

# Vice-Provost Faculty Relations Newsletter

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## What's New?

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The Office of the Vice-Provost, Faculty Relations monthly newsletter is distributed to all faculty. The newsletter's purpose is to offer helpful tips, send out reminders, answer Frequently Asked Questions, and to highlight items of interest to faculty.

## Office Updates

**We would like to extend a warm thank you to all faculty, who have worked especially hard over the past few months to ensure students can graduate, despite these challenging times!** A very sincere thank you to you all, on behalf of our office, for your support and dedication to students and to the university. Your hard work does not go unnoticed and is appreciated more than ever!

**We would also like to send congratulations to the USask class of 2020!** The university's Convocation page provides a list of graduates,



speeches and messages from colleges [here](#).

**Happy Pride Month!** June is Pride Month and many events are still being held this year online due to COVID-19. For Saskatoon events, see the

Saskatoon Pride website [here](#).

**The Joint Committee for Management of the Agreement (JCMA) had its last meeting on June 11.** Please note JCMA does not meet in July and August. The regular monthly meetings will resume in September. If you have items that need JCMA approval or questions during the summer interim, please contact Isabel Bacalao at [isabel.bacalao@usask.ca](mailto:isabel.bacalao@usask.ca).

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## What's New Cont'd...

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**The deadline for the transition to the new CV format is July 1, 2020.** In our [May 2020](#) issue we covered this in depth. Please be aware that despite COVID-19, this deadline still stands. As of July 1, 2020, faculty will be required to use the revised USask Standardized CV format, and the revised Forms 1 and 2. However, this does not mean that faculty have to use the UnivRS system to generate their CV. You may instead use the online guidelines to create a word document or pdf version of your CV, which meets the requirements. For more information and to view the guidelines and forms, visit our website [here](#).



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## Reminders & Events

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**Our office's upcoming events have all been cancelled or postponed due to COVID-19, with future dates to be determined.**

### Upcoming Deadlines:

- The deadline to apply for **Educational Leaves** with a start date of January 1 is June 30. For more information see our website [here](#).
- Faculty must advise their Department Head and/or Dean by **June 15 if they wish to be considered for tenure and/or promotion** in the following academic year.
- **June 30** is the deadline for Department Heads and/or Deans to advise faculty to provide information that the candidate wishes to introduce to provide support **in their case for promotion, tenure and renewal of probation.**
- The cutoff date for materials to be used for **salary review is June 30.**

**For more information on these deadlines, please view the Collegial Process Calendar on our website [here](#).**

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**Vice-Provost  
Pick of the  
Month**

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## **Preparing a Tenure or Promotion Case File: *Key Elements of a Successful Case File***

Every year our office hosts tenure and promotion case file workshops. This year, due to COVID-19, we are planning to host some online sessions (more information coming in the future). To help faculty applying for promotion or tenure during the upcoming academic year, please see the following tips and information which may be helpful in the upcoming stages of preparing and gathering information for your case file.

### **Self-assessment:**

You will be asked to self-assess your progress against the standards of your unit, college and the university. As unit standards should be the most stringent, they can be focused on the most. For each category, you should be able to explain how your work either meets or exceeds the standard.

### ***A few helpful tips on self-assessment:***

- This is not a time to simply restate what is on your CV. Instead, focus on convincing the committee(s) that your work is of sufficient quality, breadth, and impact to meet your unit's standards. Your CV is data to back up your claims.
- With interdisciplinary and community-based research, it is crucial for you to clearly articulate your role in larger projects and to explain the impact of your work. You can have an enormous impact without publishing manuscripts, however, the committees reviewing your work and CV need to understand this work and how it meets the unit standards. The self-assessment is where you can elaborate.

### **Candidate CV:**

- Promotion: only include information up to June 30<sup>th</sup> of the academic year. For example, submissions in the fall of 2020 should only include material up to June 30, 2020.
- Tenure: include information up to and including date of submission.

### **Teaching Information:**

- Include a statement on your teaching philosophy and a summary statement on your understanding of the results of your student and peer evaluations, and a statement on your teaching evaluations
- Your record of teaching roles should include graduate and undergraduate courses, plus any other practical and field work courses and information on your graduate students

*\*Your CV already has a record of your teaching roles - simply reference the appropriate sections of your CV*

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**Vice-Provost  
Pick of the  
Month  
Cont'd...**

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**Scholarly Work:**

- Primary evidence in this category is publications in reputable peer-reviewed outlets, or in the case of performance and/or artistic work, presentation in reputable peer-reviewed venues
- Include a statement addressing your research, future plans, and the quality and significance of the work
- If there are joint publications, presentations and/or research grants, include explanations of your role in these for clarification
- Include percentage contributions
- Include discipline specific authorship order and the involvement of graduate students you supervise or co-supervise
- You should annotate your CV and contributions

**Professional Practice:**

- We recommend a balance between Professional Practice and Scholarly Work, which suggests productivity in each area
- There should be compelling evidence that you have a sustained high level of performance in the practice of your profession and established a reputation for expertise in your field, AND, that you have made a contribution to the creation and dissemination of knowledge through scholarly work
- Demonstrate and provide evidence of your leadership in the establishment and execution of a clearly defined program of scholarship and a positive indication that the you will maintain activity in scholarly work and professional practice



**Administration and  
Public Service:**

- Be specific and indicate your role, contributions and degree of effort involved
- Your explanation should identify the purpose and impact of your contributions
- Ensure you are familiar with your unit's standards on the necessity for Administration & Public Service

**Please direct all questions about case file preparation to  
Jacque Zinkowski at [jacque.zinkowski@usask.ca](mailto:jacque.zinkowski@usask.ca).**

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**End Notes:**  
***Faculty  
Spotlight***

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Congratulations to all faculty who won teaching awards this year! We would like to congratulate the following:

-Dr. Tom Yates in the College of Agriculture and Bioresources, who won the Master Teacher Award.

-Faculty who won Provost's College Awards for Outstanding Teaching: Grant Wood, Dr. Alan Heinrichs, Dr. Marjorie Delbaere, Dr. Sean Maw, Alynn Bomok, Dr. Barbara Von Tigerstrom, Dr. Sarah Oosman, Dr. Shelley Peacock, Dr. Derek Jorgenson, and Dr. Cindy Shmon.

-Faculty who won Provost's Themed Awards for Outstanding Teaching: Dr. Mark Eramian, Dr. Tim Jardine, Dr. Katherine Stewart, Jason Maillet, and Dr. Margo Adam.

Congratulations to Dr. Helen Baulch, in the School of Environment and Sustainability, and Dr. Charity Evans, in College of Pharmacy & Nutrition, on winning the New Researcher Awards in June 2020!

Congrats to the inter-university research group led by Dr. Chanchal Roy, which has been awarded \$1.65M by the Natural Sciences and Engineering Research Council of Canada (NSERC) to advance software development through the establishment of a first-in-Canada graduate level program that will help train a new generation of software engineers.

Congrats to the USask researchers involved in developing a new testing tool for faster, easier, and cheaper detection of aster yellows, which is a leaf-hopper borne disease that impacts canola fields and farming yields.

Congrats to the following faculty who were appointed as Centennial Enhancement Chairs, effective July 1, 2020:

-Dr. Petros Papagerakis, CEC in One Health

-Dr. David Cooper, CEC in Synchrotron Sciences

*If you have something you'd like to see highlighted in Faculty Spotlight, send your suggestions to [vpfaculty.relations@usask.ca](mailto:vpfaculty.relations@usask.ca).*

BE WHAT THE WORLD NEEDS