Applicant’s Name:

Faculty/College/School/Unit:

**THIS FORM IS ONLY FOR THE USE OF THOSE IN THE PROFESSORIAL RANKS (Lecturer, Assistant, Associate, Professor) APPLYING FOR PROMOTION**

If you are applying for tenure and promotion in the same academic year, use the Application for Tenure & Promotion form.   
If you are applying for tenure, use the Application for Tenure form.

**IMPORTANT:**

In order to allow you to cut and paste from other documents, this document is not formatted as a form. Please take care not to delete or change the existing content of this document as you complete the application. **Please note that the document will expand to accommodate the text you wish to add to any section of the form. You are not limited to the space that has been provided in each of the categories of this form.**

The **Applicant** for promotion completes **Part A** of this form and submits it to the Dean/Director, together with the **supporting material** (teaching and service dossiers) described in Part A. After initiating the appropriate proceedings, the Dean/Director forwards all material to the Chair of the Promotion Committee.

The **Chair of the Promotion Committee** completes **Part B** of this form and submits Parts A and B to the Dean/Director, together with the supporting material described in Part B.

In departmentalized units, the **Department Head** completes **Part C** of this form and submits it to the Dean/Director.

In *non-departmentalized colleges*, the **College Dean** completes **Part C** of this form and submits it to the Dean/Director.

In ***departmentalized* colleges**, the College Dean provides input for Part D (Dean/Director’s Recommendation) but does not submit a separate Part D.

The **Dean/Director** completes **Part D** of this form and submits all parts (the completed Parts A, B, C, and D) to the Provost and Vice-President (Academic).

**Deadlines and Effective Dates**

*For University of Manitoba Faculty Association (UMFA) members:*

* The Applicant must submit the application and supporting material to the Dean/Director by the deadline established in the unit. **Promotion proceedings normally commence by September 15**.
* The Dean/Director must submit the application and supporting material to the Provost and Vice-President (Academic) by the third Monday of January.
* Regardless of the date the promotion is approved by the Board of Governors, the actual promotion takes effect March 30 of the year following the year in which the Applicant submitted the application to the Dean/Director.
* In exceptional circumstances, the University may consider applications for promotion at other times during the year when it deems it to be appropriate.

*For all other academics: (e.g. Academic Administrators, GFTs, nil-salaried appointees)*

* The Applicant must submit the application and supporting material to the Dean/Director by the deadline established in the unit.
* The Dean/Director must submit the application and supporting material to the Provost and Vice-President (Academic) by the third Monday of January.
* Regardless of the date the promotion is approved by the Board of Governors, the actual promotion takes effect March 30 of the year following the year in which the Applicant submitted the application to the Dean/Director.

# **Part A - Application (to be completed by the Applicant)**

**INSTRUCTIONS FOR COMPLETING PART A:**

The Applicant for promotion completes this part and submits the completed form to the Dean/Director, together with: a) a full curriculum vitae and b) copies of other material in support of the application (such as research, teaching and service dossiers) as required by the procedures of the Faculty, College, School or Unit.

The information required in Part A is tied to the **time in your current rank ONLY** (this can include time in your current rank at another university). Please **DO NOT** include any information beyond this timeframe. For example, if you are applying for promotion from Associate Professor to Professor, include only accomplishments during your time as an Associate Professor.

The curriculum vitae cannot substitute for Part A.

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| --- |
| **NOTE:** The University supports and promotes the employment of persons who may be temporarily or permanently disabled by one or more barriers in the workplace. The University also recognizes that accommodations provided for a particular employee, if any, may not fully address the barriers that disable the employee. If you believe that a workplace barrier has impacted your teaching and/or service accomplishments, please discuss in the appropriate section(s) later in this application.  IMPACT OF COVID: If you wish to address the ways in which your teaching and/or service have been impacted by COVID, please include the information you wish the Promotion Committee to be aware of in the appropriate section(s) later in this application. |

1. **Position Information**

Current Rank:

Year Current Rank was Achieved:

New Academic Rank:

Faculty or Unit:

Department/Section (if applicable):

|  |  |  |
| --- | --- | --- |
| Primary Appointment is (select one only): | UMFA | Senior Academic Administrator\* |

\* Per University Policy: *Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit*

1. **Employee Information**

**Note:** Enter your legal name (as given on your Social Insurance card). If the name you normally use is not your legal first name, also enter ‘Name Normally Used’.

