
¹ C **Script indicates the statement of the criteria.**

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The APT Procedures require that Faculty criteria contain a recognition of the diversity of career paths which an individual member of the academic staff may choose to follow. The above statement is designed to recognize such diversity but is not limited to career paths which may be affected by childbirth and rearing alone. Each member of the academic staff who wishes to have the diversity of his or her career considered should be required to provide the Dean and the appropriate Committee with a specific account of his or her individual circumstances. The statement relating to administrative appointments is required by the APT Procedures.

INTERNATIONAL ACTIVITIES

The Committee shall, in assessing teaching, research and service, give consideration to the international character of activities.

One of the goals of the University Task Force on internationalization, as approved by the General Faculties Council (“GFC”), is that “... involvement in international activities be a recognized factor in Faculty performance assessment, and in the hiring of new Faculty members and senior University personnel.” The statement on international activities is included to meet this goal.

APT Section 4

APPOINTMENT

The Faculty may implement the “extraordinary procedures for expedited spousal hiring” in accordance with Article 4.8 of the APT Procedures. Pursuant to Article 4.8.11, these procedures shall be applied at the Faculty unit.

The Faculty of Law does not contain Departments or Programs and accordingly, the procedures can be applied only at the Faculty unit and may affect only the Faculty as a Destination Unit.

APT Section 5

TENURE

The granting of an appointment with tenure in the professorial ranks requires a determination that, given the applicant’s quality and pattern of career performance, there is a substantial probability that the applicant will be able to sustain a career as a productive researcher, effective teacher, and active contributor to the University of Calgary community. The criteria that will be used in making this determination are the Teaching, Research and

The Dean shall fulfil the role of the Head as set forth in Sections 5.6.1 to 5.6.21 of the APT Procedures. The Associate Dean shall chair the Academic Appointment Review Committee. Four academic appointees holding appointments with tenure, one of whom is from outside the Faculty, shall be elected to the Committee by Faculty Council. At least two of the nominees for the election shall be from outside the Faculty. Nominations for the academic appointees may come from the floor of Faculty Council. The student representative on the Committee will be selected by the Society of Law Students, and will be a voting member. One member shall be appointed by The University of Calgary Faculty Association (“TUCFA”) as a non-voting member.

The presence of the Chair, two of the academic appointees holding appointments with tenure (one of whom must be from outside the Faculty), one of the Dean’s appointees, the Dean (except where excluded by section 5.7.5.6 of the Procedures), the TUCFA appointee and members of both genders is required for a quorum.

The Dean shall solicit advice from other academic staff before completing a recommendation for tenure. Academic staff whose advice is to be sought include:

- (a) all full-time Law Faculty members;
- (b) tenured academic staff at the University of Calgary outside the Faculty when such persons have direct knowledge of the applicant’s academic work and who are on the list provided by the applicant; and
- (c) other tenured academic staff at the University of Calgary outside the Faculty when such persons have direct knowledge of the applicant’s academic work and with whom the Dean chooses to consult. The Dean shall provide the applicant with a list of all those whose advice was sought under this sub-paragraph.

The Dean shall solicit advice from the academic staff mentioned by providing them with the opportunity to provide written comments, and making available to them for at least two weeks the applicant’s curriculum vitae and relevant research / publication materials. The Dean shall maintain a confidential written record of any comments received. A fair summary of the advice received shall be included in the Dean’s assessment and discussed with the applicant.

In selecting referees, the Committee Chair shall choose at least one referee from the list of external referees supplied by the applicant. In addition, the Committee Chair shall consult with the Dean, and shall choose at least two referees from a list of proposed referees containing at least three names supplied by the Dean. The Committee Chair may choose up to two additional referees that are not on either the applicant’s list or the Dean’s list.

The process for establishing the composition of the Faculty Promotions Committee is as follows, pursuant to determination by Faculty Council and subject to the approval of the Vice-President (Academic). The number of voting members on the Committee (excluding the Chair) shall be four. The Committee shall include one student, elected by the Faculty of Law Society of Law Students, who is a voting member. The election of the remaining voting members from Law Faculty members shall draw on the breadth of experience in the Faculty. At least one of the Faculty members is not to be a full Professor. The Faculty members shall be elected by a vote of Law Faculty members at a Faculty Council meeting. One Faculty member shall be elected as an Alternate. There shall be one non-voting member appointed by TUCFA. The voting members of the Committee shall include both genders.

Law Faculty voting members of the Committee shall elect one of their number to be Chair. The quorum for the Committee is a majority of voting members, excluding the Chair. The TUCFA representative is to be present at all meetings of the Committee.

Biennial Assessment

The Dean shall carry out the biennial assessment of Faculty members in accordance with the p

- the number and character of assignments and other forms of evaluation used by the member of the academic staff;
- the number of students enrolled in courses taught by the member of the academic staff;
- whether a course is being taught for the first time by the member of the academic staff;
- the fact that instructor evaluations may be affected by the subject matter of the course; and
- the fact that evaluations of upper year courses may be affected by student concerns about lack of choice as a result of a course being compulsory.

