

Article 21 - Tenure, Promotion, and Review of Faculty Members

- 21.1 This Article applies to Tenure, Promotion, and Review decisions of Faculty Members who hold Tenured or Probationary Appointments and to Promotion and Renewal decisions for Contractually Limited Faculty Members.
- 21.2 The University of Guelph Act, 1964 empowers the Board of Governors to promote and confer Tenure on Faculty Members on the recommendation of the President. The University will promote Faculty Members and grant Tenure to Faculty Members only in accord with the provisions of this Article.
- 21.3 The Dean will meet with each Member in the Faculty Member's first semester of appointment and will discuss the approved criteria for the granting of Tenure and Promotion to Associate Professor.
- 21.4 The Dean will notify the Member on an annual basis that both the Dean and the Chair are available to mentor the Member. In addition, the Dean shall meet with each Probationary Faculty Member before the end of April of each year of the probationary period to discuss the Member's progress towards and the possibility of application for Tenure and Promotion.
- 21.5 Faculty have the right to know explicitly what criteria are used for Tenure, Promotion, and Review purposes as well as reasons for decisions related to their Tenure, Promotion, and Review. The process must be transparent, fair, and equitable.
- 21.6 The conferring of Tenure and Promotion to Associate Professor is a very important step in the relationship between the University and a Faculty Member and it should be decided upon only after careful consideration and attention to due process. The granting of Tenure and Promotion to Associate Professor recognizes academic competence and maturity and significant scholarly achievement, demonstrated by contributions to the academic functions of the University and to the Member's discipline within and outside the University. The conferring of Tenure and Promotion to Associate Professor obliges the University to support the career of the Member and it obliges the Member to continue to perform in a manner deserving of that support.
- 21.7 Promotion to Professor recognizes long-term, established, and outstanding Scholarship. It is granted in recognition of academic competence, maturity, and, normally, an established international reputation for achievement and expertise in the Member's field.
- 21.8 Contractually Limited Faculty Members are eligible for consideration for promotion in rank as per the provisions of this Article. Contractually Limited Members are not eligible for consideration for Tenure and therefore the granting of Promotion to Contractually Limited Members does not confer Tenure.
- 21.9 In considering a Member for Tenure and Promotion to Associate Professor or

Promotion to Professor, consideration will be given to the individual Member's life-time contribution in the areas defined in Article 18: Faculty Member Rights and Responsibilities.

- 21.10 Each candidate for Tenure and Promotion to Associate Professor or Promotion to Professor is expected to establish a record of performance in each of Teaching, Scholarship, and Service.
- 21.11 Consideration of the DOE accorded to Teaching, Scholarship, and Service by a Tenure and Promotion Committee shall be subject to any arrangements described in the Letter of Appointment and any arrangements made under any of the provisions of this Agreement.
- 21.12 While a candidate must have achieved a satisfactory record of performance in Service, the meritorious performance of these duties shall not compensate for an insufficiently strong performance in Teaching or Scholarship. However, an unsatisfactory record of performance in Service contributions may be an important factor in the denial of Tenure and/or Promotion.
- 21.13 The evaluation of a course taught by a Member on overload will be considered as part of the materials for Tenure, Promotion, and Performance Review.

Probationary Period

- 21.14 The maximum duration of a Probationary Appointment is six (6) consecutive years of full-time employment from the date of the Probationary Appointment, exclusive of extensions granted for other reasons, such as Maternity/Parental Leave, and not counting periods of unpaid leave.
- 21.15 The maximum length of the Probationary period for part-time appointments shall be seven (7) years for appointments with a workload of 75-99% of a full-time appointment and eight (8) years for appointments with a workload of 50-74% of a full-time appointment.

Guidelines and Documentation Templates for Assessment Purposes

- 21.16 The exact nature of information considered relevant in the consideration of Members for Tenure and Promotion, or for Review of Members, is to be decided upon by the Members of the Department and articulated in a Guidelines document. The criteria must be consistent with the Articles of the Collective Agreement and shall be those in effect prior to the period under review. The criteria for Tenure, Promotion, and Review, including any amendments to the same, will be subject to approval, by secret ballot, by no fewer than two-thirds (2/3's) of the Members of the Department, and also by the College Committee and the Provost.
- 21.17 All Members are to be informed in writing by the Department Chair of any amendments to these criteria. All Members, at the time of initial appointment, are to be given a copy of the approved Departmental criteria that will be used for Promotion, Tenure, and Review purposes.

