Review Process Preparatory Exercise
Qualified Rank Faculty

As a candidate for reappointment or promotion, you are faced with the challenge of assembling a dossier that captures your body of work and presents a persuasive case to reviewers. This challenge is also an opportunity for you to represent and reinforce—both for yourself and for your reviewers—why it is you do what you do, your key contributions to your institution and profession, and how the trajectory of your work over time aligns with the standards for your review.

Based on our conversations with a number of candidates who have gone through this process in the past few years, we recommend you spend time completing the following exercise before you assemble your dossier materials.

- Familiarize yourself with Article 14 of the Collective Bargaining Agreement.
- Familiarize yourself with your unit’s policy on reappointment, tenure, and promotion.
- Sit down with a copy of your CV and a copy of your unit policy and highlight the applicable language to your case. Be attentive to both quantitative and qualitative standards and framing language.
- Go through your CV and highlight key accomplishments that align with both the qualitative and the quantitative standards.
- Formulate bullet-style notes that provide key evidence for the argument that your body of work over the review period meets your unit’s standards in the areas of teaching and service. Again, be attentive to both qualitative and quantitative standards. (Note: For those QRF colleagues with an active research/creative agenda, this is your opportunity to frame how this work connects to your performance in teaching, teaching-related, and/or service activities).

This exercise is not compulsory and your bullets and notes need not submitted to anyone. This exercise will help you make a broader policy-grounded case for reappointment/promotion which frames your teaching and service narratives and your record of accomplishments within your unit’s standards for review. You may also find that this activity builds a productive basis for an ongoing dialogue with your unit head, a mentor, and/or associate dean about your role in the professional life of your unit and university.

Too often, we have found, candidates feel like they have little control over the review process. This is not so. As a candidate you are empowered to make the most compelling argument possible to support your case. Taking the time to complete this exercise will empower you to do just that.