**FORM 16**

University of Winnipeg Application for Promotion to Professor

**Applications from UWFA Members applying for promotion to Professor pursuant to Clauses 27.01(1) shall be submitted by June 30.**

**NOTE TO ALL APPLICANTS:**

Clause 27.05 requires that the application shall include:

1. a completed application on this standardized form;
2. annual evaluations (including material pursuant to Clause 15.02) covering the period since the last promotion or, if the application is for a first promotion, as governed by the letter of appointment of the Member, and Merit recommendations (if any) covering the same period;
3. a curriculum vitae in the format appropriate to the applicant’s discipline;
4. evidence of teaching performance as specified in Clause 27.13(1)(b);
5. three (3) copies of four (4) publications (or other substantive evidence), as appropriate to the Member’s discipline which the Member considers to be the most important or the most representative of their work;
6. a list of at least five (5) referees external to the University, scholars who are recognized experts in the applicant’s field. For promotion to Full Professor, at least three (3) of the nominated referees must hold the rank of Professor or, in exceptional circumstances appropriate to the applicant’s field, equivalent stature. Each name must be accompanied by a brief description of the nominee’s qualifications to serve as referee. The list of referees shall be consistent with the University of Winnipeg Conflict of Interest Policy and Article 40 – Conflict of Interest and shall not include individuals who were the applicant’s thesis supervisor, or postdoctoral supervisor; and
7. such other material and information as the Member wants considered in support of their application for promotion.

**I. Applicant Information:**

Name:

Department:

Current Rank:

Date of Appointment:

Credited Years of service towards promotion, if any:

(as specified in letter of appointment)

Degree(s) held by applicant:

If applicable, research and/or other scholarly work to compensate for lack of doctoral or terminal degree pursuant to Clause 27.11(3)(b):

**II. Please attach evidence in support of your application for promotion pursuant to Clause 27.05(7) (see note above) and in fulfillment of the conditions and criteria specified in Clauses 27.11(3) and 27.13 indicating that you have:**

1. satisfactorily performed your teaching and professional responsibilities (Clause 27.11(3)(c));
2. established and maintained a program of research and/or other scholarly activity that is additional to the requirements of Clause 27.13(1)(a) and that is of a level of distinction suitable for promotion to the rank of Professor in the applicant’s discipline (Clause 27.11(3)(d)(i); and
3. had your research and publications appraised by a minimum of three (3) scholars external to the University pursuant to Clause 27.06(Clause 27.11(3)(d)(ii); and
4. accepted and discharged reasonable administrative responsibilities within the University community (Clause 27.11(3)(e)).

**Note: Where applicable, please attach evidence in support of exceptional quality of teaching and research/scholarship and administrative service, as per Clause 27.12. This is only required where the Member is applying under the exceptionality clause.**

**Note:**

Applications will be evaluated pursuant to both the applicable conditions and general criteria set out in the Collective Agreement and the faculty-based criteria. In accordance with Clause 27.17(4), if the faculty-based have changed within the three (3) year period prior to this application, applicants can elect to have their applications evaluated pursuant to:

* the faculty-based criteria in effect for the prior three (3) year period; or
* the new faculty-based criteria.

Please indicate your choice above.

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Signature of Applicant

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Revised April 2024)