

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

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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 Appointmen

Note: The Provost shall review Files involving Tenure as they are received, and in advance of Files for Promotion only. [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