

PROCEDURES FOR PERSONNEL DECISIONS: RENEWAL, TENURE AND PROMOTION FOR TENURE-TRACK AND TENURED FACULTY MEMBERS (ARTICLE 30)

Timetables as set out in Article 30 of the Collective Agreement between QUFA and the University respecting Renewal, Tenure and Promotion.

Renewal, Tenure, and Promotion procedures shall be in accordance with the principles of Article 24 (see 30.2.2).

For tenure-track faculty members, applications for tenure and promotion to the rank of Associate Professor proceed together (see Article 30.5.5 and Article 30.6.3).

In these processes, **time is of the essence**. Accordingly, careful planning should be done to ensure that the timelines are met. Please note that these decisions are grievable, and that all the processes leading to decisions on renewal, tenure and promotion should reflect and adhere to both the spirit and the letter of the Collective Agreement.

Deadline	Item	Item Complete
May 1st	30.2.1 By May 1 of each year, each Unit shall elect a standing Renewal/Tenure/Promotion Committee. The Committee shall elect its own Chair who shall be a voting member of the Committee. Members of the Committee shall be elected following a process of nomination of individual Members. Elections shall be conducted by a form of secret ballot. The Department Head (if applicable) and the Dean shall be excluded from such Committees. The Committee shall have a minimum of three (3) Members of the Bargaining Unit who shall be Tenure-track or Tenured Members. Units that are too small to form representative committees (fewer than three (3) Members) should invite representatives from related Units to serve as members. All other Units may invite representatives from cognate or related Units to serve on the Committee.	<input type="checkbox"/>
	30.7.2 By May 1, a notice shall be placed in the <u>Queen's Gazette</u> by the Office of the Vice-Principal (Academic) announcing a September 1 deadline for applications for Renewal, Tenure or Promotion and referring to the procedures in this Article.	<input type="checkbox"/>
May 15th	30.7.1 By May 15, the Unit Head shall	<input type="checkbox"/>

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| | (a) notify all Members of the Unit of the Promotion deadlines for the coming year; and | <input type="checkbox"/> |
| | (b) notify all Members eligible for Renewal or Tenure in writing of their eligibility. If the Unit Head uses e-mail to notify the Member, it shall be followed up by a letter. In addition, the Unit Head must continue to follow up his/her communications if he/she fails to receive a response from the Member concerning his/her application. | <input type="checkbox"/> |
| | 30.7.2 By May 15 the Unit Head shall provide written notification of this announcement to all Members within the Unit. | <input type="checkbox"/> |
| July 1st | 30.7.3 By July 1, the Member must notify the Unit Head of her/his intent to apply for Renewal, Tenure or Promotion. | <input type="checkbox"/> |
| August 1st | 30.8.4 Within a reasonable time of receiving notification of the Member's application, and no later than August 1, the Unit Head shall arrange a meeting with the Member to give advice on the preparation of the application and to discuss the suitability of potential referees. | <input type="checkbox"/> |
| September 1st | 30.9.1 By September 1, the Member shall provide the following materials to the Committee: | <input type="checkbox"/> |
| | (a) An up-to-date curriculum vitae; | <input type="checkbox"/> |
| | (b) A separate summary of teaching experience for faculty Members (which may be in the form of a teaching dossier and which may include surveys prepared pursuant to Article 29.4); | <input type="checkbox"/> |
| | (c) Copies (if feasible) of all relevant scholarly work (or at least citations for such work) and a description of any work in progress;
and | <input type="checkbox"/> |

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(d) A summary of the Member's contributions to the Department, Unit or Faculty and the wider University community, and where appropriate, to the discipline or profession.

24.2.1 Persons chosen to serve on Appointments Committees for Faculty, Librarian or Archivist positions, or on Personnel (Renewal/ Reappointment, Tenure/Continuing Appointment and Promotion) Committees, may only carry out such functions after successfully completing a familiarization and training workshop which shall cover the principles, objectives, recent history, best practices, and rules and institutional expectations with respect to employment equity.