Evidence to measure the above factors may include course syllabuses, course assignments, examinations, skills exercises and other course materials submitted by the member of the academic staff.

The informed written opinion of colleagues may be considered in assessing teaching performance provided that such written opinion is made available to the member of the academic staff by the Dean.

Student evaluations shall be considered in assessing the teaching performance of a member of the academic staff.

Classroom visitations by the Dean or members of the Faculty Promotions Committee or the Academic Appointment Review Committee may constitute relevant evidence of teaching performance.

Any documentary material submitted by the member of the academic staff may be considered. The weight to be given to such material shall be determined by the Dean and the Faculty Promotions Committee or the Academic Appointment Review Committee, as the case may be.

It is our belief that the criteria should be open ended to encourage creativity and innovation in the classroom and to encourage members of the academic staff to communicate these efforts to the Dean and our colleagues.

RESEARCH CRITERIA

The controlling factor for the assessment of research engaged in by a member of the academic staff shall be the quality of the research. Factors relevant to the quality of the research shall include whether the research has been published, whether the research has been subject to peer review prior to publication, whether the research has been presented

to an academic or professional body and whether such research has been commented upon or reviewed by legal academics or members of the profession. "Publication" includes forms of research published on the world wide web.

The Dean and the Faculty Promotions Committee or the Academic Appointment Review Committee may consider the following as forms of research in the Faculty of Law:

- published law texts, treatises and casebooks (including revisions);
- sections of law texts, treatises and casebooks including legal encyclopedias;
- articles in periodicals, journals, reviews and newsletters, both legal and non-legal, provided that articles in non-legal publications have a legal focus;
- case notes, annotations and book reviews;
- research papers and reports for law reform bodies, governmental and non-governmental bodies and agencies and professional bodies and agencies;
- research papers distributed to academic and professional audiences (at or after conferences, seminars, workshops and similar meetings);
- research presentations to academic and professional audiences (at conferences, seminars, workshops and similar meetings);
- editorial work on scholarly texts and journals;
- unpublished casebooks and teaching materials used in a course taught by the member of the academic staff;
- audio, visual and computerized productions designed to add to the knowledge of the law and its functioning.

Another factor that may be taken into account is whether a member of the academic staff has developed and implemented a personal research agenda, including applications for funding.

We have tried to make the specific kinds of research which may be considered as comprehensive as possible. However, the emphasis is on quality. We have also tried to expand the traditional notion of "peer review" to include all forms of critical review which our research may be subjected to.

SERVICE CRITERIA

Service activity is a significant responsibility of each member of the academic staff.

- **service on other Faculties and at the University level; and**
- **service to the legal profession, the academic community and service to the broader community.**

Service activity to the legal, academic and broader communities must be characterized as a significant contribution of high quality, recognized and acknowledged within the legal or academic profession and that enhances the reputation of the individual, the Faculty and the University.

Sources of evidence which may be considered in assessing contributions to the profession include:

- **course materials developed and used in professional training and education;**
- **performance in professional programmes provided that such programmes are evaluated by the participants in the programme (such evaluation may be formal or informal);**
- **the informed opinions of leaders with the judiciary, the legal profession and of academic colleagues;**
- **published reviews of service materials;**
- **the invitation to submit work to, or present it in a professional publication or forum.**

Sources of evidence which may be considered in assessing contributions to the general community include:

- **teaching courses to members of other professions;**
- **involvement in community legal education programmes;**
- **papers presented to colloquia, symposia, seminars and conferences organized by public, community and private bodies and groups;**
- **the written opinions of informed colleagues both within and outside the University;**
- **published reviews of work completed by the member of the academic staff;**
- **the opinions of those who have reviewed or used the materials; and**
- **the invitation to submit work to, or present it in a learned publication, academic forum or other reform body.**

Leaves and Sabbaticals

The assessment criteria in these guidelines apply to a member of the academic staff on sabbatical fellowship leave subject only to the modification of the criteria related to teaching and service to reflect the terms of the sabbatical fellowship leave.

Appeals to FPC

Appeals to the FPC must be filed with the FPC Chair on or before September 23.

FPC Deliberations

The FPC shall meet during October to consider promotion and merit increment recommendations.

Appeals to GPC

Appeals to GPC, with appropriate documentation, shall be filed with the GPC Chair in accordance with timelines established by the GPC.

Review of Non-Tenured Faculty

In academic years in which FPC review is not carried out, the Dean shall, by September 1, provide written comments on performance and career progress to non-tenured Faculty members. The Dean shall, on or before September 15, meet with non-tenured Faculty members to discuss the written comments. Any matter concerning the written comments may be appealed to the FPC (see “Appeals to FPC” above).

