Research and Scholarship
Criteria, Evidence and Standards
for Tenure and Promotion

For the
Library
at Mount Royal University

<u>*The Reflective Assessment of Scholarship Document*</u>

For purposes of evaluation for tenure and promotion, all faculty members in the Library who are in the Teaching-Service-Scholarship work pattern will provide a 1-3 page "Reflective Assessment of Scholarship" document as part of their mid-term review, and their application for tenure/promotion to Associate Professor. Candidates applying for promotion to Full Professor on the basis of Scholarship will also provide a "Reflective Assessment of Scholarship" document. The reflective assessments of scholarly activities may include such things as:

- *a list of activities, methods and strategies, and why they worked or did not work*
- *the candidate's progress in meeting the goals of her/his scholarship plan*
- *a description of any professional development relevant to the candidate's scholarly activities*
- *a description of the candidate's contribution to the overall scholarly activities in the Library*
- *the candidate's support of the scholarly work of others*
- *the impact of the candidate's Reflective Assessment on Scholarship on the candidate's growth as a scholar*

Evidence of Scholarship for Tenure and Promotion for Faculty in the Library

Table 1. Criterion and Examples of Evidence for Scholarship – Assistant Professor (for Mid-Probation Review)

Criterion	Examples of Evidence
The candidate has established, or is working to establish, the foundation of an appropriate program of scholarship, feasible with respect to time and resources in a Mount Royal context	- Work towards fulfillment of a scholarship plan - Successful HREB clearance for research activities - Successful application for research funding - Determination of methodologies, populations, dissemination venues, collaborators, etc. - Data collection and analysis - Working drafts, models, etc. of creative work - Reflective Assessment of Scholarship document - Dissemination activities (See Guidelines below)

Table 2. Criteria and Examples of Evidence for Scholarship – Associate Professor

Criteria	Examples of Evidence
The candidate has established the foundation of an appropriate program of scholarship, feasible with respect to time and resources in a Mount Royal context	- In Reflective Assessment of Scholarship document - Outline of scholarly work conducted including notes on methods used, populations studied, literature reviews conducted, etc. - Inclusion of undergraduate students in scholarship projects (where appropriate and feasible)
The candidate has produced significant results within that program of scholarship	- In Reflective Assessment of Scholarship document - Outline of results and/or progress of scholarship related to the scholarship plan - Examples of intermediate documents from the research process including reviews of materials for publication or presentation, grant applications, HREB applications, results of peer reviews for HREB, funding, and dissemination purposes etc.

	● Examples of the impact of work, including requests for collaboration, use of results in practice
	
	 ● In Annual Report
	  ● Grants received
	  ● Reviews conducted by the candidate for publications, grants etc.

The candidate has communicated those results as scholarly contributions to one or more relevant fields, through dissemination in appropriate, peer-reviewed venues	● In Reflective Assessment of Scholarship document
	  ● Rationale for choice of dissemination venues
	  ● Narrative description of the body of work to indicate that it meets the standard required.
	 ● In Annual report
	  ● Lists of publications, presentations, etc.
	
	 ● Examples of disseminated work, including notices of acceptance, print or electronic publications, models of creative works, presentations, multimedia productions, programs, etc.
	
	 ● Examples of the impact of dissemination including evaluations of presentations, citations, and/or other scholarly metrics, use of materials elsewhere, comments or reviews of work, media/social media responses etc.
	
	 ● Proof of deposit of research publications and appropriate research data in the institutional repository or other open access repository

Table 3. Criteria and Examples of Evidence for Scholarship –Full Professor

Criteria	Examples of Evidence

The candidate's scholarship is recognized by peers at the national or international level	● In Reflective Assessment of Scholarship document
	  ● A rich, sustained record of scholarship disseminated in significant peer-reviewed venues
	
	 ● In Annual Report
	  ● Awards and nominations, other external recognition of scholarly work

	● Invitations to speak, or contribute to national or international scholarly publications and initiatives ● Reviews of candidate's disseminated works

The candidate's scholarship has had a demonstrable impact on the work of other scholars, professionals, or within appropriate academic or professional communities	● In Reflective Assessment of Scholarship document
	   ● Citations and/or other scholarly metrics, evidence of incorporation of the work in the development of policies and procedures, evidence of contribution of the work to professional, academic and/or community discourse.
	   ● Evidence of the use of scholarship to further the academic, scholarly or professional work of others, through adoption of methods, integration of results or methods in practice or scholarship, or influence of creative work
	   ● Sustained mentoring and involvement of undergraduate students in scholarship projects where appropriate and feasible
	
