

## Promotion and Tenure Timeline Guide

*The following is a summary of the provisions of the Faculty Collective Agreement 2010-2014, 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 5.1.2]
- Within 2 weeks of receiving report Member has right to respond [clause 5.1.4]

*[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 31st 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 31st 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 18.2]
- Member receives copy of concerns and has 2 weeks to respond (January 2 at the latest); [clause 18.2]
- Committee has additional 2 weeks to consider Member's response and forward Committee's response to Provost, [clause 18.2]
- If considering denial, Provost returns File to Committee within 2 weeks of Committee's earlier response; [clause 18.3]
- Member receives copy and has 2 weeks to respond, at the latest, [clause 18.3]
- Committee responds to Provost within additional 2 weeks [clause 18.3]
- 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 31st (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 31st 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 31st 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 1st - 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