TENURE & PROMOTION
NEW for 2012-13

3 STAGES

Stage 1	Department/Centre Committee's recommendation
Stage 2	Faculty Tenure & Promotion Committee's recommendation
Stage 3	Provost's decision

DOSSIERS (21.11)

1. Table of Contents (signed by the candidate and the Chair/Director)
2. T&P application form and checklist
3. Updated cv
4. Documentation concerning alternative workload arrangements, if relevant
5. Evidence of Teaching / Research / Service, as described in 21.06
6. Additional documentation or written submissions that the candidate deems relevant (e.g., a covering letter from the candidate)

Documentation added at Stage 2 by the Dean (21.39)

7. A copy of the appropriate Departmental/Centre rules and an assurance from the Chair/Director or his/her designate that the Departmental/Centre rules have been followed
8. The Department/Centre recommendation and report, minority reports (if any), and recorded vote
9. Annual Performance Reviews 21.39(f)
10. Additional documentation provided by the candidate if required to appear before the Faculty T&P Committee (21.44)
11. External Referees' Letters
    - Either 3 selected by the Dean from a list of 5, or 4 selected by the Dean from a list of 6: see 21.39(i)
    - For each listed external referee, candidate will provide:
        1. Name, rank, institutional contact information
        2. Qualifications of the referee to judge the T&P case
        3. Previous interactions, if any, between the candidate and the referee

FACULTY TENURE & PROMOTION COMMITTEE (21.27)

Membership:
- Dean of the Faculty, non-voting
- 4 voting members from the Faculty, tenured and at the rank of Associate Professor or Professor
- 1 voting member from outside the Faculty, tenured and at the rank of Associate Professor or Professor
- the 5 voting members of the Committee shall be represented by gender and selected jointly by the University President and BUFA President

NB. For 2012-13, 3 voting members shall have a 2-year term and the remaining 2 voting members shall have a 1-year term.

TENURE & PROMOTION TIMELINES

Well before	October	Candidate puts together T&P dossier (21.11)
No later than	October 1	☛Chair/Director gives candidate's dossier to Department/Centre Committee (21.14) ☛List of external referees goes to Dean–either 5 or 6 names: 21.39(i) ☛Invite nominations for Faculty T&P Committee
No later than	October 15	Dean solicits external referees' letters
No later than	December 1	Department/Centre Committee makes recommendation available to Committee members for 10 working days of review (21.24)
No later than	December 1	Faculty T&P Committee is formed (21.27)
No later than	December 15	Department/Centre Committee recommendation is due in Dean's office (21.15 and 21.26)
No later than	January 15	☛Faculty T&P Committee elects chair by secret ballot ☛External referees' letters are due in Dean's office
No later than	March 1	Candidate's dossier, Faculty T&P Committee's recommendation, and Dean's recommendation are due in Provost's office
No later than	April 30	Provost's decision