

**FACULTY OF ARTS AND SCIENCE
SUPPLEMENTAL GUIDELINES FOR TENURE REVIEWS**

1. Review

Before beginning the tenure review process it is strongly recommended that Chairs re-read the *Policy and Procedures on Academic Appointments* and the Provost's Memorandum on the Tenure Review Process and Tenure Checklist PDAD&C, #134, revised 2004-05. Chairs new to the tenure process should arrange to meet with the Vice-Dean, Academic to review policies and procedures.

2. Quorum, Substitution and Confidentiality of the Tenure Committees

- All members of the Tenure Committee must be present in person at all proceedings of the Committee.
- The Chair should remind members at the first meeting that the deliberations and the votes of individual members of the committee are **confidential** to the Committee.
- Please do not include copies of the individual ballots in the tenure dossier; they are confidential to the Committee.

3. The Quality of the Tenure Dossier

The quality of the written and physical presentation of the binder is important. Care should be taken to ensure ease of review at the decanal, provostial, and presidential level. This applies equally to appointments at Full rank with tenure.

4. Committee Membership Approval

The Chair is responsible for recommending committee members to the Dean. The Chair's letter to the Dean should indicate the name, rank, and department of the individuals recommended and request the Dean to name a decanal representative. After review, the Dean indicates approval of the committee membership by letter to the department. The Chair should also write to the Dean of the School of Graduate Studies asking her or him to name an SGS representative.

5. Candidate's CVs

The candidate's CV must follow the Faculty's *Format for Curriculum Vitae* (attached). Please ensure that:

- the number of pages are listed for all publications
- authors are listed in the order in which they appear in the publication

- a statement from all co-authors with respect to the level of each individual's contribution is attached to the CV or an explanation is given of why this is not feasible
- courses taught and graduate supervisions are listed
- research statement and teaching statements, including plans for developing teaching skills are included

6. FAS Guidelines for the Assessment of Effectiveness of Teaching in Promotion and Tenure Decisions.

The Faculty has revised its divisional teaching effectiveness guidelines for the purposes of tenure and promotion, which have now been approved by Faculty Council (attached). Please ensure that both the members of your Tenure Committees and Teaching Evaluation Committees have copies of these revised guidelines

7. Copies of Letters from Students

To obtain student addresses please use the **Student Address Label Request** form (attached) for students in all courses taught by the candidate. Address labels are produced by the Registrar's Office solely on the basis of information provided so it is imperative that these Request Forms are completed correctly. Departments may also contact students by email, if appropriate. Students should be chosen at random from all courses taught by the candidate.

8. Completed Dossiers

Please send completed tenure dossiers for both positive and negative tenure decisions to the Faculty Human Resources Office as soon as they are ready. The final deadline by which all dossiers must be received by the Faculty Human Resources Office on behalf of the Dean is **April 1.**