

**Article 15****THE ASSESSMENT FILE FOR NON-DECISION YEAR REVIEW, EXTENSION OF TENURE-TRACK APPOINTMENT, TENURE AND PROMOTION FOR LIBRARIANS**

- 15.01 Candidates for extension of tenure-track appointment, promotion or tenure, and those being reviewed in non-decision year reviews, shall create an assessment file, in consultation with the University Librarian, which shall be considered by the Promotion and Tenure Committee. This file, as completed in accordance with this Article, shall contain all the documentation relevant to the evaluation process. Candidates may include a statement referring to their fulfilment of the relevant criteria in the areas of assessment as stated in Articles 17 and 18.
- 15.02 The University Librarian, not later than the anniversary date of the candidate's appointment, shall request in writing that the candidate prepare an assessment file in the case of consideration for extension of tenure-track appointment or tenure. The University Librarian shall, at that time, notify the Librarian, in writing, that the Librarian has the right to include in the assessment file rebuttal or written comments on the accuracy or meaning of any document inserted, into their assessment file. Each candidate shall submit materials for their file to the University Librarian within twenty (20) days following the date of request.
- 15.03 Before making the file available to the Promotion and Tenure Committee, the University Librarian shall insert copies of any relevant documents previously placed in the official personal file of the candidate, including non-decision year reviews and recommendations formulated during previous promotion and tenure assessments. Such documents shall be clearly marked as having been inserted by the University Librarian.
- 15.04 Each candidate shall submit materials for their file to the University Librarian by September 15 in the case of consideration for promotion.
- 15.05 The Promotion and Tenure Committee or the University Librarian may request additional information or material from the candidate or elsewhere in the University. Such requests shall be made in writing and shall form part of the file.
- 15.06 The assessment file shall be deemed to be an annex to the official personal file. As new documents are created or obtained in the assessment process, they shall be added to the assessment file by the University Librarian. In addition, the University Librarian shall ensure that any such documents not previously copied to the candidate shall be copied to them. The candidate has the right to insert a response but shall not insert any new, substantive material in the assessment file after the Committee has submitted its report. No material shall be included in the file which does not meet the requirements governing inclusion of material in the official personal file as specified in Clauses 1.45 to 1.68, except that the candidate may submit copies of books, articles or other similar materials for assessment purposes. The material in this file shall be governed by the provisions of Clause 4.07.
- 15.07 The assessment file shall be maintained by the academic administrator currently responsible for formulating a recommendation and shall be located in their office, except when signed out by a member of the Promotion and Tenure Committee. If working copies are made for Committee members, the Chairperson of the Committee shall ensure their destruction at the conclusion of the assessment process.
- 15.08 The candidate shall have access to the file at any time upon request.
- 15.09 The Chairperson of the Promotion and Tenure Committee shall inform the candidate in writing of the final content of the file before the Committee begins a review.
- 15.10 After the Promotion and Tenure Committee has submitted its Report, no new material shall be added to the file except assessments and recommendations by academic administrators, as specified in this Collective Agreement, and correspondence related to the evaluation process.
- 15.11 In the case of extension of a tenure-track appointment, tenure or promotion, the President shall inform the candidate of their recommendation and shall be responsible for transmitting the file to the Director of Human Resources for inclusion in the official personal file.

- 15.12 In the case of a non-decision year review the University Librarian shall be responsible for transmitting the file to the Director of Human Resources for inclusion in the official personal file and shall return to the candidate all copies of books, articles or other similar materials in accordance with Clause 1.53.
- 15.13 When the Director of Human Resources receives an assessment file for inclusion in the official personal file, they shall return to the candidate all copies of books, articles or other similar materials in accordance with Clause 1.53, as well as any voluminous teaching dossier material.