21.18 The Dean, in consultation with the Provost, will develop standard documentation templates. Each Dean will consult with the College Tenure and Promotion Committee in the development of these templates:

Member Templates:

21.18.1 Progress Template

A template for the purpose of Tenure and Promotion considerations (i.e., progress toward the granting of Tenure and Promotion to Associate Professor, and applications for Tenure and Promotion) in which each Faculty Member in that College will document his/her relevant life-time scholarly contributions, activities, and accomplishments. This completed template will be included in the Member's Assessment File with, among other things, additional information about Teaching, Scholarship, Service, and publication reprints.

21.18.2 Performance Assessment Template

A template for the purpose of performance assessment in which each Faculty Member in that College will document his/her relevant scholarly contributions, activities, and accomplishments. This completed template will be included in the Member's Assessment File with, among other things, additional information about Teaching, Scholarship, Service, and publication reprints.

Department Committee Templates:

21.18.3 Performance Assessment – Biennial Year

A Department Committee Performance Assessment Report, which will form the basis of the Department Committee's report to the College Committee on its overall assessment of the Faculty Member's performance. Such Report shall also include the performance rater for each individual area of effort and the overall performance rater.

21.18.4 Performance Assessment – Non-Biennial Year

A Department Committee Performance Progress Report, which will form the basis of the Department Committee's report to the College Committee on its overall assessment of the Faculty Member's performance. Performance assessment in a non-biennial year is for the purpose of feedback only for Members whose overall performance in the previous year was assessed as less than "Good."

21.18.5 Probationary Faculty – Progress Feedback

A Department Committee Progress Report, which will form the basis of the Department Committee's report to the College Committee on its overall assessment of the Faculty Member's progress toward the granting of Tenure and Promotion to the rank of Associate Professor.

21.18.6 Tenure and Promotion to Associate Professor – Application or Final Year Consideration

A Department Committee Tenure and Promotion Report, which will form the basis of the Department Committee's report to the College Committee on its overall assessment of the Faculty Member's Application or final year consideration for the granting of Tenure and Promotion to Associate Professor.

21.18.7 **Promotion to Professor – Application**

A Department Committee Promotion Report, which will form the basis of the Department Committee's report to the College Committee on its overall assessment of the Faculty Member's application for the granting of Promotion to Professor.

21.18.8 The Member Templates, which must conform with the Collective Agreement and approved Department Guidelines, will define the document structure, solely giving recommended headings and sections, and must allow for the Member to include any information that the Member feels is relevant for consideration by the Tenure and Promotion committees. The Template shall be protected from further changes once completed and submitted by the Member, except as specified in 21.18.8.1.

21.18.8.1 Members have the right to update their submission by August 31st with information that could not reasonably have been provided by the original submission deadline.

Where a Member believes the eCV system precludes him/her from completing his/her Member Template in accordance with approved Department Guidelines and the Collective Agreement, he/she shall raise the issue with the Office of Faculty and Academic Staff Relations. Should no resolution be reached, the Faculty Member shall have the option of appeal to the Dean. The Dean shall provide a written response, with reasons, within ten (10) days.

21.19 The Department Committee Performance Assessment Report (per 21.18.3 and 21.18.4) will be retained in the Assessment File of the Member until completion of the current Performance Assessment Process (i.e., until such time that all appeals, arbitrations, and remedies for that Assessment year have been concluded), at which time it shall be removed from the Assessment File and Official File.

21.20 All Department Committee Progress Reports (as per 21.18.5) and Department Committee Tenure and Promotion Reports (as per 21.18.6) will be retained in the Official File of the Member until such time that Tenure and Promotion has been granted or the appointment of the Member has been terminated, and all applicable appeals, arbitrations, and remedies have been concluded, at which time they shall be removed from the Assessment File and the Official File.

21.21 The Department Committee Promotion Report (as per 21.18.7) will be retained in the Assessment File of the Member until the current Tenure and Promotion deliberations are completed (i.e., until such time that all appeals, arbitrations, and remedies for that year of deliberations have been concluded), at which time it shall be removed from the Assessment File and Official File.

