

**Thompson Rivers University  
Culinary Arts/Retail Meat Processing Departments  
School of Tourism  
General and Specific Criteria and Guidelines for Tenure and Promotion**

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## **Guidelines and Criteria for Promotion and Tenure**

### **Purpose:**

The purpose of this document is to establish criteria, regulations and guidelines for promotion of tenure track vocational and applied technology program faculty in both bipartite and tripartite appointments. Achieving tenure and promotion through the ranks is based on incremental, accumulative and progressive growth of faculty members in their teaching and service and, if applicable, scholarly work. To merit tenure or promotion, faculty members must be prepared to have their performance assessed against increasing expectations for effectiveness in teaching or professional roles, recognized and appropriate research, scholarly and creative work (for tripartite faculty), contributions to service within the university community in support of social functions and governance, as well as to the profession on a local, national and international stage.

The guidelines presented here are specific standards to the Culinary Arts (CA) and Retail Meat Processing(RMP) Departments. All standards and expectations shall be guided by university policies and Collective Agreement provisions.

### **Introduction:**

The strength of culinary programs is in part, a reflection of the quality and expertise of the faculty responsible for the delivery of those programs. The professional development of that faculty is an ongoing process and in keeping with the role and mission of the institution, primarily instruction, supplemented with timely upgrade in both teaching and technical skills, public and institutional service and where applicable, research and scholarly activity. In the Culinary Arts discipline research and development in support of the needs of the industry must be major factors in faculty development.

The performance of a faculty member shall show increasing competence and excellence to warrant promotion. The process should reflect technical or instructional skill upon entry. The ranks of Lecturer, Senior Lecturer and Principal Lecturer are indicative of particular excellence in both teaching and technical competency. All faculty must be willing to play an active role in the program and provide assistance in the professional development process of new faculty.

Service takes many forms within CA and RMP such as coaching students in culinary competitions, involvement in community projects, mentoring past students with career decisions, and demonstrating culinary expertise to the public and University at large.

Within the two departments, the faculty currently predominantly work in bipartite appointments. In the future, the CA and RMP programs could potentially include a research dimension, and individual faculty members can then choose to engage in scholarly work in a tripartite appointment. Primarily the difference is within the

qualification and ranking designation and whether the faculty member chooses to become involved in research and development and subsequent dissemination of his/her work.

The process of applying for Promotion and Tenure are prescribed by the Collective Agreement (for relevant Articles see table in Appendix).

The assessment of a member's application for Promotion and Tenure will be based on categories 1 to 3 for bipartite and 1 to 4 for the tripartite as follows:

1. Qualifications and Experience
2. Teaching
3. Service
4. Scholarship

### **Weighting**

Applicants for tenure and promotion may suggest weightings of their relevant categories to be used in evaluating their applications within the parameters of the weightings articulated in this document. Applicants must inform the divisional Promotion and Tenure committee of the suggested weighting at the beginning of the adjudication process. The divisional Promotion and Tenure committee must recognize that the balance between teaching and service for bipartite applicants, and the balance among teaching, research/scholarship/creative activity and service for tripartite applicants may differ based on individual circumstances and may vary over an individual's career. These weightings represent the balance among the evidence presented and do not necessarily reflect the applicant's workload.

The relative weighting of evidence for purposes of promotion should take into account the appointment type of the applicant, bipartite or tripartite. Normally, bipartite faculty applications will be evaluated primarily on their core responsibility, teaching and to a lesser degree on service. Normally, tripartite faculty applications will be evaluated primarily on their core responsibilities of teaching as well as research/scholarship/creative activity — with approximately the same weight given to both areas —, and to a lesser degree on service.

However, extraordinary contributions in research/scholarship/creative activity, teaching/ or service may compensate for lesser achievement in one of the areas of core responsibility, as long as there has been a satisfactory level of contribution in all areas of responsibility.

### ***Weighting Criteria***

Tripartite:

Extraordinary contributions in either

- (a) teaching,
- (b) research, scholarly, or creative activity, or
- (c) service

may compensate for a lesser involvement in another area, provided that there has been a satisfactory level of contribution in all areas.

Bipartite:

Extraordinary contributions in either

(a) teaching, or

(b) service

may compensate for a lesser involvement in the other area, provided that there has been a satisfactory level of contribution in both areas.

The weighting of these categories could vary and could require some flexibility. The main emphasis for bipartite faculty should be placed on teaching. For tripartite faculty the emphasis should be normally placed equally on teaching and scholarship.

