

GUIDE FOR TENURE REVIEW TIMELINES

Last Updated: March 2019

PURPOSE

The purpose of this guide is to provide pre-tenure faculty members with tools to assist them with understanding the process and associated timelines as it relates to the Intermediate Review, Normal and Final Tenure review, including outlining the accountability of the stakeholders in the evaluation review process.

In the event there is a conflict between the contents of this Guide and a collective agreement provision, the collective agreement provision is the authoritative source for the information.

NORMAL TENURE REVIEW TIMELINES

During each step of the process outlined below, the RFA (on behalf of the pre-tenure faculty member), the DEC, the FTC or the VPFA may request an extension to the timelines. Requests for extensions shall not be unreasonably denied.

Note: Date in black font are explicit dates in the 2015-2018 Collective Agreement. Dates in green font are tentative dates that have been derived by applying the timelines outlined in the 2015-2018 Collective Agreement. These tentative dates may change depending on the actual submission date or any extensions that the appropriate parties agree to.

| No. | Activity | Responsibility | Date |
|-----|--|---------------------------|------------------------|
| 1 | By March 31 st , the pre-tenure faculty member with a 3 or 4 year probationary period decides if he/she wishes to revert back to the Normal six year probationary period. | Pre-tenure Faculty Member | March 31 st |
| 2 | By May 1 st the pre-tenure faculty member should consult with the Chair/Director (or the Chair's designate – who must be a member of the DEC) to ensure his/her tenure dossier is as complete as possible. | Pre-tenure Faculty Member | May 1 st |
| 3 | By May 17 th the pre-tenure faculty member is expected to submit the SRC portion of his/her tenure dossier, as specified in Article 5.8, to the DEC. The pre-tenure faculty member will provide (in writing) the Dean with the names of five potential external referees, from which the Dean shall choose two. | Pre-tenure Faculty Member | May 17 th |
| 4 | Dean selects the third external referee. | Dean | May 30 th |
| 5 | The Dean will solicit the evaluative letters from the external referees with a deadline date of August 31 st . | Dean | June 1 st |

