

**QUEEN'S UNIVERSITY FACULTY ASSOCIATION  
Renewal and Tenure/Promotion Workshop  
for Tenure-Track and Tenured Faculty  
and  
Continuing Track/Continuing Librarian/Archivists**

**Monday, May 3, 2010  
9:30 - 11:30 a.m. in MacCorry B201**

**QUFA Resource Persons:**

Grievance Officer, QUFA JCAA Co-Chair, & QUFA Staff

**AGENDA**

1. **Welcome and Introductions**
  - workshop objectives
  - summary of relevant changes in the current agreement (**Appendix A**)
2. **Preparations for Personnel Processes (**Appendix B** *Know Your CA Article 30-- Applicant*)**
  - procedural principles (**Appendix C**)
  - Timelines (**Appendix D**)
  - eligibility issues
  - referees
    - selection of referee lists
    - what referees are responsible for
  - differences between renewal, tenure and promotion
  - teaching dossiers
  - adding material to the file
  - responding to positive recommendations
  - confidentiality of process
3. **Resolving Problems**
  - role of grievance officer at each stage of process
  - role of RTP committees
  - responding to negative recommendations
  - responding to Emerging negative consensus
4. **Questions and Answers**
5. **Any Other Issues**
  - relevant criteria and information for Library Promotion

**PLEASE READ PRIOR TO THE WORKSHOP:**

Article 30 (Faculty) OR Article 31(Librarians/Archivists) in the Current Collective Agreement 2008-11 at:

<http://www.queensu.ca/vpac/FacultyRelations/CollectiveAgreements/CAFinalEditsJun3009.pdf>

**Summary of Relevant Changes to RTP Processes  
in the Current Agreement (2008 - 11) from the Previous Agreement (2005-08)  
For Tenured/Tenure Track Faculty and  
Continuing/Continuing Track Librarians and Archivists#**

**Renewal, Tenure & Promotion Committee:**

**Article 30.2.1 #**

- Members of the Committee may be elected for staggered terms of more than one year;
- Members of the unit who intend to apply for Renewal, Tenure or Promotion shall not stand for election;

**Article 30.2.2 #**

- Reference to Appendix P for faculty, librarian or archivist Members who wish to make use of existing provisions for persons of aboriginal background to include an aboriginal participant on their RTP Committee.

**Article 30.2.4 #**

- RTP Committee members excluded for reasons of conflict or interest/conflict of commitment or because there is a reasonable apprehension of bias shall resign from the Committee and shall be replaced if the process of reviewing the applications has not yet commenced.

**Criteria for Renewal and Tenure:**

**Article 30.6.1b (Renewal) & Article 30.6.3b (Tenure)**

- Addition to provisions that diverse backgrounds of Members and the type of scholarship appropriate to their research areas shall be taken into account when assessing the quality of scholarly or creative work.  
The wording on diverse backgrounds was intended to be applied broadly.

**Article 30.6.6a Promotion Application not necessary for Tenure-Track Members moving from Lecturer to Assistant Professor upon completion of a Ph.D after hiring**

- Existing provision moved to this spot.

## Referees

### **Article 30.8.4 #**

- Within a reasonable time of receiving notification of the Member's application (See Art. 30.7.3 by July 1 at the latest) and no later than **July 15**, the Unit Head shall arrange a meeting with the member to give advice on the application and discuss the suitability of potential referees. **<July 15 is two weeks earlier than the former deadline>\*\***

### **Article 30.8.6.2 #**

- The Member shall provide a list of prospective referees to the Committee no later than **July 31**. **<one day earlier than the former deadline>\*\***
- In addition, the new agreement states that the Committee's list of prospective referees be arm's length from the Committee members.

## Member's Application File

### **Article 30.9.1 #**

- By **August 15** The Member shall provide the up to date C.V., the teaching summary or dossier, copies of all relevant scholarly or creative work, and a summary of the Member's contribution to the department, unit or Faculty, University, and/or discipline or profession. **<August 15 is two weeks earlier than the former deadline>\*\***

#

***These six provisions are relevant to Librarians and Archivists who use Article 31 instead of Article 30 for their RTP processes.***

## Students

### **Article 30.10.1**

- The Member may strike out up to twenty-five (25%) per cent of the names of students without having any obligation to provide reasons for so doing.  
*(In the previous agreement the number of student names which could be struck out was unlimited.)*

**KNOW YOUR CA Article 30**

*(From the Perspective of the Applicant) for*

**Renewal, Tenure and Promotion for Tenure-Track and Tenured Faculty Members**

Renewal and Tenure processes are critical decision points in your academic career, and in worst case scenarios, can be career-ending.

