**FORM 13**

**University of Winnipeg**

**Application for Conversion from Instructor III to Associate Professor**

**Note: To be completed by the UWFA Member applying for Conversion from Instructor III to Associate Professor pursuant to the Letter of Understanding between the Parties appended to the UWFA-RAS Collective Agreement.**

**NOTE TO ALL APPLICANTS:**

Applications for conversion from Instructor III to Associate Professor shall be made by June 30 in accordance with the provisions of Clause 27.05 (Application for Promotion), which requires:

1. An application on this standardized form; and
2. Annual evaluations (including material pursuant to Clause 15.02) covering the period since the Member’s application for the Member’s last promotion or, if the application is for a first promotion, as governed by the letter of appointment of the Member;
3. A curriculum vitae in a format appropriate to the applicant’s discipline; and
4. Three (3) copies of each of up to three (3) publications (or other substantive evidence) that the Member considers to be the most important or the most representative of their work; and
5. Such other material and information as the applicant wants considered in support of their applicant for conversion.

Please attach evidence to support the conversion to the rank of Associate Professor, including that the Member:

(a) is a member of the academic staff; and,

(b) holds a doctorate or the degree normally considered to be terminal in their discipline, except that research or other scholarly work which is available for peer review and which represents a contribution to the Member's discipline or profession shall be reviewed and if comparable shall compensate for lesser degree qualifications; and,

(c) has provided evidence of satisfactory performance of their teaching/professional responsibilities which may include but not necessarily be limited to peer evaluations and Teaching Portfolio; and,

(d) has an established research record at the time of their application for conversion; and

(e) has served six (6) years (including the year of application) as an Instructor III at the University, or credited years in rank pursuant to Clause 27.11, or an equivalent combination of these two.

**Applicant Information:**

Name:

Department:

Date of Appointment:

Applicant’s Degrees:

Research and/or other scholarly work to compensate for lack of doctoral or terminal degree pursuant to Clause 27.11(2)(b)

Please attach evidence in support of your application for conversion pursuant to Clauses 27.05 (see note above) indicating that you have:

1. satisfactorily performed your teaching and professional responsibilities (Clause 27.11(2)(c));
2. demonstrated satisfactory progress in research and other scholarly activities (Clause 27.11(2)(d));
3. have accepted and discharged reasonable administrative responsibilities within the University community (Clause 27.11(2)(e)).

**Note: Where applicable, please attach evidence in support of research and scholarly activity, teaching and administrative service contributions of a level of distinction as per Clause 2 of the LOU. This is only required where the Member is applying for early conversion.**

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 UWFA Member

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 Date

(Revised June 2024)