24.2.2 Persons with [Employment Equity Representative] responsibility will require training in excess of that foreseen in 24.2.1 unless waved by the parties.

September 15th

30.11.1 By September 15 the Member's Application File as described in Article 30.9.1 and, if the Member permits, any other material submitted for this purpose shall be made available for review within the Unit so that colleagues may submit to the Committee written and signed opinions on the merits of the application. "Colleagues" include current Members within the Unit but do not include members of the Committee, Department Heads, Deans, Associate Deans and students. Where the candidate has a joint appointment or cross appointment, the documentation noted above shall be made available to the relevant Units.

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October 15th	30.12.1 Prior to October 15, the Unit Head shall provide to the Member information from the Member's Official File that is relevant to the application. The University Surveys of Student Assessment of Teaching (USATs) shall be included in the Renewal/Tenure/Promotion File in any application for Renewal, Tenure or Promotion. The Member shall have ten (10) working days to respond to any material included from the Member's Official File and may provide additional relevant materials as well as a written response. The Unit Head shall forward to the Committee the material specified in this Article along with the Member's response.	<input type="checkbox"/>
November 15th	30.14.3 By November 15, the Renewal/Tenure/Promotion File shall be available to all Committee Members. The Committee shall meet to assess all materials in the Renewal/Tenure/Promotion File. All Committee members shall review the Renewal/Tenure/Promotion File in order to participate in the formulation of the recommendation.	<input type="checkbox"/>
	30.14.4 In the case of an emerging negative recommendation at the Committee level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Renewal/Tenure/Promotion File.	<input type="checkbox"/>
December 15th	30.14.6 By December 15 in departmentalized Faculties, and by January 15 in nondepartmentalized Faculties, the Committee Chair will submit to the next level (the Department Head in a departmentalized Faculty or the Dean in a nondepartmentalized Faculty), the following material:	<input type="checkbox"/>
	(a) The Renewal/Tenure/Promotion File; and	<input type="checkbox"/>
	(b) The written recommendation of the Committee with its reasons and any dissenting view(s).	<input type="checkbox"/>

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January 15th	30.14.7 (f) By January 15, the Department Head shall submit to the Dean the following material: <input type="checkbox"/>
	(i) The Renewal/Tenure/Promotion File; <input type="checkbox"/>
	(ii) The written recommendation of the Committee with its reasons and any dissenting view(s), and the Member's response to the Committee's recommendation (if any); and <input type="checkbox"/>
	(iii) The Department Head's written recommendation and reasons. <input type="checkbox"/>
	<i>Submit a copy of the RTPC Form to the Office of the University Advisor on Equity</i> <input type="checkbox"/>
March 1st	30.14.13 By March 1, the Dean will submit to the Principal the following material: <input type="checkbox"/>
	(a) The Renewal/Tenure/Promotion File; <input type="checkbox"/>
	(b) The written recommendation of the Committee with its reasons and any dissenting view(s), and the Member's response to the Committee's recommendation (if any); <input type="checkbox"/>
	(c) If applicable, the Department Head's written recommendation and reasons and the Member's response to the Department Head's recommendation (if any); and <input type="checkbox"/>
(d) The Dean's written recommendation and reasons. <input type="checkbox"/>	
April 1st	30.15.4 The Principal shall grant or deny Renewal, Tenure or Promotion and shall inform the Member of the decision in writing, including reasons for any denial, by April 1 for Renewal. <input type="checkbox"/>

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| April 15th | 30.15.4 The Principal shall grant or deny Renewal, Tenure or Promotion and shall inform the Member of the decision in writing, including reasons for any denial, by April 15 for Tenure or Promotion to Associate Professor. | <input type="checkbox"/> |
| May 15th | 30.15.4 The Principal shall grant or deny Renewal, Tenure or Promotion and shall inform the Member of the decision in writing, including reasons for any denial, by May 15 for Promotion to Professor. | <input type="checkbox"/> |