Applicants are welcome to contact QUFA staff before or at any stage during a personnel process to consult about their individual circumstances. QUFA also sponsors RTP Workshops for Tenure-track/Continuing-track and Tenured/Continuing faculty and librarians/archivists in early May every year to discuss questions and concerns of members about to apply for renewal, tenure and/or promotion governed by the following procedures.

**Renewal, Tenure and Promotion (RTP) Committee**

Departmental RTP Committees are elected annually by May 1<sup>st</sup>. Members who are going forward with applications in the coming year for any RTP decision must not stand for election to the Committee.

If an applicant believes that any of the elected RTP committee members in her/his unit have a conflict of interest with her/him (Article 18.1) or there is a reasonable apprehension of bias towards her/him, the applicant should raise this issue by speaking to the Head and/or QUFA. Committee members must resign from the committee in either situation and may not recuse themselves from one or two files, but rather must be available to assess all files. (Please see the Know Your CA regarding the RTP Committee at [http://qufa.ca/publications/know\\_your\\_ca\\_2008/KYCA-9-RTP-Cttee.pdf](http://qufa.ca/publications/know_your_ca_2008/KYCA-9-RTP-Cttee.pdf))

**Aboriginal Applicants**

If the applicant is an aboriginal person, Appendix O applies to their RTP application.

**Renewal/Reappointment, Tenure and Promotion for Members of Clinical Departments in the Faculty of Health Sciences**

Procedures for personnel decisions from clinical departments shall conform to all provisions of the collective agreement except with respect to the composition of their RTP Committee. Members may suggest to her/his Dean the group(s), Unit(s) or office(s) that the Member regards as most competent to assess her/his file. Individuals named for this purpose need not necessarily be Members. If there is any disagreement between the applicant and the Dean about the Committee's composition, the matter should be discussed with QUFA for possible referral to the JCAA or to the Grievance Officer and Faculty Relations, whichever is most appropriate.

## **Eligibility for Renewal and Tenure**

Members in an initial tenure track appointment normally are eligible in the final year of a three year contract for consideration for Renewal. That means that they apply at the end of their second year of the contract. Members in a renewed tenure-track appointment are normally eligible in the final year of their three year contract for consideration for Tenure and Promotion to Associate. Again, this means that they apply at the end of their second year of the contract, which is usually their fifth year at Queen's.

## **Early Renewal or Tenure Decisions**

In exceptional cases, a Member may be considered earlier than the final year of her/his appointment. Permission to go forward early for these decisions must be granted by your Dean before the assessment begins. Early eligibility for personnel decisions is sometimes stipulated in a member's appointment letter. Please note that evaluation of teaching at Queen's is an important component in the renewal or tenure process, and because teaching assessments from other Universities cannot be substituted in your file except as part of a teaching dossier, going forward early can result in a paucity of data about your teaching.

QUFA recommends that if you intend to go forward early for renewal or tenure decisions, you contact QUFA staff for advice.

## **Postponement of RTP Decisions (re: Leaves Taken)**

If you have become a parent during the Initial Tenure-track or Renewed Tenure-track appointment periods, you may take a year's postponement for each birth or adoption. Similarly, if you have taken Sick leave during the Initial Tenure-track or Renewed Tenure-track appointments, you are able to postpone a Renewal decision for the same amount of time you were on leave rounded up in years. In other exceptional cases, you may request a delay in the application of one year, and if granted, the review of your appointment, Renewal or Tenure-track, shall be extended by one year.

## **Applicants with Non-standard Job Descriptions**

You must be evaluated on the basis of your primary responsibility(ies) as described in your letter of appointment. Please see Articles 30.6.8 and 30.6.9.

## **Criteria for RTP Decisions**

### Renewal

In Renewal processes, there is a presumption in favour of the Member, i.e., the University would have to prove that the individual should not be kept on (Article 30.6.2). Renewal requires that you have a record as a good teacher and clear evidence of high quality scholarly or creative work. There is no specification of *quantity* of research though there must be enough to make an assessment as to quality.

