# Tenure and Promotion 2013-14

Date	Process Step	
Well before	October	Candidate puts together T&P Dossier
By October 1 <sup>st</sup>	<ul> <li>Chair/Director gives dossiers to         Department/Centre Committee     </li> <li>List of external referees goes to Dean</li> <li>Invite nominations for Faculty T&amp;P{         Committees     </li> </ul>	Departmental Procedures (Stage 1)
By October 15 <sup>th</sup>	External Letters (Dean) - January 15 <sup>th</sup> deadline	
By December 1 <sup>st</sup>	<ul> <li>Faculty Committee formed (posted)</li> <li>Department/Centre Committee</li> <li>recommendations formulated</li> </ul>	
By December 15 <sup>th</sup>	Dossiers to Deans - Departmental Committee recommendations	Faculty Committee Procedures (Stage 2)
By January 15 <sup>th</sup>	<ul> <li>Faculty Committee Chair elected (secret ballot)</li> <li>External Referees' letters due</li> </ul>	
By March 1 <sup>st</sup>	Dossiers to Provost - Faculty Committee recommendations - Dean's recommendation	
By April 30 <sup>th</sup>	Provost's Decisions	(Stage 3)

## 1. Deans shall provide:

- a) Required date for submissions (October 1<sup>st</sup> or earlier?);
- b) Format and required content of dossiers (21.11); and
- c) Copy of tenure and/or promotion application form(s).

## 2. Department/Centre Procedures

- a) Dossiers available by October 1<sup>st</sup>;
- b) Recommendations by December 15<sup>th</sup>;
- c) Tenure & Promotion (Associate) one vote/recommendation; and
- d) Written submissions not anonymized.

## 3. Faculty Committees

- a) Chosen by Presidents (University & BUFA);
- b) Dean (non-voting) plus four internal members;
- c) One external member;
- d) Two-year overlapping terms;
- e) Formed by December 1st;
- f) Chair elected (secret ballot) by January 15th;

- g) Membership must be posted;
- h) Quorum is Chair plus majority of voting members (1+3/5=4);
- i) 21.37 (all members **must** and **can** vote); and
- j) Order of consideration (Tenure & P(Assoc) first).

# 4. Support

- a) Dean shall provide the secretary for the Committee; and
- b) Instructions by Chair and "all other preparatory work" minuted.

## 5. Dean's Responsibilities

- a) Ensure the following are added to each dossier:
  - a. Department/Centre rules and assurance;
  - b. Department/Centre recommendation and report;
  - c. Letters from individuals;
  - d. Letters from "arm's length" external referees; and
  - e. Annual performance reviews (to date or for previous 5 years).

#### b) Referees

- a. Choose 3 from 5 or 4 from 6;
- b. Solicited by October 15<sup>th</sup>;
- c. Deadline is January 15<sup>th</sup>.

# c) Information Hearings

- a. Communication through Dean; and
- b. Two week response deadline;

## 6. Committee Recommendations

- a) Due March 1st;
- b) Dean sends separate recommendations;
- c) Committee recommendations written by Chair;
- d) Members may review and sign;
- e) Minority views included; and
- f) Copies of Committee and Deans' recommendations (edited) go to candidate.

## 7. Provost's Decisions

- a) Due by April 30<sup>th</sup>;
- b) If defer or deny, "full and detailed written reasons;" and
- c) Shall be sent by registered and electronic mail.