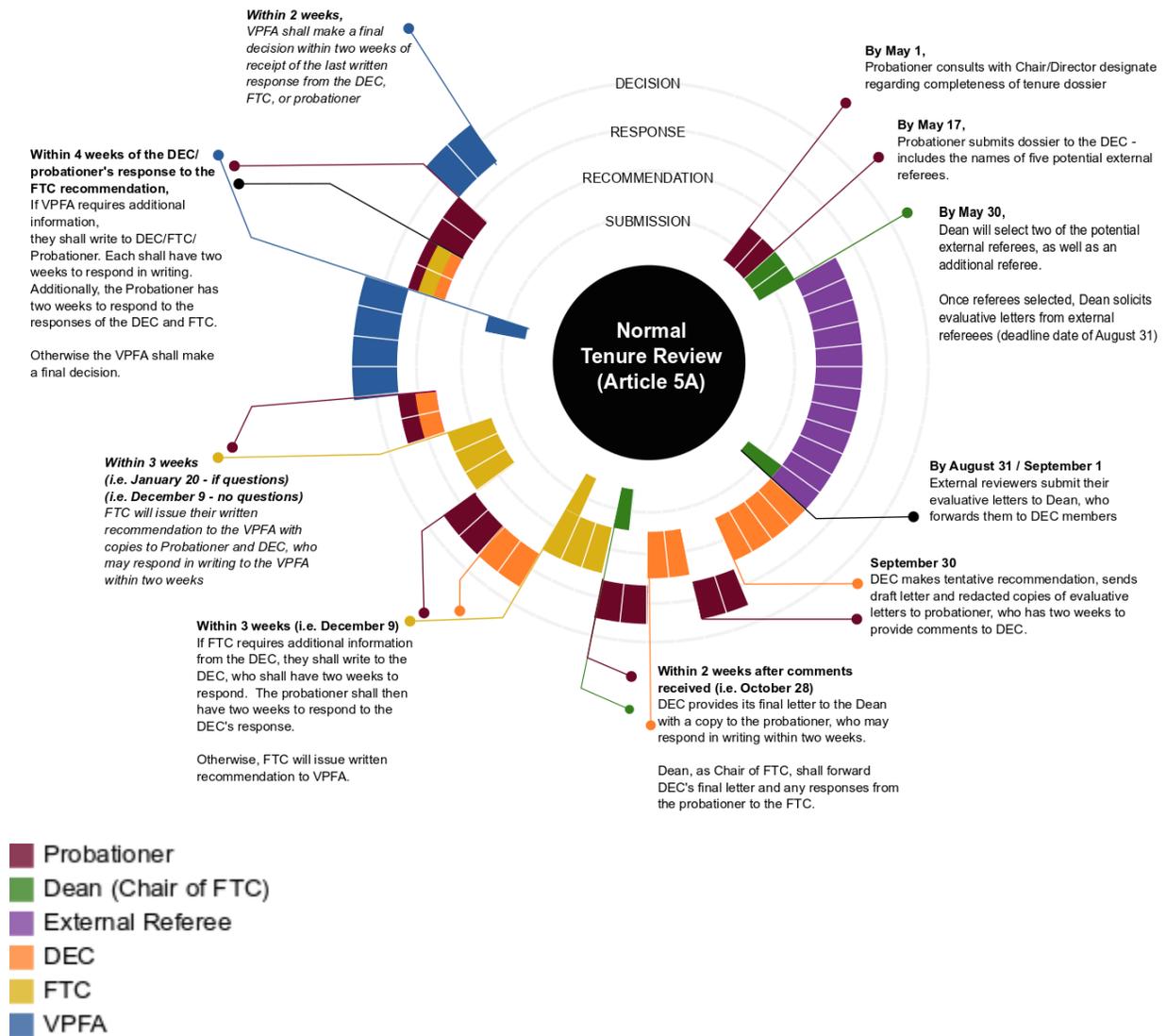
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| 6. | All other portions of the candidate's tenure dossier, including the year-end assessment for the year just completed, as well as any responses to that assessment, shall be submitted by the member by August 1st. | Pre-tenure Faculty Member | August 1st |
| 7 | Dean forwards evaluative letters from the external referees to DEC members. | Dean | September 1st |
| 8 | DEC is to make a tentative recommendation, with a corresponding letter containing detailed rationale and copies of the evaluative letters from the external referees (with the names and any identifying information redacted) to the pre-tenure faculty member by September 30 th . | DEC | September 30th |
| 9 | If the pre-tenure faculty member wishes to respond, they can do so in writing within two weeks of receiving the DEC's tentative recommendation. This response is provided by the pre-tenure faculty member to the DEC. | Pre-tenure Faculty Member | By October 14th |
| 10 | At its discretion, the DEC can choose to modify its recommendation taking into consideration the comments of the pre-tenure faculty member. It may change its comments on matters contained in its original draft, and it may respond to issues raised in the pre-tenure faculty member's response, but it may not introduce completely new issues. Within two weeks of receiving the pre-tenure faculty member's response, if the pre-tenure faculty member does not provide a response) the DEC provides its final recommendation (which may or may not be revised) to the Dean and the FTC, with a copy to the member. With its final recommendation the DEC will send to the FTC the full file, including the dossier, the external referee reports, any other relevant material. | DEC | By October 28th |
| 11 | The pre-tenure faculty member has two weeks from receipt of the DEC's final recommendation to comment in writing to the FTC. The pre-tenure faculty member is to provide his/her response to the Dean, Chair of the FTC. | Pre-tenure Faculty Member | By November 11th |

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| 12 | The Dean is expected to immediately forward the dossier, the DEC's final recommendation letter, the member's response if any to that recommendation, and the evaluative letters from the external referee reports. | Dean | |
| 13 | <p>The FTC is expected to review the dossier, the DEC's written recommendation, and the evaluative letters from the external referees. The FTC will make its own recommendation to the VPFA. FTC recommendation will be copied to the DEC and the member.</p> <p>The FTC recommendation letter will be prepared by the FTC and signed by all members confirming their views are reflected. The FTC will forward to the VPFA their recommendation letter, the tenure file, including the dossier, the recommendation of the DEC, the external referees' reports and any response(s) of the member.</p> <p>Any questions that the FTC may have of the DEC will be provided in writing.</p> <p>The FTC shall meet within three (3) weeks of receipt the pre-tenure faculty member's response or the lapsing of the two week timeline in which the member can respond, whichever is applicable, to review the tenure file, including the dossier, the DEC's written recommendation, the pre-tenure faculty member's response(s), if any, to that recommendation, and the external referee reports.</p> <p>Should the FTC have any questions of the DEC, the FTC will provide such questions, in writing, within the three weeks mentioned immediately above.</p> | FTC | By December 2nd |
| 14 | Should the FTC have no questions, the FTC will have a further week to issue their written recommendation, including the rationale for the recommendation, to the VPFA, with a copy to the member and the DEC. | FTC | By December 9th |
| 15 | Should the FTC have questions of the DEC, the DEC will respond, in writing, within two weeks of receipt of such questions. | DEC | By December 16th |