### Tenure

To attain tenure, applicants must demonstrate that they have a record as a very good teacher committed to academic and pedagogical excellence, high-quality and peer-assessed scholarly or creative work, and a record of service. There is no presumption either for or against the Member making the application. While there is no specification of *quantity* of research, our expectation is that there must be a sufficient amount for referees to arrive at a reasonably reliable judgment as to quality.

### Promotions to Rank

Promotion to Associate Professor occurs simultaneously with the awarding of tenure. Promotion to Professor may be applied for at your discretion without a specific timeline. At Queen's, the granting of renewal, tenure, and/or promotion affect your professional rank and the employment commitment the University has to you, but have no impact on your compensation. In respect to the rank of Professor, for you to be described as "distinguished" there must be a demonstration of multiple and continuing contributions, but there are no specifications about when these are made or how much constitutes a "distinguished" career. *At no level is there a stipulation with respect to the quantity of research required.*

## **Application Process**

### Notification

**By May 15** of each year the Unit Head shall notify all Members of the unit of Promotion deadlines for the coming year. The Unit Head also must notify all Members eligible for Renewal or Tenure **in writing** of their eligibility. The Unit Head must follow up with efforts to communicate with Members eligible for Renewal or Tenure until they receive a response about the intention of each eligible Member.

**By July 1** you must notify the Unit Head of your intent to apply for Renewal, Tenure or Promotion.

## Deadline for RTP Application Submissions

**By August 15** you shall submit your renewal, tenure, and/or promotion application to the RTP Committee .

## Referees

Selection of referees is critical for the success of your application because referees play the primary role in assessing the quality of your research and are designated as the “experts” for the purpose of the RTP processes. You should seek specialists in the sub-field which you define as your area of expertise. Specifying your area of expertise is an exercise of your academic freedom. Consult with QUFA if you require assistance in selecting names for the list or in obtaining consensus on your referees list with the RTP Committee.

Within a reasonable time after receiving notification of your eligibility and **no later than July 15**, your Unit Head must arrange a meeting with you to discuss and give advice on the preparation of the application file and discuss the suitability of your potential list of referees.

**By July 31<sup>st</sup>** you must provide your list of potential referees to the RTP Committee. Be prepared to provide more names than are required at each level: three (3) are required for renewal, at least one (1) of whom is external to Queen’s; four (4) are required for tenure or promotion to Associate Professor, at least three (3) of whom are external to Queen’s; and for promotion to Professor, five (5) are required, at least four (4) of whom are external to the University.

Along with the person’s name and contact information, you must submit an explanation of your relationship with each potential referee. The Committee gets to choose one name for your referee list, which can be one that the Committee suggests or one from the list you submitted.

It is to your advantage to choose referees who will be favorably disposed to the kind of work you do as well as knowledgeable about your sub-field. It should be someone at arm’s length, that is, not someone whose reputation or work will benefit from your success (for example, not recent co-authors, not co-grant applicants, and not your Ph.D. supervisor).

Referees of “international Stature” (Article 30.8.5) are individuals with international reputations, and do not need to be academics living outside this country. Be wary of choosing referees who are unfamiliar with the North American academy and the vocabulary normally used here to describe an applicant’s accomplishments. In many European countries, for example, there is only one “distinguished” professor in a field and this may lead to a misunderstanding of the language in our collective agreement.

The most important criterion in respect to the rank of potential referees, is whether the person is qualified to assess your scholarship. All things being equal, it is valuable but not essential to get full Professors to provide a reference, unless you are seeking promotion to Professor.

Because the tenure file includes your entire 6 years' career contents, do not use the same referees for both your renewal and your tenure process. It is better to have fresh voices for the tenure decision.

It is neither necessary nor advisable to ask permission in advance from your referees.

Once the referees are selected by the Committee, the Unit Head sends out a template letter to each of them requesting a report. Along with this template letter, the Head sends each referee your curriculum vitae, your teaching dossier, and copies or examples of your work selected by you. You can also provide electronic links to your publications where appropriate. Referees may also request additional pieces of your work to make an informed evaluation of your scholarly or creative work. Referees' letters are returned to the Committee Chair for inclusion in your file.

