Article 8
PROCEDURES FOR THE FORMATION OF PROMOTION AND TENURE COMMITTEES FOR
FACULTY MEMBERS

8.01 Within each Academic Unit, a Promotion and Tenure Committee consisting of Faculty Members shall be
established annually no later than May 1 to be in office for the following Academic Year. The Administrative
Head shall initiate the process of establishing the Committee and inform the members of the Academic Unit of
the Committee membership.

8.02 In addition to the exclusions in the remainder of this article, a Faculty Member is not eligible to serve on a
Promotion and Tenure Committee if he or she:

(a) is being considered for promotion;

(b) is being considered for tenure;

(c) is being considered for extension of tenure-track appointment;

(d) holds a term appointment with a duration of less than two (2) years;

(e) has a conflict of interest as defined in Clause 1.42.

8.03 Where a candidate under consideration presents a documented record of personal conflict with a Faculty
Member otherwise eligible to serve on the Promotion and Tenure Committee, and the Administrative Head
determines that the documented personal conflict creates a reasonable apprehension of bias, then that Faculty
Member shall recuse him or herself from serving on the Committee for that candidate.

8.04 Where a Faculty Member who is a member of the Promotion and Tenure Committee has within the past six (6)
years been an academic supervisor of a candidate under consideration, that Faculty Member shall recuse him or
herself from serving on the Committee for that candidate.

8.05 The Promotion and Tenure Committee shall consist of five (5) Faculty Members, no more than one (1) of
whom shall be non-tenured; three (3) of whom shall be elected by the Faculty Members from within the
Academic Unit and two (2) of whom shall be appointed by the Administrative Head. If the Administrative
Head is to be considered for promotion or tenure in the Academic Year for which the Committee is being
established, he or she shall so inform his or her immediate administrative superior who shall make the
appointments to the Committee. In the case of Academic Units with fewer than seven (7) Faculty Members
eligible and prepared to serve, the Committee shall consist of all eligible Faculty Members of the Academic
Unit, of whom no more than one (1) shall be non-tenured. As the need arises, one (1) of the persons appointed
by the Administrative Head may be a Faculty Member from a cognate area.

8.06 When a Department cannot constitute a Promotion and Tenure Committee as outlined elsewhere in this
Collective Agreement, the Academic Unit shall be defined as the appropriate Faculty. The Promotion and
Tenure Committee shall consist of five (5) Faculty Members, no more than one (1) of whom shall be non-
tenured; three (3) of whom shall be elected from within the Academic Unit and two (2) of whom shall be
appointed from the Academic Unit. All Faculty Members in the Faculty shall be eligible to stand for election
and be considered for appointment to the Promotion and Tenure Committee. Only Faculty Members in the
Department shall be eligible to vote.

8.07 If the number of eligible Faculty Members who agree to stand for election is fewer than the number specified in
Clause 8.05, nonetheless the Committee shall be composed of those appointed and elected within the terms of
Clause 8.05. If a Committee is formed under this provision with less than a full complement of members, and if
one (1) or more eligible candidates have later made it known that they are available prior to consideration of
any candidate by the Committee, the vacancies shall be filled by election, following a further call for
nominations, or by appointment, according to the manner in which the position(s) would originally have been
filled.
8.08 The first meeting of the Committee shall be convened by the Administrative Head. The Committee shall elect its own Chairperson. The Administrative Head shall not be a member of the Committee, but may meet with the Committee by invitation of the Committee or upon his or her request.

8.09 In the event of a resignation from the Committee prior to consideration of any candidate by the Committee, an attempt shall be made to fill the resulting vacancy, either by election or appointment, according to the manner in which the position(s) was originally filled. Resignations after the consideration of candidates by the Committee has begun shall result in the Committee’s continuing with a reduced number of members.

GRENFELL CAMPUS
8.10 At Grenfell Campus, Counselling Faculty Members shall, in consultation with the Vice-President (Grenfell Campus), select which school Committee shall review their file.

FACULTY OF MEDICINE
8.11 In the Faculty of Medicine, the procedure for appointment of a Committee set out in Clauses 8.01 to 8.09 shall in general apply except as follows:

(a) Each Division (Community Health and Humanities, and BioMedical Sciences) shall have a Promotion and Tenure Committee.

(b) One (1) of the three (3) elected members shall be elected from Faculty Members within the Faculty but outside the Divisions by Faculty Members within the Faculty but outside the Divisions and one (1) of the two (2) appointed members shall be appointed by the Dean from within the Division.

(c) Faculty Members who are members of neither Division shall, in consultation with the Vice-Dean, select which Division Committee shall review their file.

FACULTY OF ENGINEERING & APPLIED SCIENCE
8.12 In the Faculty of Engineering and Applied Science, the procedure for appointment of the Promotion and Tenure Committee set out in Clauses 8.01 to 8.09 shall apply, except one (1) of the three (3) elected members shall be elected from Faculty Members within the Faculty but outside the Department by Faculty Members within the Faculty but outside the Department and one (1) of two (2) appointed members shall be appointed by the Dean from outside the Department.