

Process Summary - Tenure and Promotion 2018-19

Date	Process Step	
Prior to Oct. 1	Candidate uploads T&P dossier to SharePoint https://brocku.ca/tap or https://brocku.sharepoint.com/sites/Tenure-and-Promotion	
By October 1 st	<ul style="list-style-type: none"> - Applicant dossiers available for Department/Centre Committee members via SharePoint - List of external referees goes to Dean - Faculty T&P Committees in place and posted 	Departmental Procedures (Stage 1)
By October 15 th	External Letters (Dean) <ul style="list-style-type: none"> - January 15th deadline 	
By December 1 st	<ul style="list-style-type: none"> - Department/Centre Committee recommendations formulated 	
By December 15 th	Dossiers available to Deans <ul style="list-style-type: none"> - Departmental Committee recommendations 	Faculty Committee Procedures (Stage 2)
By January 15 th	<ul style="list-style-type: none"> - Faculty Committee Chair elected (secret ballot) - External Referees' letters due 	
By March 1 st	Dossiers to Provost <ul style="list-style-type: none"> - Faculty Committee recommendations - Dean's recommendation 	
By April 30 th	Provost's Decisions	(Stage 3)

1. Deans shall provide:

- a) Required date for submissions (October 1st or earlier?);
- b) Format and required content of dossiers is defined in Article 21.11 and reflected in SharePoint site structure; and
- c) Copy of tenure and/or promotion application form(s).

2. Department/Centre Procedures

- a) Dossiers available by October 1st;
- b) Recommendations by December 15th;
- c) If Article 21.19 is invoked, the Department's written request outlining specific questions or concerns raised and the Candidate's written response to such a request shall become part of the dossier. Both are uploaded, by the Dean's Office, to the Chair's Report folder on the T&P Site.
- d) Tenure & Promotion (Associate) one vote/recommendation; and
- e) Original, written submissions from Department/Centre members forwarded to the Dean.

3. Faculty Committees

- a) Chosen by Presidents (University & BUFA);
- b) Dean (non-voting) plus four internal members;
- c) 4 internal to Faculty + one external to Faculty members;
- d) Two-year overlapping terms;
- e) Formed by October 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) Article 21.36 (all members **must** and **can** vote); and
- j) Order of consideration of applications 1) Tenure & Promotion to Associate first followed by Promotion to Professor.

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 within the applicant’s home unit(s);
 - 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 15th;
 - c. Deadline is January 15th.
- c) Information Hearings
 - a. Communication through Dean; and
 - b. Two week response deadline;

6. Committee Recommendations

- a) Due March 1st;
- b) Dean submits separate recommendation;
- c) Committee recommendation 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 30th;

- b) If defer or deny, “full and detailed written reasons;” and
- c) Shall be sent by registered and electronic mail.