#### Masking Referees and Solicited Student Letters

Masking letters means that the letterhead and signature block are covered. Referees' letters can be masked upon the request of your referees. All solicited student letters are masked. In either case, no masking of a referee's identification that occurs in the body of the letter is considered necessary.

#### Unsolicited Student Letters

No unsolicited student letters are included in your file with the exception of those which you may submit as part of your teaching dossier.

#### **Member's Application File (Article 30.9.1)**

**By August 15** you must provide an up-to-date curriculum vitae; a separate summary of teaching experience, which can be in the form of a teaching dossier; copies of all relevant scholarly or creative work (or at least citations for such work) and description of work in progress; and a summary of your service to the unit, University, your discipline or profession, and wider community. This self-produced material forms the core of your application.

QUFA highly recommends that all faculty Members produce a teaching dossier. Assistance can be provided in the first instance through the Centre for Teaching and Learning (CTL) website [http://www.queensu.ca/ctl/resources/publications/preparing\\_dossier.html](http://www.queensu.ca/ctl/resources/publications/preparing_dossier.html) or with CTL

staff or QUFA if further advice is required.

### Student Input

The RTP Committee develops a list of your present and former students who may be contacted to solicit their views. You will be shown this list in advance and you are allowed to strike out up to 25 % of the names from the list. The Committee will then make a random selection of students for the survey.

### Colleagues' Input

**By September 15** your Member's Application File, and any other material you choose to permit included, shall be made available to unit colleagues for their review. For the purposes of RTP reviews, "Colleagues" include all current Members (and in Health Science departments, non-bargaining unit clinical faculty) within the unit, with the exception of members on the RTP Committee, Department Heads, Deans, Associate Deans and students. (Retirees from your unit are excluded.) Colleagues' opinion letters must be written and signed and must be based on the merits of your application. In the case where the Member holds a joint or cross appointment, the Member's file shall be made available to the relevant units.

### Material from the Official File

QUFA strongly urges every RTP applicant to read about what constitutes appropriate contents of an Official File (Article 34.2) and to check the contents of your Official File prior to submitting an RTP application. Article 34.3 provides directions for accessing your Official File. You have the right to have anonymous or other inappropriate material removed from your file (Articles 34.2.6 and 32.2.7). Contact QUFA if you require advice or action concerning the contents of your Official File.

### **Renewal/Tenure/Promotion (RTP) File**

Your RTP File consists of all materials which you provided in the Member's Application File and all other material, reports and assessments added subsequently.

After the complete file has gone to the RTP Committee, only you are allowed to add new material (other than your written response to a recommendation or other information added by the assessors), and only if the new material is sufficiently significant that it might affect the recommendation or decision (Article 30.13.5).

### Your Access to the RTP File at Each Stage of the Assessment

After your RTP file is assessed by the RTP Committee, it is sent on to the Unit Head, and then to the Dean of your Faculty in departmentalized faculties. In non-departmentalized units it is sent straight to the Dean of your Faculty after the RTP Committee's review. After the Dean's recommendation, the file goes to the Principal via the office of the Vice-Principal Academic. In the case of applications for promotion to Professor, your file would go from the Dean to the University Promotions Advisory Committee first before being sent to the Principal (again, via the Vice-Principal Academic).

You are entitled to have access and time to respond in writing to any recommendation or assessment of the RTP file: after any new material is added; before the file is sent to the RTP Committee; before the file goes to your Department Head (if applicable); before your file goes to your Dean; and before your file goes to the Principal.

If you have any concerns about what has been put in your file at any of these stages, how your file is proceeding, or indeed any concerns that are beyond the normal anxiety most Members experience in these processes, you should get in touch with QUFA for advice or assistance as soon as possible.

### **Recommendations**

You should not be concerned about short delays in meeting the various deadlines in the progression of your file, as these are commonplace and can be allowed on a case-by-case basis by agreement of QUFA and Faculty Relations.

Recommendations about your file must be made on the basis of information in the RTP file only. At each stage the decision-maker must develop a recommendation with reasons in accordance with appropriate criteria. For example, assessment of your teaching effectiveness for RTP decisions is subject to the broad context outlined in Article 29 Assessment and Evaluation of Teaching. This recommendation is forwarded to the next stage of the process and to you at the same time.

