Tenure and Promotion 2012-13 and Beyond

Date	Process Step	
October 1 st	Dossiers to Department	Departmental Procedures
October 15 th	External Letters (Dean)	(Stage 1)
	 January 15th deadline [T&P(Assoc)] 	
	- March 1 st deadline [P(Prof)]	
December 1 st	Faculty Committee formed (posted)	
December 15 th	Dossiers to Deans	Faculty Committee Procedures
	- Departmental Committee	(Stage 2)
	recommendations	
January 15 th	Faculty Committee Chair elected (secret	
	ballot)	
March 1 st	T&P(Assoc) Dossiers to Provost	
	 Faculty Committee recommendations 	
April 15 th	P(Prof) Dossiers to Provost	
	 Faculty Committee recommendations 	
April 30 th	Provost's Decisions	(Stage 3)

1. Deans shall provide:

- a) Required date for submissions (October 1st or earlier?);
- b) Format and required content of dossiers (21.11); and
- c) Copy of tenure and/or promotion application form(s).

2. Department/Centre Procedures

- a) Dossiers available by October 1st;
- b) Recommendations by December 15th;
- c) Tenure & Promotion (Associate) one vote/recommendation; and
- d) Written submissions not anonymized.

3. Faculty Committees

- a) Chosen by Presidents (University & BUFA);
- b) Dean (non-voting) plus four internal members;
- c) One external member;
- d) Two-year overlapping terms;
- e) Formed by December 1st;
- f) Chair elected (secret ballot) by January 15th;
- g) Membership must be posted;
- h) Quorum is Chair plus majority of voting members (1+3/5=4);
- i) 21.37 (all members **must** and **can** vote); and
- j) Order of consideration (Tenure & P(Assoc) first).

4. Support

- a) Dean shall provide the secretary for the Committee; and
- b) Instructions by Chair and "all other preparatory work" minuted.

5. Dean's Responsibilities

- a) Ensure the following are added to each dossier:
 - a. Department/Centre rules and assurance;
 - b. Department/Centre recommendation and report;
 - c. Letters from individuals;
 - d. Letters from "arm's length" external referees; and
 - e. Annual performance reviews (to date or for previous 5 years).

b) Referees

- a. Choose 3 from 5 or 4 from 6;
- b. Solicited by October 15th;
- c. For T & P(Assoc), deadline is January 15th; and
- d. For P(Prof), deadline is March 1st.

c) Information Hearings

- a. Communication through Dean; and
- b. Two week response deadline;

6. Committee Recommendations

- a) T & P(Assoc) due March 1st;
- b) P(Prof) due ?;
- c) Dean sends separate recommendations;
- d) Committee recommendations written by Chair;
- e) Members may review and sign;
- f) Minority views included; and
- g) Copies of Committee and Deans' recommendations (edited) go to candidate.

7. Provost's Decisions

- a) Due by April 30th;
- b) If defer or deny, "full and detailed written reasons;" and
- c) Shall be sent by registered and electronic mail.

March 6, 2012 /pb