

# FACULTY GUIDELINES

## Introduction

The Schulich School of Engineering (SSE) Faculty Guidelines have been created by adding SSE-specific guidance where appropriate within the GFC Academic Staff Criteria & Processes Handbook (“GFC Handbook”). The Part numbering of the GFC Handbook has not been altered. SSE-specific guidance is provided as text boxes to be inserted immediately following the relevant section in the GFC Handbook. In other words, a “SSE” text box applies to the Part with the corresponding number in the GFC Handbook. In the event of an unintended conflict or contradiction that arises because of the SSE-specific guidance and the GFC Handbook, the GFC Handbook content shall prevail.

To facilitate updates to the SSE Faculty Guidelines in response to future changes to the GFC Handbook, the official version of the SSE Faculty Guidelines is maintained and approved as a stand-alone document (this document) containing only the SSE-specific guidance. This document is intended to be read in conjunction with the current version of the Handbook. While this document is the official version, the SSE may maintain a merged version of the current GFC Handbook and the SSE Guidelines text as shown on the remaining pages of this document for ease of reference.





SSE A.3.7(vii)

**SSE A.3.7(xiii)**

The SSE values appointments across multiple units and recognizes that the criteria may vary across units. The criteria in this document are to be applied consistently for all academic staff members and contextualized in accordance with each individual's personal context, disciplinary context, Workload Assignment, rank and stream as described in detail in relevant sections below.

**SSE A.3.7(xiv)**

Activities carried out in other departments and the university will be valued equally to similar contributions within SSE. At the same time, academic staff members are expected to contribute collegially to departmental and faculty activities.

**SSE A.3.7(xv)**

The SSE recognizes academic staff members have diverse career paths. This document ensures career progression and merit assessment is inclusive of diversity in demonstrating academic excellence.

**SSE A.3.7(xvi)**

This is described in SSE C.2.1.

**SSE A.3.7(xvii)**

This is described in SSE C.3.1.2.

**SSE A.3.7(xviii)**

This is described in SSE C.3.1.2.

## Part B - Criteria for Appointment, Renewal, Transfer, Tenure, Promotion, and Merit Assessment

### SSE B.1.1.3

The nature of research, scholarship, teaching and service will further vary by individual, based on their FTE, Department, scholarly field and individual circumstance.

### SSE B.1.1.4

Certain types of academic contributions require careful development and maintenance of community relationships (including Indigenous, racialized, and other vulnerable populations)





**SSE B.2.2.1**

To be considered for appointment in the Teaching and Research stream in the Schulich School of Engineering a candidate shall normally hold at least one of a PhD or other doctoral degree and be eligible for registration as a Professional Engineer (PEng) in the Province of Alberta. Under exceptional circumstances, individuals holding other graduate degrees and/or critical experience and expertise will be considered for appointment. Professional registration is an expectation that is linked to professional program accreditation. The expectation changes with stage of career: i.e., Assistant Professor (eligible), Associate Professor/tenure (registered or in the process of registering), Professor (registered).

**SSE B.2.3.2**

Additional *examples*

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#### **SSE B.2.4.3**

Additional *examples* of research and scholarship indicators include:

- evidence of an internationally recognized research program (e.g., awards from national societies, invited lectures/presentations at national meeting, invitation to labs, etc.),
- a succession of successful competitive grant awards,
- research awards such as “best conference paper”,
- invited to serve as external examiner on national/international graduate thesis exam(s),
- contributions to public policy,
- leading collaborative research projects/grants.

#### **SSE B.2.4.4**

Additional *examples* of teaching indicators include:

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- active participation in curriculum development or reform,
- active participation at educational workshops, seminars, conferences; national or international consultant on education,
- administrative appointments such as Committee Chair for Educational initiatives.

#### **SSE B.2.6.2**

Additional *examples* of indicators include:

- engagement in evidence-based reflective teaching practices,
- participation in teaching triads,
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### **SSE B.2.7.3**

Additional *examples* of service indicators include:

- leadership of internal (department, school, university) committees and/or task forces,
- serving in a leadership role for higher education/engineering education academic journal (e.g., editor, associate editor, etc.),
- serving in a leadership role on a national or international engineering education society/association (e.g., president, etc.),
- serving in a leadership role for a professional engineering association (e.g., APEGA Board Member, chair of CEAB visit team, etc.),
- administrative appointments such as Associate Head, Undergraduate Studies.

### **SSE B.4.2.3**

Academic Staff should take care to identify the ongoing status of any works in progress to enable any persons or groups reviewing their work to properly situate such works in progress within each academic staff member's scholarly context. Works in progress serve as evidence of ongoing academic contributions. In some fields, scholarly works require prolonged time periods of continued activity to reach full development and impact; in such cases, the achievement of key milestones within a work in progress will generally receive credit or recognition. Papers will be considered as a contribution to the Merit Assessment process upon formal notice of acceptance.

## Part C - Academic Appointments Selection Procedures, Position Posting, Expedited Procedures for Spousal and Strategic Hiring, Equitable and Inclusive Hiring Initiatives

### SSE C.2.1

The Academic Appointment Selection Committee is responsible for drafting a position posting.

### SSE C.3.1.1

The individuals responsible for the selection and appointment of the Academic Appointment Selection Committee are identified in Part C.3.1.2.

### SSE C.3.1.2(ii)

Three to five voting members from the Continuing, Limited Term and Contingent Term academic staff members of the Home Unit, with a majority of these members holding a Continuing appointment, are elected at a meeting gyn1 11f538.0M Tc (1 11fd.3 (o)-9.6 (n-6.6 (rit)7.9 (y)6.3 .48 6)-6.4 (aj1t)7.9 (y