You should be notified at each stage of the process of the file's availability to you and be given 7 working days to respond to the recommendation. If you need assistance in responding to anything you find troubling in your file or in the recommendation, or need additional time to respond, consult with QUFA.

At every stage of the process, if a decision maker disagrees with any recommendation at the lower levels, that individual must explain in writing the reasons for disagreement with the previous recommendation.

### **Emerging Negative Recommendation**

In the case of an emerging negative recommendation at any stage of the process, you must be informed promptly with clearly stated reasons. You should contact QUFA immediately to obtain timely assistance in responding to the recommendation. You have

10 working days to submit a response or any additional material, which will be added to your RTP File.

### University Promotion Advisory Committee(UPAC)

If you seek promotion to Professor, your file is sent to UPAC, a university-wide body which reviews whether you have met the criteria.

The Principal (or if delegated, the Vice-Principal Academic) makes the final decision to grant or deny renewal, tenure or promotion based on your file, all the recommendations and your responses by April 1 for Renewal, by April 15 for Tenure or promotion to Associate Professor, and by May 15 for promotion to Professor.

### Terminal Appointment

In the case where you are not granted tenure, you will automatically receive a terminal appointment of one year beyond the expiration of your current appointment.

### **Your Right to Grieve**

A negative decision is grievable. See Article 19 Grievance, Step 2. QUFA strongly recommends that where a decision involves the termination of employment that you contact us immediately.

Elaine Berman  
Administrative Officer, QUFA

## Procedural Principles

**The following principles underlie the procedural rules set out in our Collective Agreement:**

- 1. Notice of Eligibility.** There is an obligation on the part of the University to inform Members eligible for Renewal or Tenure/Promotion to Associate (i.e. decisions that determine whether you will continue to be employed by Queen's) that the contract is about to expire and that you may apply for Renewal or Tenure. The University must receive a response one way or other from each Member and must persist in the notification process until it does so.
- 2. Dates for Submitting Materials.** Most of the deadlines in the former and current agreement are the same. Please note however earlier dates in the three initial RTP deadlines in the current agreement than was the case in the past: July 15 for the talk with your Head about the application and choice of referees (Article 30.8.4); no later than July 31 for submission of the referees list to the RTP Committee (Article 30.8.7); and August 15 for the submission of the Member's Application file (Article 30.9). The remainder of the deadlines are unaffected.
- 3. Recommendations. Only the decision makers (the Personnel Committee, the Head, the Deans, the Principal) see recommendations at each stage of the process.** Colleagues within the department do not, because there is to be no first order evaluation based on other people's evaluations.
- 4. Consideration of the File. All materials must be considered together.** That is, referees and department members (colleagues) look at a complete file of publications and related materials prepared by the Member. Nothing new may be added unless it is so significant that it might alter the decision. The Personnel Committee must look at a complete file of letters and publications, teaching dossier, etc.
- 5. Member's Right to Comment at the end of each stage.** At every stage of the process, the Member has an opportunity to comment on recommendations from that phase of the decision-making. No recommendation (from Personnel Committee, or Head, or Dean) can be read separately from the Member's response to it.

**If you have any questions about procedures at any time, do not hesitate to contact the QUFA Office for assistance. (Email <qufa@queensu.ca>) (phone 533-3033 or 533-3270). Strict confidentiality about your situation is assured.**

**2008-11 Timelines for Faculty, Librarians and Archivists  
Renewal, Tenure or Continuing Appointment, and Promotion**

**Preamble:** The following time lines are specifically included or implied in the Collective Agreement and as such represent a binding agreement between the Parties (QUFA and Queen's University). The Parties recognize that some of these time lines are tight, and so applicants are, for example, encouraged to hand in their lists of referees and their applications as soon as they are ready. But it is also recognized that Applicants are not obliged to comply with administrative pressure to meet earlier deadlines not specifically included in the Agreement. Members may, for example, wish to use the summer months up to the final deadline of August 15<sup>th</sup> to finish research or creative work in progress, and to complete their file.

