

Article 7**PROCEDURES FOR THE FORMATION OF PROMOTION AND TENURE COMMITTEES FOR FACULTY MEMBERS**

- 7.01 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. The Association shall be notified of the composition of, and any change to the Promotion and Tenure Committee, and which members were appointed or elected by the Academic Unit.
- 7.02 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 they:
- (a) are being considered for promotion;
 - (b) are being considered for tenure;
 - (c) are being considered for extension of tenure-track appointment;
 - (d) hold a term appointment with a duration of less than two (2) years.
- 7.03 Where a Faculty Member who is otherwise eligible to serve on a Promotion and Tenure Committee has a conflict of interest as defined in Clause 1.38 involving a candidate under consideration, that Faculty Member shall recuse themselves from serving on the Committee for that candidate.
- 7.04 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 themselves from serving on the Committee for that candidate.
- 7.05 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 themselves from serving on the Committee for that candidate.
- 7.06 No later than September 2, the Promotion and Tenure Committee shall be notified of the Faculty Members who intend to apply for promotion or tenure and shall be asked to declare to the Administrative Head if a personal conflict or conflict of interest exists.
- 7.07 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, they shall so inform their 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. If the Committee is revised then the Association must be notified of the composition of the new Committee.
- 7.08 Normally, transaction of business shall require the presence of all members of the Promotion and Tenure Committee. In no case shall business be transacted in the absence of the Chairperson. In a case where a Committee has fewer than five (5) members, all members must be present for the transaction of business. Notwithstanding the above, participation by Telecommunications Technology in which all participants talk to one another in real time is acceptable when all members have all appropriate documentation and it is otherwise not feasible for the Committee to meet in person within the time frame necessary to make a decision.
- 7.09 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.

- 7.10 If the number of eligible Faculty Members who agree to stand for election is fewer than the number specified in Clause 7.07, nonetheless the Committee shall be composed of those appointed and elected within the terms of Clause 7.07. 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.
- 7.11 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 the request of the Administrative Head. The Committee shall have the option of holding meetings in the absence of the Administrative Head.
- 7.12 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

- 7.13 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

- 7.14 In the Faculty of Medicine, the procedure for appointment of a Committee set out in Clauses 7.01 - 7.12 shall in general apply except as follows:
- (a) Each Division (Community Health and Humanities, and Bio-Medical Science) 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

- 7.15 In the Faculty of Engineering and Applied Science, the procedure for appointment of the Promotion and Tenure Committee set out in Clauses 7.01 - 7.12 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.