	● In Annual Report
	   ● Serving on granting or ethics boards,
	   ● Serving as an editor or curator for the work of others
	   ● Organizing national/international conferences; selecting papers for conferences at that level
	   ● Sustained, significant work in peer review of the work of others

Guidelines for the Evaluation of Scholarship Dissemination for Faculty in the Library

Table 9 lists representative evidence of scholarship activities in which faculty members in the Library may engage. It is neither exhaustive nor prescriptive, but rather intended to illustrate the relative effort demanded by various activities and therefore their relative weighting in evaluating scholarship. Faculty members may disseminate scholarship in ways neither included nor foreseen here, but may use the table as a guide to help place forms of scholarship dissemination within a larger context. It is intended to be flexible, but it also provides faculty members and TPCs with clear guidelines as to the types of activity that will constitute sufficient evidence of scholarship for promotion and tenure. If a faculty member considers that their work on a particular type of scholarship required more effort than the table indicates, he or she should provide evidence to that effect in presenting the work for review. Committees must assess the *significance* of a candidate's scholarship holistically in accordance with the detailed criteria outlined above.

Passed Feb. 26, .2016

It is expected that prior to applying for promotion to Associate Professor/Tenure, faculty members will complete a number of examples within the various types of scholarship at all levels. The general evidence of scholarship described in Levels 1 and 2 will provide the TPC and the faculty member with an indication that scholarly work is being achieved at various levels of complexity and completion over time. The faculty member's activities in these areas should typically lead towards achieving the peer-reviewed results described in Level 3.

The mid-term evaluation is particularly important, as a tenure-track faculty member needs to know at the half-way point whether or not their activities demonstrate sufficient progress towards tenure. Typically, by the mid-term review, the candidate should be able to demonstrate evidence of scholarly contributions at Levels 1 and 2. In addition, these activities should demonstrate that the faculty member is progressing toward examples of scholarly dissemination listed at Level 3.

When a faculty member applies for tenure and promotion to Associate Professor, she or he should be able to demonstrate evidence of scholarly dissemination at Levels 1, 2, and 3, with an emphasis on Levels 2 and 3.

Faculty members applying for promotion to Full Professor on the basis of Scholarship would be expected to have a significant proportion of their work at Level 3.

Table 4. Involvement in the Dissemination of Scholarship by Faculty in the Library

Forms of Scholarship Dissemination		
Level 1	**Level 2**	**Level 3**
● Completion of a non-published and non-presented working paper ● Articles, editorials or reviews in news or trade publications, or newsletters ● Creation of resources (e.g. bibliographies, webpages, computer code data sets etc.) related to the candidate's discipline intended to inform institutional initiatives	● Published papers in non-peer-refereed publications ● Creation of resources (e.g. bibliographies, webpages, computer code, data sets etc.) related to the candidate's discipline intended to inform the national or international community	● Multi-media project, public exhibit, original creative/artistic work, computer code, or other significant public/official application of scholarly knowledge in a peer-reviewed or juried venue ● Peer-reviewed article in a relevant credible journal; chapter in an edited book or reference source; monograph ● Inclusion of a data set in a peer-reviewed venue
● Review of a book, website or other information resource	● Editing a journal issue ● Reviewing an article for a peer-reviewed journal or book ● Serving as a member of a jury panel	● Edit a journal (ongoing appointment), a book-length collection, or critical edition of a primary source ● Serve on editorial board for a journal, reference source or other peer reviewed information source ● Invited to curate official or public collections
● Presenting a poster at a conference ● Campus and local presentations and workshops	● Organizing a regional/national workshop/conference panel ● Presenting a paper or participating in a panel at a conference or seminar	● Organizing a regional/national/international conference ● Selecting papers for a regional/national/international conference ● Invited or keynote speaker at a regional/national/international conference
● Engagement and training of students and/or Research Assistants in your research activities	● Involving students in the dissemination of scholarship	●

Passed Feb. 26, .2016

- Expert commentator - Media consultant - Disseminating scholarship to a wider audience through media, social media, public speaking etc.	Applying results of scholarship to communities, organizations, etc.	Published report of scholarship conducted on behalf of a community, industry, government department or organization