

**TO: All MUNFA members**  
**FROM: MUNFA Executive**  
**DATE: April 8, 2025**  
**SUBJECT: Important UPDATE – Promotion and Tenure File Clinics (May 28, June 4 & 25, 2025)**

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Are you preparing a Promotion and Tenure (P&T) file for the first time? Are you revising your file for a tenure track extension or tenure application? Are you getting ready to apply for promotion? Do you have questions about how your file will be assessed, or how to assess a P&T file?

Due to popularity, the MUNFA Executive is pleased to announce the addition of a second P&T File Clinic on June 25:

- the June 4<sup>th</sup> session is for members preparing P&T files;
- the June 25<sup>th</sup> session is for P&T Committee members or other members of the Association.

The St. John's sessions will be led by Dr. Erika Merschrod (Chemistry) of the St. John's Academic Freedom and Grievance Committee. The sessions will be held via Zoom and in-person.

The May 28th session will be held on Grenfell Campus, led by Prof. Andrew Testa (Visual Arts).

Members with questions about their files, or P&T Committee members with specific questions about the review process are invited to attend. Dates may be subject to change.

Members may register for the June 4th St. John's Clinic at the following link:  
<https://us02web.zoom.us/meeting/register/MIG2gSfoT1ifPJDpKrMRRw>

Members may register for the June 25th St. John's Clinic at the following link:  
<https://us02web.zoom.us/meeting/register/hGQNQ9wCTHWCOshTsMqX8g>

Members may register for the Grenfell Campus Clinic at the following link:  
<https://us02web.zoom.us/meeting/register/cBCXP6PITx-DGbtXSh11Sg>

### **Promotion and Tenure Mentors:**

The [MUNFA Executive is seeking volunteers](#) to act as P&T Mentors on a by-request basis for tenure track Faculty Members and Librarians seeking advice on how to prepare a P&T file. Mentorship may count as a service contribution in your own file. Mentors may be matched on the basis of Faculty or School, or by other considerations; a list of mentors will be compiled by MUNFA and circulated to the membership via IB. No contact or other information will be published without your consent.

Members interested in this opportunity should contact Dale Humphries at [labourmunfa@mun.ca](mailto:labourmunfa@mun.ca).