Salutation (i.e. Dr., Prof.):

First Name:

Name Normally Used:

Middle Name(s):

Surname:

UM Employee Number:

1. **Academic Information**
2. **Field(s) in which you are a specialist** (please list as key words/phrases only):
3. **Post-secondary education** (include degrees and diplomas, and where and when obtained):
4. **Dissertation Title** (include the degree granting institution and the year in which the dissertation was defended):
5. **Positions held** (include dates and employers):
6. **Members in professional societies** (include dates and offices held):
7. **Assignment of Duties:**  
   Indicate the percentage of time assigned to each of teaching and service:
   * Teaching
   * Service
8. **State of How Promotion Criteria Have Been Met:**

For each of the areas in which duties are assigned (i.e., teaching; research, scholarly work & other creative activities; and service), please provide a summary highlighting how you have met the criteria as stated in the University of Manitoba-UMFA Collective Agreement and your Faculty’s/School’s Tenure Guidelines. **Do not exceed one page.**

1. **Teaching**
2. **Research, Scholarly Work & Other Creative Activities:**
3. **Service**
4. **Teaching Activities**
5. **Courses (University of Manitoba):**

List all credit courses that you have taught since your last promotion at the University of Manitoba, with the year(s) taught in brackets following the course title and number. **Do not list the same course more than once.**

1. Undergraduate Courses
2. Graduate Courses
3. **Courses at another university:**

If you have held a full-time appointment **at your current rank** at another university for at least one year prior to your appointment at the University of Manitoba, please list the courses taught elsewhere, with the year(s) taught in brackets following the course title and number. List no more than five years of such teaching.

1. Undergraduate Courses
2. Graduate Courses
3. **Course Coordination:**

List the courses (and the years) you have coordinated courses during the time period under consideration.

1. **University-Sponsored Certificate or Non-Credit Courses:**

List certificate or non-credit courses you have taught during your time in rank at the University of Manitoba and the years taught.

1. **Teaching Innovations:**

e.g., new courses developed, innovations introduced into teaching, contributions to the scholarship of teaching and learning.

1. **Graduate Students:**
2. **Supervision:**

List the graduate students whose theses you have supervised, including the program and, if applicable, the year of completion.

1. **Committee Membership:**

List the graduate students on whose thesis committees you have served, including your role (committee member, internal examiner, or external examiner), the program, and if applicable, the year of completion.

1. **Research, Scholarly Work & Other Creative Activities**
2. **Grants Received for Research, Scholarly Work, and Creative Activities:**

List all grants awarded including those for commissions, exhibitions, and concerts. Include the following information on each grant by year:

* Title of the project or grant
* Names of all investigators on the research project or grant
* Your role – principal investigator, co-investigator, collaborator, or other (please specify)
* Year(s) over which the grant was awarded
* Name of the agency that provided the award
* Sum awarded

1. **Research Mentorship:**

Provide names of students/trainees **not listed** above under “Graduate Students: Supervision and Committee Membership” and indicate the type of research training provided.

1. **Publications and Creative Works**

For each category below, number all works **starting with the most recent first.** Please include the following information:

* All authors in the order in which they appear in the publication with your name **bolded**
* Year of publication
* Title of article or book chapter
* Name of journal, encyclopaedia, or book in which the article or chapter was published. If published in a book, please include the title of the book as well as the editor(s)
* Page numbers
* City where publisher is located
* Name of publisher

**Please specify your role in co-authored publications.** You may use the citation style recognized in your field.

1. **Refereed Publications:**
   1. Refereed Books:
   2. Refereed Chapters (in Books or Proceedings):
   3. Refereed Articles in Academic or Professional Journals:
   4. Book Reviews, Encyclopaedia Entries, Comments in Journals:
2. **Non-refereed Publications:**
   1. Non-refereed books:
   2. Non-refereed Chapters (in Books or Proceedings):
   3. Publications in Non-refereed Periodicals:
3. **Research Reports:**

Provide title, agency to which report is addressed, number of pages of the report

1. **Creative Works: Including Exhibitions and Performances**
2. **Conference Presentations:**
   1. Number all presentations **starting wit the more recent first. Indicate refereed conferences with an asterisk\*.**

Please include the following information:

* All authors in the order in which they appear in the conference presentation with your name **bolded**
* Date and year of presentation
* Title of presentation
* Name of conference
* City in which the conference occurred
  1. Invited Presentations and Keynote Addresses:

1. Patents:

1. **Service**
2. **Committee Membership at the University of Manitoba:**
3. Departmental
4. Faculty/College/School/Unit
5. University
6. **Other Administrative Duties at the University of Manitoba:**
7. **Service Beyond the University of Manitoba:**

If you have held or are holding executive office in a professional society, please indicate the following:

* Name of the executive positions (e.g., president, vice-president, secretary-treasurer, member of executive committee, editor, associate editor).
* Year(s) which you held this position.
* Name of the professional association in which you held the given position.
* For editors and associate editors, include the title of the journal and the name of its publisher

1. Positions in Professional Societies
2. Editorial Responsibilities
3. Other Service:

E.g., peer reviewer for journals or granting agencies; conference organization, professional service to the community, etc.

1. **Prizes and Awards**

List all prizes and awards given in acknowledgement of your Teaching; Research, Scholarship, and/or Creative Work; and/or Service/Community Engagement. Provide the following information on each such award by year:

* Year of award
* Title of award
* Name of organization granting the award

**Questions?** For more information, please contact [facultyrelations@umanitoba.ca](mailto:facultyrelations@umanitoba.ca)