- 1 Teaching
2. Service
3. Scholarship – see academic guidelines for Tripartite faculty

## **II. Appointment Criteria for Tripartite Faculty**

The normal criterion for appointment is the trade specific Journeyperson Qualifications as well as the National accreditation known as the Interprovincial Red Seal with an additional (5) years experience in that Trade as a Journeyperson. Journeyman Meat Cutter, Meat Manager, Certified Working Chef, Chef De Cuisine or Certified Master Chef qualifications could be equivalent. In addition, to be eligible for a tripartite appointment a candidate must provide evidence of culinary research and development work and/or publications of culinary scholarship.

All faculty must complete the Provincial Instructors Diploma Program or give evidence of an equivalent teaching program certificate within the Tenured Track time requirements. The criteria for promotion to each rank may require additional Trades specific qualifications or dual Trade Qualifications with experience related to the Trade. Examples could include; Cook to Baker or Meat cutter to Cook. This list is only a small sample. Teaching and responsibilities can vary for each discipline.

Evidence must indicate that the candidate show evidence of potential for effective teaching. This evidence may include data obtained from previous teaching experience (e.g., student teaching evaluations) or from a demonstration of teaching ability.

The CA and RMP Department Faculty place a high value on the individuals' qualifications, varied experience and the ability to relay that knowledge in both a classroom and lab environment. Due to rapidly changing technology and techniques in both CA (Culinary Arts) and RMP (Retail Meat Processing), professional development and updating of skills knowledge and curriculum is essential.

A candidate's work experience, academic education and/or publication record show potential for successful engagement in scholarly activity.

## **III. Appointment Criteria for Bipartite Faculty**

### **Technical Qualifications and Experience**

The most common thread of qualification for all disciplines is the trade specific Journeyperson Qualifications as well as the National accreditation known as the Interprovincial Red Seal with an additional (5) years experience in that Trade as a Journeyperson. . Journeyman Meat Cutter, Meat Manager, Certified Working Chef, Chef De Cuisine or Certified Master Chef qualifications could be equivalent.

All faculty must complete the Provincial Instructors Diploma Program or give evidence of an equivalent teaching program certificate within the Tenured Track time requirements. The criteria for promotion to each rank may require additional Trades specific qualifications or dual Trade Qualifications with experience related to the Trade. Examples could include; Cook to Baker or Meat cutter to Cook. This list is only a small sample. Teaching and responsibilities can vary for each discipline.

The Culinary Arts Department Faculty place a high value on the individuals' qualifications, varied experience and the ability to relay that knowledge in both a classroom and lab environment. Due to rapidly changing technology and techniques in both CA (Culinary Arts) and RMP (Retail Meat Processing), professional development and updating of skills knowledge and curriculum is essential.

#### **IV. Guidelines for Criteria for Tenure and Promotion**

##### **a. General Tenure and Promotion Criteria for Tripartite Faculty**

###### **1. Tenure as Assistant Professor**

###### **Teaching**

- Documents history of satisfactory teaching, proven competency in the classroom and consistently positive student evaluations
- Develop and disseminate effective teaching methods which may include instructional activities which demonstrate critical thinking and knowledge of the field

###### **Service**

- Demonstrates commitment to service, including participation in department governance, and contributions to the university.

###### **Scholarship**

- Engages in, and disseminates, research appropriate to the area of expertise (i.e. data collection, interdepartmental collaboration, peer-review publication)
- Attends and participates in interdisciplinary research activities and/or committees at the regional or provincial level

###### **2. Associate Professor**

A candidate should normally have five (5) years' experience as an assistant professor. A record of expanding sphere of influence and incremental growth in teaching, scholarship and service at the national level is required.

###### **Teaching**

- Documents a history of teaching that exceeds the performance standard of the Assistant Professor rank, proven competency in the classroom and continuous positive student evaluations
- Teaches Cook I and Cook II
- Provides evidence that colleagues recognize and seek out the expertise of this individual
- Serves as a resource for other faculty and students regarding research opportunities
- Demonstrates leadership in course and curriculum development activities
- Serves as a role model in academic advising, education planning, vocational/career counselling on an individual or group basis
- Demonstrates leadership in designing and developing and/or evaluating materials to enhance the learning process (e.g. research projects, field related community issues, etc.)
- Initiates course development appropriate to area of expertise and student body

- Demonstrates continuous professional growth through individual professional development activities
- Engages in Provincial and National assessments and program development

### **Service**

Evidence of consistent contribution to the university, discipline and/or profession. Service should include:

- Participation in departmental committees, such as health and safety committee, tourism council, appointments committee, peer review committee
- Evidence of leadership roles in the department such as coordinator or chair
- Service to the university, including participation on campus-wide committees such as joint health and safety, promotion and tenure, dean's selection committee
- Active participation in all dining room and/or meat store operations

### **Scholarship**

Details of scholarship criteria will be articulated at a later stage.

