Sciences	Assistant Professor	Associate Professor
Alessi, Daniel	Earth & Atmospheric Sciences	Associate Professor	Professor
Barbosa, Denilson	Computing Science	Associate Professor	Professor
Favero, David	Mathematical & Statistical Sciences	Associate Professor	Professor
Hanna, Gabriel	Chemistry	Associate Professor	Professor
Kong, Linglong	Mathematical & Statistical Sciences	Associate Professor	Professor
Rosolowsky, Erik	Physics	Associate Professor	Professor
Wilson, Siobhan	Earth & Atmospheric Sciences	Associate Professor	Professor

AGENDA ITEM #5.5

Proposed Changes to BSc Degree Framework and BSc Academic Standing

[Executive Summary - Proposed Changes to BSc Degree Framework](#)

[Executive Summary - Proposed Changes to BSc Academic Standing](#)