

Article 9**PROCEDURES FOR PROMOTION AND TENURE COMMITTEES FOR FACULTY MEMBERS**

- 9.01 The procedures specified in this Article shall apply to all assessments carried out by Faculty Member Promotion and Tenure Committees unless otherwise specified in this Collective Agreement.
- 9.02 Once appointed or elected to a Promotion and Tenure Committee, a Faculty Member cannot be a candidate for promotion or tenure during the Academic Year for which that Committee was established.
- 9.03 Normally, transaction of business shall require the presence of all members. In no case shall business be transacted in the absence of more than one (1) member or in the absence of the Chairperson. In the case of a Committee with fewer than five (5) members, all members must be present for the transaction of business. Transaction of business shall be confidential.
- 9.04 In cases of promotion, when a Faculty Member is appointed to the University or promoted to a higher rank between January 1 and August 31, the calculation of years in rank shall be made as though the Faculty Member had been appointed or promoted on the following September 1.
- 9.05 In cases of promotion, when a Faculty Member is appointed to the University or promoted to a higher rank between September 2 and December 31, the calculation of years in rank shall be made as though the Faculty Member had been appointed or promoted on the previous September 1.
- 9.06 Assessment procedures shall be initiated as follows:
- (a) In cases where a tenure-track appointee is appointed between January 1 and August 31, the first review for progress toward meeting the criteria for tenure shall be initiated by the Administrative Head by September 1 of the year following the year of appointment which shall be considered to be the second year. Further reviews shall be initiated by the Administrative Head in the fourth year, and in the fifth year when the tenure review is in the sixth year, in accordance with this Article.
 - (b) In cases where a tenure-track appointee is appointed between September 1 and December 31, the first review for progress toward meeting the criteria for tenure shall be initiated by the Administrative Head by September 1 immediately following the appointment which shall be considered to be the second year. Further reviews shall be initiated by the Administrative Head in the fourth year, and in the fifth year when the tenure review is in the sixth year, in accordance with this Article.
 - (c) By indicating to their Head, in writing, by September 1, the Faculty Member shall have the option to decline a non-decision review in the fourth year. Such written requests shall be added to the assessment file.
 - (d) Review of tenure-track appointees at the rank of Assistant Professor for extension of appointment shall be initiated by the Administrative Head no later than September 1 in the third year of the appointment.
 - (e) Review of tenure-track appointees for tenure shall be initiated by the Administrative Head no later than September 1 of the sixth year of the appointment in the case of Assistant Professors, and the third year of the tenure-track appointment in the case of Associate Professors.
 - (f) Consideration of a Faculty Member for promotion shall follow upon formal application or nomination for such promotion. An application or nomination for promotion (not concurrent with a tenure consideration) shall be made in writing to their Administrative Head by September 1. In the case of nomination the written consent of the candidate shall accompany the nomination.
 - (g) At the time the Administrative Head initiates the review of a tenure-track appointee or receives an application or nomination for promotion, they shall request the Faculty Member to prepare materials for the assessment file as specified in Article 8. The Administrative Head shall present the file, prepared in consultation with the candidate, to the Committee not later than September 20 in the case of non-decision year review and October 1 in all other cases.

- 9.07 The Committee may request a meeting with the candidate as part of the review procedure. In addition, a candidate shall, if they request, be given the opportunity to meet with the Committee. In either case, the candidate shall be notified at least five (5) days before the date of the meeting.
- 9.08 If the initial decision of the Committee is not to make a positive recommendation, the Chairperson shall notify the candidate in writing, by December 1 in the case of tenure or extension of tenure-track appointment; by February 1 in the case of promotion to Associate Professor; and by March 1 in the case of promotion to Professor. In this notice, the Committee shall state its concerns and offer to meet with the candidate to allow them to address these concerns. The candidate shall indicate in writing whether or not they wish to meet with the Committee. If the candidate elects to meet with the Committee, they shall have ten (10) days from the date of the notice to seek advice and prepare further documentation in preparation for such a meeting. All documentation provided by the candidate to the Committee shall become part of the assessment file. The Committee shall review its initial recommendation following this meeting with the candidate.
- 9.09 After the Committee has completed its review of the candidate, it shall transmit its Report to the Administrative Head. The Report must take into account the criteria for Promotion and Tenure specified in Articles 10 and 11. The Administrative Head shall forward their recommendation and the Committee's Report to their immediate administrative superior, and shall concurrently inform the Committee of their recommendation. At the request of the Committee, the Administrative Head shall meet with the Committee to discuss their recommendation. The Administrative Head shall inform the candidate of both the Committee's and the Administrative Head's recommendations simultaneously with the forwarding of the recommendation to their immediate administrative superior.
- 9.10 The Promotion and Tenure Committee shall make Reports to the Administrative Head concerning non-decision year review, extension, tenure and promotion of Faculty Members. This Report shall be confidential. The Committee shall not be required to perform additional duties.