

Resolutions Concerning the PARSE

1. Whereas the PARSE and teaching portfolio of a member of the faculty are documents assembled entirely by that same member of the faculty.
and

Whereas the purpose of these documents is for the faculty member to present their accomplishments and contributions in the best light, and therefore does not need to include confidential material.

and

Whereas the departmental appointments committee, peers committee, and ad hoc committees, in order to evaluate a faculty member's application for reappointment, tenure, or promotion, need easy access to these documents.

Be it resolved that the department chair, in addition to the copy deposited with the Office of Faculty and Staff Relations (OFSR), shall be given an electronic copy of the PARSE by each faculty member going up for appointment, tenure, or promotion, including supporting materials, and the teaching portfolio, and that the chair should speedily distribute these documents electronically to every member of the appointments committee, peers committee, and to the chair of the ad hoc committees evaluating this application.

This resolution notwithstanding, it is nonetheless the duty of each member of every appointments committee, peers committee, and ad hoc committee to carefully review the confidential file held by OFSR, as well as the PARSE and teaching portfolio, of every applicant the committee is considering.

NOTE: This resolution was revised on the advice of the PSC, and includes friendly amendments made on the floor of council.

2. Whereas it is the expectation that each faculty member with the rank of full professor will continue to uphold the standards of teaching, service, and scholarship required for promotion to that rank.

Be it resolved that a tenured faculty member with the rank of full professor who is not applying for fellowship leave shall only submit an updated PARSE (with or without supporting documentation), and/or a teaching portfolio, and/or may have a peer observation of their teaching, at the written request and at the discretion of their department chair. They will be given a minimum of 60 days to provide the PARSE or teaching portfolio after the written request is made.

NOTE: This resolution was revised on the advice of the PSC, and includes friendly amendments made on the floor of council.

3. Whereas it is the expectation that each tenured faculty member with the rank of assistant professor or associate professor will continue to uphold the standards of teaching, service, and scholarship required for earning of tenure and for promotion to that rank.

Be it resolved that a faculty member with tenure shall only be required to submit a teaching portfolio and/or supporting documentation for their updated PARSE in one of the three following circumstances:

- (a) The faculty member is applying for promotion, or
- (b) The faculty member is applying for fellowship leave, or
- (c) at the written request and at the discretion of their department chair.

If applying for promotion the faculty member must personally file their teaching portfolio and PARSE with documentation at Office of Faculty and Staff Relations, and also electronically with the department chair by the deadline given in the academic calendar. In the case that the department chair requests the faculty member to submit an updated PARSE or teaching portfolio, and the faculty member is not currently applying for promotion then a minimum of 60 days will be given to provide the PARSE after the written request is made.