## **3. Professor**

A candidate should normally have five (5) years experience as an associate professor.

A rank of professor is reserved for those, who in the opinion of colleagues, within the University and beyond, are outstanding in their discipline.

Appointment or promotion to this highest rank requires documented evidence of outstanding teaching and service and consistent accomplishment in scholarly activity. The candidate's reputation must be at both the national and international levels. The candidate's established record must exceed that required for promotion to Associate Professor.

Candidates for this rank should show evidence of significant educational upgrading to an additional qualification relevant to the discipline. Examples of additional significant qualifications are listed below:

- A second Trade Qualification
- A Masters Degree
- A Bachelors Degree
- A Culinary Arts Diploma
- A Chef de Cuisine Certification

### **Teaching**

- Receives regular positive evaluations on teaching activities
- Requested by agencies and individuals outside the University Campus as a visiting lecturer or as a consultant in curriculum or program development



- Functions as an evaluator for other teaching agencies
- Serves as a leader in areas such as content, curriculum development, evaluation, program and research activities
- Uses teaching innovations, media, or testing materials
- Widely recognized for expertise in discipline area
- Enjoys national and, preferably, international reputation for communication of knowledge and expanded impact within the discipline
- Must demonstrate sustained excellence, currency and relevance and must show demonstrable impact of teaching practices on the national and international level

### **Service**

Evidence of consistent contribution to the university, discipline and/or profession is required. Service should include:

- Participation in departmental committees, such as health and safety committee, tourism council, appointments committee, peer review committee
- Consistent contribution at the departmental level should include leadership roles, such as coordinator or chair
- Service to the university, including participation and leadership positions on campus-wide committees such as joint health and safety, promotion and tenure, dean's selection committee
- Active participation and coordination/leadership in all dining room operations
- Membership, active participation, and leadership roles in relevant professional associations, such as Canadian Federation of Chefs and Cooks, Canadian Professional Meat Cutters Association as well as World Association of Cooks

### **Scholarship**

Details of scholarship criteria will be articulated at a later stage.

**C. Basis of Evaluation for Bipartite Faculty**

**D. General Tenure and Promotion Criteria for Bipartite Faculty**

**1. Tenure as Lecturer:**

**Teaching Responsibilities**

The following activities are representative of successful performance as a Lecturer. The candidate will demonstrate an expanding sphere of influence and incremental growth of professional skills development and updating. The list is not exhaustive nor is it expected that faculty will accomplish all items. The quality and quantity of accomplishments is expected to increase with time in rank to the regional/provincial level. The list is only an illustrative sample and not a set of criteria.

Due to rapidly changing technology and techniques in both CA and RMP, professional development and updating of skills knowledge and curriculum is essential.

**Teaching**

- Proven competency in the classroom and/or lab and a promise of continued competence in teaching
- Develops effective teaching methods
- Uses instructional activities which demonstrate critical thinking and knowledge of the field
- Receives regular positive student evaluations
- Participates in course development appropriate to the area of expertise
- Designs and develops and/or evaluates materials to enhance the teaching process (manuals, workshop labs, quizzes, exams, etc.)
- Develops teaching aids
- Attends and participates in Articulation Committee meetings
- Participates in provincially recognized committee relevant to education/discipline (e.g. Society of Vocational Instructors, Canadian Federation of Chefs and Cooks., Canadian Professional Meat Cutters Assoc)

**Service**

Demonstrates commitment to service, including participation in department governance, and contributions to the university

## **Application for Promotion to:**

### **Senior Lecturer:**

#### **Teaching Roles and Responsibilities**

The following activities are representative of successful performance worthy of promotion to the rank of Senior Lecturer. The candidate will demonstrate exceeding the required performance standards expected at the Lecturer rank.

Appointment or promotion to this rank requires documented evidence of consistent accomplishment in teaching and service. The candidate's reputation must be at the regional and national level. The candidate's established record must exceed that required at the rank of Lecturer.

Normally (5) years documented full time successful teaching as a Tenured Lecturer is required

The list below is only an illustrative sample and not a set of criteria; in addition, the list is not exhaustive nor is it expected that faculty will accomplish all items.

