

**Department of Educational Studies
University of British Columbia**

Guiding Principles for Supporting Pre-tenured Faculty in EDST

**Approved in Principle, November 19, 2009 Department Meeting
Revised March 10, 2010**

Updated in September 2018

Preamble and Background

In the fall of 2009, this document was prepared in consultation with pre-tenured faculty in the Department of Educational Studies, the Head, and the Deputy Head. The support of pre-tenured faculty is a responsibility shared by tenured faculty members, research clusters, program areas, and the Head of Department of Educational Studies, as well as the Faculty of Education's Dean's Office and Office of Graduate Programs and Research. In accordance with the provisions of the *Collective Agreement between The University of British Columbia and the Faculty Association of The University of British Columbia*, Part 4: Conditions of Appointment for Faculty, [Article 5.02]:

“The Head shall meet with pre-tenure faculty members during the first year of appointment to review the criteria and expectations for reappointment, tenure and promotion and provide the faculty member with an opportunity to ask questions about the reappointment, tenure and promotion processes.

After the first year, the Head shall meet with pre-tenure faculty members no later than June 30 of each year. It is the responsibility of the faculty member to provide an up-to-date curriculum vitae and other relevant information to the Head prior to the meeting.”

Statement of principles for pre-tenure faculty in EDST:

1. EDST supports pre-tenure faculty in developing a strong and sustainable research program.
2. EDST supports pre-tenure faculty in developing effective teaching and supervisory practices.
3. EDST supports pre-tenure faculty in developing leadership capacity in service.
4. EDST supports pre-tenure faculty in achieving promotion and tenure.

To adhere to these principles, on an annual basis EDST will:

Research

- Familiarize pre-tenure faculty with duties of support staff in the department and support services for research (facilitated by the Head and Administrative Manager).

- Assist pre-tenured faculty in their initiatives to obtain funding, resources and other support in establishing their research programs and scholarly activities. (e.g. reviewing grant applications, recommending possible funding sources).
- Invite pre-tenure faculty to present their research to the department through workshops and other presentation opportunities.

Teaching

- Familiarize pre-tenure faculty with duties of support staff in the department and support services for teaching (facilitated by the Head and Administrative Manager).
- Normally, pre-tenured faculty are entitled to course reduction(s) in the first year or years provided through the Dean's Office.
- Normally, pre-tenured faculty will offer a limited number of courses that require new preparation.
- Provide opportunities for pre-tenure faculty to teach courses in their specific research area as well as core courses in the department (facilitated by area groups, research clusters, and the Deputy Head).
- Support pre-tenure faculty in their Master's and PhD level supervisions through workshops or small group meetings when necessary (facilitated by the Graduate Advisor and the Faculty of Graduate Studies).

Service

- Encourage pre-tenure faculty to develop service opportunities congruent with their strengths and interests.
- Normally pre-tenured faculty will be requested to serve on the same number of departmental committees as their colleagues, but not expected to serve on faculty and university committees unless they choose to.
- Normally pre-tenured faculty will not be expected to take on major administrative duties such as Head, Deputy Head, Graduate Advisor, Program area chairs, or chair major committees, such as the PhD or EdD Management Committees.

Achieving Promotion and Tenure

- Schedule regular meetings with the Head of Department to "check in" on their experiences, questions, and progress (facilitated by the Head).
- Provide pre-tenure faculty with timely and constructive feedback with regard to departmental merit criteria (facilitated by the Head).
- Provide formal opportunities for pre-tenure faculty to receive updated information about University requirements for promotion and tenure (facilitated by the Head, Dean's Office, and University).

The document should be revisited in two years time to ascertain if the goals for supporting pre-tenured faculty in EDST are being satisfactorily achieved.