Candidates Seeking Tenure and/or Promotion

Submit materials required for Peer Review to Faculty Office.

Meet with Dean one-on-one or in a workshop setting prior to submission of materials, around May or June.

Lecturers, Assistant Professors, Associate Professors are eligible to apply for promotion to the next Rank after a minimum of 3 years at their current Rank at OCAD U. Candidates must submit an application in writing by October 1.

Probationary faculty applying for Tenure status and promotion of Rank (if warranted). Candidates must submit an application in writing by October 1.

Materials will be reviewed by the “Peer Review Committee”.

The Peer Review Committee consists of the following:
- Dean of Faculty or designate
- Associate Dean of Faculty or designate
- 2 faculty members (must be of equal or, where possible, higher Rank than the candidate)
- Up to 1 additional faculty member (for diversity and/or specific expertise)

In cases of Tenure and of Promotion of Rank to Full Professor, the chair of the Faculty Peer Review Committee selects five mutually-agreed upon referees.

The Peer Review meeting is held
- The Dean of Faculty (or designate) generates a report

The report generated as a result of the Peer Review shall be communicated to the candidate, which includes an overall assessment of their strengths and/or recommendations for improvement.

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Post Peer Review
In cases of Promotion of Rank, the candidate may choose to withdraw their application at this stage and may re-apply after a minimum of 2 years.

A faculty member who disagrees with a Peer Review decision has recourse to the Peer Review Appeal process (as outlined in Article 24.5).

The Faculty Peer Review Committee submits its recommendations to the University Peer Review Committee, which consists of the following:
- Vice-President, Academic (Chair)
- The Chair of Senate
- A faculty member of Senate (normally holding the rank of Full Professor).

The recommendations of the University Peer Review Committee shall then be subject to approval by the President and the Board of Governors.

A faculty member who disagrees with the President and the Board of Governors decision has recourse to the Peer Review Appeal process (as outlined in Article 24.5).

The outcome of the President and the Board of Governors review shall be discussed in a meeting between the candidate and Chair.

1. Application for Tenure and/or Promotion Form
2. Cover Letter
3. Curriculum Vitae
4. Statement of Professional Practice, Research, and/or Research/Creation
5. Digital portfolio of creative work and/or publications
6. Statement of Teaching Philosophy
7. Syllabi and/or Course Outlines
8. Evidence of teaching effectiveness, such as sample assignments, student feedback, course evaluations, etc. Classroom visits may be conducted at the request of the faculty member under review.
9. Grant Applications if applicable
10. Performance Reviews
11. Annual Reports
12. Additional materials relating to the review period submitted by the faculty member and/or the Chair of the Peer Review Committee. Only materials which have been brought to the attention of the faculty member under review will be considered, including published course evaluations and written communication on file.
13. In cases of Tenure and of Promotion of Rank to Full professor, the Chair of the Faculty Peer Review Committee shall, in consultation with the candidate, determine the names of five mutually-agreed upon referees external to the university, of whom three shall be selected by the Chair, to comment on the candidate's contributions in the area of professional practice/research. Solicited or unsolicited letters of support (e.g., from students, faculty and externals) will not be considered; nor will anecdotal evidence be considered.