- Receives positive student evaluations
- Teaches Cook I and Cook II
- Receives recognition by colleagues who seek out the expertise of this individual
- Serves as a resource for other faculty in advising students
- Demonstrates effective levels of critical thinking and contributes knowledge to the field
- Demonstrates leadership in course and curriculum development activities
- Serves as a role model in academic advising, education planning, vocational/career counselling on an individual or group basis
- Demonstrates leadership in designing and developing and/or evaluating materials to enhance the teacher process (e.g. manuals, worksheets, labs, quizzes, exams etc.)
- Initiates course development appropriate to area of expertise and student body
- Engages in updating of curriculum
- Demonstrates continuous professional growth through individual professional development activities to achieve updating of skills knowledge
- Participates in Provincial and National assessments and program development

#### **Service**

Evidence of consistent contribution to the university, discipline and/or profession. Service should include:

- Participation in departmental committees, such as health and safety committee, tourism council, appointments committee, peer review committee
- Evidence of leadership roles in the department such as coordinator or chair

- Service to the University, including participation on campus-wide committees such as joint health and safety, promotion and tenure, dean's selection committee
- Active participation in a leadership role in all dining room and/or meat store operations
- Service to profession

## **Application for Promotion to:**

### **Principal Lecturer**

#### **Teaching Roles and Responsibilities**

The following activities are representative of outstanding performance worthy of promotion to the rank of Principal Lecturer. Normally (5) years documented full time successful teaching as a Senior Lecturer is required.

A rank of Principal Lecturer is reserved for those, who in the opinion of colleagues, within the University and beyond, are outstanding in their discipline.

Appointment or promotion to this highest rank requires documented evidence of outstanding teaching and service. The candidate's reputation must be at both the national and international levels. The candidate's established record must exceed that required for promotion to Senior Lecturer.

Candidates for this rank should show evidence of significant educational upgrading to an additional qualification relevant to the discipline. Examples of additional significant qualifications are listed below;

- A Relevant Bachelors Degree
- Master Pastry Certification
- Chef de Cuisine Certification

The quality and quantity of accomplishments is expected to be at the national and international levels. Documented evidence of expanding sphere of professional influence and updating of skills knowledge and curriculum is essential.

The list below is only an illustrative sample and not a set of criteria; in addition, the list is not exhaustive nor is it expected that faculty will accomplish all items.

- Regularly receives positive evaluations on teaching activities Receives requests by agencies and individuals outside the University Campus as a visiting lecturer or as a consultant in curriculum or program development
- Functions as an evaluator for other teaching agencies
- Serves as a leader in areas such as content, curriculum development, program planning and evaluation.
- Develops teaching innovations, media, or testing materials that are widely used
- Receives broad recognition for expertise in discipline area
- Enjoys National and International reputation for outstanding communication of knowledge and expanded impact of teaching practices within the discipline

**Service**

Evidence of consistent contribution to the university, discipline and/or profession is required. Service should include:

- Participation in departmental committees, such as health and safety committee, tourism council, appointments committee, peer review committee
- Consistent contribution at the departmental level should include leadership roles, such as coordinator or chair
- Service to the university, including participation and leadership positions on campus-wide committees such as joint health and safety, promotion and tenure, dean's selection committee
- Active participation and coordination/leadership in all dining room operations
- Membership, active participation, and leadership roles in relevant professional associations, such as Canadian Federation of Chefs and Cooks, Canadian Professional Meat Cutters Association as well as World Association of Cooks

## APPENDIX

### Collective Agreement Articles Relevant to Tenure and Promotion

<b>Article 5 — Appointment of Members</b>	
5.1.1	Ranks — Tripartite appointments
5.1.2	Ranks — Bipartite appointments
5.2.1	Tenure-Track Appointment
5.2.3.1	Tenured Appointment
5.2.3.2	Change in Status from Bipartite or Tripartite Appointment for a Tenured Member
<b>Article 6 — Tenure and Promotion of Members</b>	
6.1	Preamble
6.2	Progression to Promotion
6.3	Progression to Tenure
6.4	Procedures of the Division, Faculty or School Promotion and Tenure
6.5	Committee
6.6	Procedures of the University Council Promotion and Tenure Committee
6.6.8	Action Subsequent to Voting
6.7	Timeline for Tenure and Promotion Process
6.8	Annual Report for Decisions on Tenure and Promotion
6.9	University Appeals Committee
6.10	University Appeals Committee Procedures
6.10.5	Criteria for Academic Designation, Tenure and Promotion
6.10.5.1	Definitions of Categories
6.10.5.2	Teaching
6.10.5.3	Professional Roles
6.10.5.4	Scholarship
6.10.6	Service
6.10.7	Granting of Tenure
6.10.7.1	Academic Designation
6.10.7.2	Assistant Professor/Lecturer
6.10.7.3	Associate Professor/Senior Lecturer
Appendix 1	Professor/Principal Lecturer List of activities to demonstrate required level of competence in teaching
<b>Article 10 — Workload</b>	
10.2	Academic Duties and Responsibilities
<b>LoU #20 — Lab Faculty Appointment and Promotion Joint Committee</b>	
<b>LoU #23 — Transitional Issues</b>	
2.	Tenure
3.	Rank and Promotion