

Promotion and Tenure Timeline Guide

The following is a summary of the provisions of the Faculty Collective Agreement 2006-2010, intended for reference purposes only. In the case of conflict, provisions in the Promotion and Tenure Article shall in all cases prevail.

Note: organized as follows

- 1) Clauses relevant to Probationary Members
- 2) Clauses relevant to Tenured Members seeking promotion
- 3) Clauses relevant to eligible Limited-Term Members seeking promotion
- 4) Clauses relevant to all Members seeking Promotion and/or Tenure

1) Probationary Members: Promotion and Tenure dates & sequence

Dean or designate shall establish a P&T file at appointment [clause 6]
By April 30th each year Annual interview with Dean or designate [clause 5.1]
Within 2 weeks of meeting Dean or designate shall provide written report on meeting [clause 5.1.1]
Within 2 weeks of receiving report Member has right to respond [clause 5.1.3]

[see section 4 below, applicable to all, re: contents of Promotion and/or Tenure files]

Initiation of P&T process for **Assistant Professor** in the 6th, or 4th, year; (request for early P&T consideration by March 1 of 3rd year) [clause 15.4]
Initiation of P&T process for **Associate Professor** in the 3rd, or 2nd, year; (request for early P&T consideration by March 1 of 1st year) [clause 15.6]
No later than November 1 - Committee and Dean's deliberations and recommendation to Provost [clause 17]
Copy of recommendation to Member at the same time as letter to Provost [clause 17.3]:

- Within 6 weeks of receipt Provost may return file to Committee (no later than December 13) [clause 18.1]
- Member receives copy of concerns and has 2 weeks to respond (January 2 at the latest); [clause 18.1]
- Committee has additional 2 weeks to consider Member's response and forward Committee's response to Provost, [clause 18.1]

If considering denial, Provost returns File to Committee within 2 weeks of Committee's earlier response; [clause 18.2]
Member receives copy and has 2 weeks to respond, at the latest, [clause 18.2]
Committee responds to Provost within additional 2 weeks [clause 18.2]
Provost approves or denies within 6 weeks of initial committee recommendation (by December 13) or within 2 weeks of Committee's response(s) to concerns, at the very latest: April 18. [clause 18.3]
If Tenure is denied, employment ceases at the end of the Member's probationary appointment [clause 19]

- If denial is grieved, Appointment extended to the end of the Academic Term in which the Arbitrator's decision is released [clause 19.3]
- If denial is not grieved, entitled to one-year Limited-Term extension of appointment [clause 19.3.1]

2) Tenured Members seeking Promotion

When Member becomes Tenured, Dean or designate shall establish a Promotion File [clause 6.1]
By November 30th of each year P&T Committees to consider Promotion File of each Member; and advise the Dean as to whether or not a Member should be invited to undergo consideration in following year's cycle [clause 6.2] The Dean shall report the Committee's advice to the Member by December 20 if the Committee has recommended consideration
If Member invited to apply for consideration of Promotion, materials to be provided within 2 weeks of invitation; If the Member does not supply the items within 2 weeks of the invitation, the Member shall not be considered for Promotion at this time [clause 15.5]
Member may request consideration for Promotion to Professor be started by March 1 (no earlier than 3 years after Promotion to Associate; any subsequent request may be made no earlier than 3 years following the previous request) [clause 15.6]

[see section 4 below, applicable to all, re: contents of Promotion files]

No later than November 15 - Committee deliberations and recommendation to Provost [clause 17]
Copy of recommendation to Member at the same time as letter to Provost [clause 17.3]

Note: The Provost shall review Files involving Tenure as they are received, and in advance of Files for Promotion only. However, every effort shall be made to review Promotion-only Files in a timely manner [clause 17].

3) Eligible Limited-Term Members seeking Promotion

Eligibility [clause 1.1]

Establishment of Promotion File [clause 6.1b)]

May apply in or after 5th year of Appointment; request made by March 1 of year prior to consideration; early request made by March 1 of 3rd year; subsequent applications no earlier than 3 years following previous application [clause 15.4.2]

Limited-Term Assistant or Associate Professor supplies items to Dean within 2 weeks of invitation to apply [clause 15.5.1]

By March 1 of each year prior to consideration, a Limited-Term Associate Professor may request consideration for Promotion to Professor [clause 15.6.1]

[see section 4 below, applicable to all, re: contents of Promotion files]

No later than November 15 - Committee deliberations and recommendation to Provost [clause 17]
Copy of recommendation to Member at the same time as letter to Provost [clause 17.3]

Note: The Provost shall review Files involving Tenure as they are received, and in advance of Files for Promotion only. However, every effort shall be made to review Promotion-only Files in a timely manner [clause 17].

4) The following clauses are applicable to all Members seeking Promotion and/or Tenure:

Contents of files:

6.4 a) copy of cv from Member's Annual Report unless updated annually by the Member before March 1

6.5 1 week before Committee meets: File closed

6.5c) Public solicitation of letters by the end of May before consideration by the Promotion and Tenure Committee is made

6.5.1.1 review any late referee letters received after File closed at least 72 hours prior to the Committee meeting

6.7 Provide items requested within 4 weeks

Review of files:

14.4 Tenure Files to be reviewed by the Committee first

15. By March 31 each year, Dean (and Chair/Director if applicable) shall review each Member's Promotion and/or Tenure file

Consultation with Committee:

16.1.2 Within 2 weeks of request