



Promotion from Associate Professor to Professor Guidelines

Approved by the Department of Biology Standing Committee August, 2014

This document describes the nature and standard of activities expected of a Professor in Biology at UBCO. In combination with other resources, Associate Professors can use this document as a guideline for deciding whether and when to apply for promotion to Professor. Contributions that occurred after the previous promotion are weighed most heavily. For Professors, it is a guide to the continuing contributions expected by the Department. Note that: “promotion to Professor is not automatic nor based on years of service”.

Caveats:

1. Even if a candidate is of the opinion that he or she has met these expectations, there can be no guarantee that external reviewers, members of the Standing Committee, DACOPAT, the Senior Appointments Committee or the President of UBC will vote in favor of promotion. Every case is considered on its own merits and in its own context. These guidelines do not constitute a checklist.
2. While evaluation of a candidate for promotion is based on scholarly activity, teaching and service, it is important to understand that deficiencies in one area cannot be compensated for by achievement in another area. All three areas must be judged favorably for promotion.
3. Voting on promotion from Associate Professor to Professor will involve the members of the Elected Standing Committee of the Department of Biology who are not in conflict of interest.

Scholarly Activity:

The Collective Agreement states that promotion to Professor is reserved for those persons who “have met appropriate standards of excellence and have wide recognition in the field of their interest”. They will have demonstrated “sustained and productive scholarly activity [and] have attained distinction in their discipline”. Their “contributions (judged by the criteria set out in Article 4 of the Collective Agreement) are considered outstanding”.

The Department expects Professors to demonstrate leadership and have achieved international recognition in their field of scholarly activity. The quantity of publications, the quality of the venues in which the papers are published and the impact that the papers have on the discipline, are all important. Faculty members are also expected to show an ongoing record of competitive external funding sufficient to support research at the forefront of their fields. While the funding and publication record are the primary way that an international reputation is demonstrated, additional evidence of such a reputation should be evident.

Examples of evidence of scholarly activity at the level of a Professor:

1. **Leadership and distinction in one's field of scholarly activity:**
 - a. Invitations to:
 - 1) Present at prestigious Symposia or Conferences or University Departments
 - 2) Publish in prestigious issues of journals or to write a major review paper
 - 3) Review manuscripts, especially for high-profile journals
 - 4) Review grant proposals for funding competitions, including from other countries
 - 5) Serve as an editor of a journal or on its editorial board
 - 6) Provide input to policy or procedures in government or NGO's in their field
 - 7) Act as an external examiner for PhD students at other Universities
 - b. Ability to attract high quality students, post-doctoral fellows and visiting scholars to their research program
 - c. Being awarded or elected as a fellow of a major international society or organization
 - d. Receiving awards or prizes recognizing major contributions in the field
2. **Quality and impact of publications:** The impact of papers can be demonstrated in various ways, such as those listed below. Note that many measures of impact (e.g. h-index, impact factor) are dependent on the size of the field and the frequency at which journals publish. Therefore, metrics should be accompanied by context specific to a candidate's (sub) discipline. For example, journal rank or quartile impact factors in a disciplinary area can be useful as comparisons.
 - a. Impact factors or ranks of journals
 - b. Citation statistics for individual papers or for all of the applicant's papers
 - c. Comments on the applicant's papers in editorial material, Faculty of 1000, news sections of scientific journals, etc.
 - d. H index.
3. **Funding:** sustained, continuing, external funding sufficient to support an innovative research program should be demonstrated.

Teaching:

Professors demonstrate leadership and excellence in teaching over a sustained period of time. As per the Collective Agreement, promotion to Professor requires that "their contributions must be considered outstanding", and "they must demonstrate appropriate standards of excellence and high quality in teaching".

1. **Quality of Teaching:** Evaluation of teaching will be based on the effectiveness rather than the popularity of the instructor. Demonstration of high quality teaching effectiveness will include very positive peer reviews and TEQ scores maintained at or above the norms for the discipline, over an extended period of time.
2. **Demonstrated commitment to and leadership in the Department of Biology teaching program.** Evidence for this could include:
 - a. Curriculum development
 - b. New course development
 - c. Participation in a wide variety of courses
 - d. Course advising

3. **Graduate Students:** The Biology Department expects a Professor to maintain an ongoing research program that normally involves the training of a number of graduate students, including at the Ph.D. level.
4. **Directed Study and Honors Students:** Professors are expected to engage undergraduate students in directed study or honors projects.

Service:

The Department of Biology expects that Professors will have “participated significantly in academic and professional affairs” and will have shown “outstanding” involvement and leadership in service activities at the level of the Department, the Faculty, and the University. They must have demonstrated excellence of judgment, reliability and high standards of service. These activities could include chairing of university level committees, as well as serving on Senate or DACOPAT.

Service to one’s discipline is also expected. This could include serving on granting panels, editorships, leadership in societies, policy development, and interactions with non- university organizations i.e. NGO’s, etc.