**Note:** 'Unit Head' refers to the Head, Chair, or Director of a Department or School in a departmentalized Faculty; the Dean of a non-departmentalized Faculty or School, the University Librarian or University Archivist. (Article 2) 'The Committee' for Renewal, Tenure and promotion for Tenure-track and Tenured Faculty members refers to the standing Renewal, Tenure and Promotion Committee. (Article 30.2.1) 'The Committee' for Renewal, Continuing Appointment and Promotion for Librarian and Archivist Members refers to a standing Renewal/Continuing appointment/Promotion Committee. (Article 31.2.1)

By May 1: The Library and Archives shall each elect a standing Renewal/Continuing appointment/Promotion Committee. (Article 31.2.1)

By May 1: Each Faculty Unit shall elect a standing Renewal/Tenure/Promotion Committee. The Committee shall elect its own Chair who shall be a voting member of the Committee. (Article 30.2.1)

By May 1: A notice shall be placed in the Queen's Gazette by the Office of the Vice-Principal (Academic) announcing a August 15 deadline for applications for Renewal, Continuing appointment or Promotion and referring to the procedures in this Article. (Article 30.7.2)

By May 15: The Faculty Unit Head shall notify all Members of the Unit of Promotion deadlines for the coming year and notify all Members eligible (Article 30.5, Eligibility) for Renewal or Tenure in writing of their eligibility. If the Unit Head uses e-mail to notify the Member, it shall be followed up by a letter. In addition, the Unit Head must continue to follow up his/her communications if he/she fails to receive a response from the Member concerning his/her application. (Article 30.7.1 b)

By May 15: The University Librarian/University Archivist shall notify all Members of the Unit of the Promotion deadlines for the coming year and notify all Members eligible for Renewal or Continuing appointments in writing of their eligibility. If the University Librarian/University Archivist uses e-mail to notify the Member, it shall be followed up by a letter. In addition, the University Librarian/University Archivist must continue to follow up his/her communications if he/she fails to receive a response from the Member concerning his/her application. (Article 31.6.1)

By July 1: The Tenure-Track and Tenured Faculty Members must notify the Unit Head of

her/his intent to apply for Renewal, Tenure or Promotion. (Article 30.7.3)

By July 1: The Librarian/Archivist Members must notify the University Librarian/University Archivist of her/his intention to apply for Renewal, Continuing appointment or Promotion. (Article 31.6.3)

By July 15: Within a reasonable time of receiving notification of the Faculty Member's application and no later than this date, the Unit Head Dean shall arrange a meeting with the Member to give advice on the preparation of the application and to discuss the suitability of potential referees. (Article 30.8.4)

By July 15: Within a reasonable time of receiving notification of the Member's application, and no later than this date, the University Librarian/Associate University Librarian/University Archivist shall arrange a meeting with the Member to give advice on the preparation of the application and to discuss the suitability of potential referees. (Article 31.7.4)

By July 31: The Faculty Member will provide a list of prospective referees to the Committee by this date. (Article 30.8.7)

By July 31: The Librarian/Archivist member will provide a list of referees to the Committee by this date. (Article 31.7.7)

By Aug 15: The Faculty Member shall provide the following materials to the Committee: an up-to-date curriculum vitae; a separate summary of teaching experience for faculty Members (which may be in the form of a teaching dossier and which may include surveys prepared pursuant to Article 29.4); copies (if feasible) of all relevant scholarly work (or at least citations for such work) and a description of any work in progress; and a summary of the Member's contributions to the Department, Unit or Faculty and the wider University community, and where appropriate, to the discipline or profession. The Unit shall reimburse the Member for the costs of the preparation of duplicate copies on a receipted basis. (Article 30.9.1)

By Aug 15: The Librarian/Archivist Member shall provide the following materials to the Committee: an up-to-date curriculum vitae; copies (if feasible) of all relevant scholarly work (or at least citations for such work) and a description of any work in progress; and a summary of the Member's contributions to the Department, Unit or Faculty and wider University community, and where appropriate, to the discipline or profession. (Article 31.8.1)

By Sept 15: The Faculty Member's Application File as described in Article 30.8.1 and, if the Member permits, any other material submitted for this purpose shall be made available for review within the Unit. (Article 30.11.1)

By Sept 15: The Librarian/Archivist Member's Application File as described in Article 31.8.1 and, if the Member permits, any other material submitted for this purpose shall be made available for review within the Unit. (Article 31.9.1)

By Oct 15: The University Librarian/Associate University Librarian/University Archivist shall provide to the Member information from the Member's Official File that is relevant to the application. The Member shall have ten (10) working days to respond to any material included from the Member's Official File and may provide additional relevant materials as well as a written response. (Article 31.10.1) The Unit Head shall forward to the Committee the material specified in this Article along with the Member's response. (Article 30.10.1)