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| 16 | Pre-tenure faculty member will be provided with an opportunity to respond within two weeks of the DEC's response. | Pre-tenure Faculty Member | By January 6th |
| 17 | In cases where the FTC has questions, the FTC will issue its written recommendation, including the rationale for the recommendation, within two (2) weeks of receipt of the DEC's response or the pre-tenure faculty member's response, whichever is later, to the VPFA, with a copy to the member and the DEC. | FTC | By January 20th |
| 18 | The FTC's letter will be provided to the pre-tenure faculty member and the DEC to provide comments. If the pre-tenure faculty member or DEC wish to respond, he/she or the DEC shall provide their comments to the VPFA within two weeks of receipt of the FTC's recommendation. | Pre-tenure Faculty Member and DEC | Within two weeks of receipt of the FTC's final recommendation By December 23rd (if FTC had no questions) or by February 3rd (if the FTC had questions) |
| 19 | In cases where the VPFA does not require additional information before making a decision, he/she shall make a final decision and shall advise the pre-tenure candidate in writing of his/her decision within four (4) weeks of the end of the two week timeline the pre-tenure faculty member and the DEC have to respond to the FTC recommendation letter. | VPFA | By January 27th (if the FTC had no questions) or by March 3rd (if the FTC had questions) |
| 20 | In cases where the VPFA requires additional information before making a decision, he or she shall write to the DEC, the FTC or to the member, within the four (4) weeks of the end of the two week timeline the pre-tenure faculty member and the DEC have to respond to the FTC recommendation letter, copying the other parties and the Association. | VPFA | By January 27th (if the FTC had no questions) or by March 3rd (if the FTC had questions) |
| 21 | In cases where the VPFA has questions, the DEC and/or the FTC and the member shall have two weeks to provide a response. The response from the DEC and/or the FTC shall be copied to the member and the Association. | Pre-tenure Faculty Member, FTC, DEC | By February 10th (if the FTC had no questions) or by March 17th (if the FTC had questions) |

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| 22 | In cases where the VPFA has questions, the member shall have two (2) weeks to respond to the VPFA with respect to the letters of the FTC and/or the DEC. | Pre-tenure Faculty Member | By February 24th (if the FTC had no questions) or by March 31st (if the FTC had questions) |
| 23 | In cases where the VPFA has questions, the VPFA shall make a final decision within two (2) weeks of receipt of the last written response from the DEC, the FTC, or the member. | VPFA | By March 10th (if the FTC had no questions) or by April 14th (if the FTC had questions) |

NORMAL TENURE REVIEW (WITH QUESTION PERIODS INCLUDED)



FINAL TENURE REVIEW TIMELINES

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| 4 | Dean selects the third external referee. | Dean | May 30 th |
| 5 | The Dean will solicit the evaluative letters from the external referees with a deadline date of August 31 st . | Dean | June 1 st |

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| 7 | DEC is to make a tentative recommendation, with a corresponding letter containing detailed rationale and copies of the evaluative letters from the external referees (with the names and any identifying information redacted) to the pre-tenure faculty member by September 30 th . | DEC | September 30 th |
| 8 | If the pre-tenure faculty member wishes to respond, they can do so in writing within two weeks of receiving the DEC's tentative recommendation. This response is provided by the pre-tenure faculty member to the DEC. | Pre-tenure Faculty Member | By October 14 th |
| 9 | At its discretion, the DEC can choose to modify its recommendation taking into consideration the comments of the pre-tenure faculty member. It may change its comments on matters contained in its original draft, and it may respond to issues raised in the pre-tenure faculty member's response, but it may not introduce completely new issues. Within two weeks of receiving the pre-tenure faculty member's response, if the pre-tenure faculty member does not provide a response) the DEC provides its final recommendation (which may or may not be revised) to the Dean and the FTC, with a copy to the member. With its final recommendation the DEC will send to the FTC the full file, including the dossier, the external referee reports, any other relevant material. | DEC | By October 28 th |
| 10 | The pre-tenure faculty member has two weeks from receipt of the DEC's final recommendation to comment in writing to the FTC. The pre-tenure faculty member is to provide his/her response to the Dean, Chair of the FTC. | Pre-tenure Faculty Member | By November 11 th |
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FINAL TENURE REVIEW