**QUFA strongly recommends that applicants prepare this, or any other similar response required during the process, with the confidential assistance of the QUFA Grievance Officer.**

By Nov 15: The Faculty Renewal/Tenure/Promotion File shall be available to Committee Members. The Committee shall meet to assess all materials in the Renewal/Tenure/Promotion file. All Committee members shall review the Renewal/Tenure/Promotion File in order to participate in the formulation of the recommendation. (Article 30.14.3)

By Nov 15: The Librarian/Archivist Renewal/Continuing appointment/Promotion File shall be available to all Committee Members. The Committee shall meet to assess all materials in the Renewal/Continuing appointment/Promotion File. All Committee members shall review the Renewal/Continuing appointment/Promotion File in order to participate in the formulation of the recommendation. (Article 31.12.2)

By Dec 15: In departmentalized Faculties the Committee Chair will submit to the Department Head the Renewal/Tenure/Promotion File and the written recommendation of the Committee with its reasons and any dissenting view(s). (Article 30.14.6) (also see Article 30.14.7)

By Dec 15: For librarian Members, the Committee Chair will submit to the Associate University Librarian the Renewal/Continuing appointment/Promotion file; and the written recommendation of the Committee with its reasons and any dissenting view(s). (Article 31.12.5)

By Jan 15: In non-departmentalized Faculties the Committee Chair will submit to the Dean the Renewal/Tenure/Promotion File and the written recommendation of the Committee with its reasons and any dissenting view(s). (Article 30.14.6)

By Jan 15: The Department Head shall submit to the Dean the Renewal/Tenure/Promotion file, the written recommendation of the Committee with its reasons and any dissenting view(s) and the Member's response to the Committee's recommendation (if any) and the Department Head's written recommendation and reasons. (Article 30.14.7f)

By Jan 15: The Associate University Librarian will submit to the University Librarian the Renewal/Continuing appointment/Promotion File, the written recommendation of the Committee with its reasons and any dissenting view(s), and the Member's response to the Committee's recommendation (if any); and the Associate University Librarian's written recommendation and reasons. (Article 31.12.7 (f)) (also see Article 31.12.8)

By Jan 15: For Archivist Members, the Committee Chair will submit to the University Archivist the Renewal/Continuing appointment/Promotion File; and the written recommendation of the Committee with its reasons and any dissenting view(s). (Article 31.12.6) (Also see Article 31.12.7 (a))

By Mar 1: The Dean will submit to the Principal the Renewal/Tenure/Promotion File; the written recommendation of the Committee with its reasons and any dissenting view(s), and the Member's response to the Committee's recommendation (if any); if applicable, the Department Head's written recommendation and reasons and the Member's response to the Department Head's recommendation (if any); and the Dean's written recommendation and reasons. (Article 30.14.13)

By April 1: The Principal shall grant or deny Renewal and shall inform the Faculty Member of the decision in writing, including reasons for any denial by April 1. (Article 30.16.6)

By April 1: The Principal shall grant or deny Renewal or Promotion to Assistant Librarian/Assistant Archivist and shall inform the Librarian/Archivist Member of the decision in writing, including reasons for any denial by April 1. (Article 31.13.3)

By April 15: The Principal shall grant or deny Tenure or Promotion to Associate Professor and shall inform the Faculty Member of the decision in writing, including reasons for any denial by April 15. (Article 30.16.6)

By April 15: The Principal shall grant or deny Continuing Appointment or Promotion to Associate Librarian/Associate Archivist and shall inform the Librarian/Archivist Member of the decision in writing, including reasons for any denial by April 15. (Article 31.13.3)

By May 15: The Principal shall grant or deny Promotion to Professor and shall inform the Faculty Member of the decision in writing, including reasons for any denial by May 15. (Article 30.16.6)

By May 15 The Principal shall grant or deny Promotion to Librarian/Archivist and shall inform the Librarian/Archivist member of the decision in writing, including reasons for any denial by May 15. (Article 31.3.3.)

## **PLEASE NOTE:**

**The information contained in this workshop resource is intended only as a guide. Please consult the Collective Agreement for the full details. In the case of a discrepancy, the Collective Agreement takes precedence.**