External Assessors

21.22 Written opinions of the Member's research and other scholarly activities by experts in the Member's field are required to support a recommendation for the granting of Tenure and Promotion to Associate Professor and for Promotion to Professor. External assessments are very important as part of the deliberations process but are

not determinative. The Provost, in consultation with the Deans, and through consultation with the College Tenure and Promotion Committee, will devise the process by which external assessment will be sought for the conferring of Tenure and Promotion to Associate Professor and the granting of Promotion to Professor within the College. The following principles will apply:

- a) Normally, External Assessors will be persons who have an 'arm's length' relationship to the Member and who are not members of this University;
- b) The normal number of external assessments to be obtained will be three (3);
- c) The Department Chair and the Member will agree upon which individuals are acceptable Assessors and will forward this list to the Dean. If agreement cannot be reached, the Department Committee will decide on the acceptable Assessors;
- d) The Dean will be responsible for communicating with Assessors as per c). The information sent to the Assessors will be accompanied by a standardized University of Guelph cover letter, developed and approved by the Provost, from the Dean of the Faculty Member's College;
- e) All assessments will be in writing;
- f) The following information will be made available (see also Article 21.26.1 and 21.65.1) to the External Assessors:
 - 1) applicable Guidelines/Criteria for Tenure and Promotion;
 - 2) the Faculty Member's Curriculum Vitae;
 - 3) a copy of the Member's DOE;
 - 4) a selection of reprints of the Faculty Member's published work, chosen by the Faculty Member; and
 - 5) any other evidence of Scholarship as determined by the Faculty Member.
- g) It is the responsibility of the Dean to ensure that external assessment letters are provided to the Chair prior to the commencement of the Department Committee deliberations process; and
- h) It is the responsibility of the Chair to ensure that external assessment letters are included in the Faculty Member's Assessment file prior to the commencement of the deliberations process.

Department Tenure and Promotion Committee

21.23 The role of the Department Tenure and Promotion Committee shall be the following:

- a) assess the Faculty Member's performance and complete a Department Committee Performance Assessment Report to be considered as input to the College Tenure and Promotion Committee;
- b) assess the Faculty Member's progress toward the conferral of Tenure and Promotion to Associate Professor and complete a Department Committee Progress Report to be considered as input to the College Tenure and Promotion Committee as part of the feedback to the Faculty Member;
- c) assess the Faculty Member's application (or final year consideration) for the conferral of Tenure and Promotion to Associate Professor and complete a Department Committee Tenure and Promotion Report to be considered as input to the College Tenure and Promotion Committee as part of the Tenure and Promotion decision;
- d) assess the Faculty Member's application for Promotion to Professor and

- complete a Department Committee Promotion Report to be considered by the College Tenure and Promotion Committee as part of the promotion decision;
- e) consider external assessments for the granting of Tenure and Promotion to Associate Professor and Promotion to Professor.

- 21.24 The composition of each Department Tenure and Promotion Committee shall be:
- a) The Chair of the Department, who will act as chair of the committee and who will be provided a second vote to break a tie;
 - b) Four tenured Faculty Members in the Department, elected for a two year term by the Faculty Members in the Department;
 - c) One full-time Tenured Faculty Member from within the College. The College Member shall be elected for a two-year term by the Faculty Members in the College, and will be a non-voting member.

Election of Department Members of the Department Tenure and Promotion Committee

- 21.25. Every tenured Faculty Member in the Department is eligible to be nominated to serve as a Department Member on the Department Tenure and Promotion Committee except:

- a) Those who are already members of the Committee,
- b) Those who will be unavailable for the meetings of the Committee,
- c) The Department Member of the College Committee,
- d) The College Member,
- e) Those who have served two consecutive terms over the past four years,
- f) The College Representative and Alternate on the University Tenure and Promotion Appeals Committee.

- 21.25.1 Nominations to the Committee must be signed by a proposer and a seconder from within the Department and by the nominee and must be submitted to the Chair's office on or before the end of a two-week nomination period.

- 21.25.2 The election of Members to the Committee will be conducted by the Chair or his/her designate and the most recently appointed Assistant Professor available within the Department, who will also both serve as the enumerators and who will inform the Department of the results. The election will be organized so that half the Department Members of the Department Tenure and Promotion Committee will be elected each year.

- 21.25.3 All Faculty Members in the Department holding tenured, probationary, or full-time contractually-limited appointments of more than 12 months shall be eligible to vote.

- 21.25.4 Voting will be by secret ballot and will be conducted by transferable voting, where the voter is asked to indicate the rankings of the candidates of his/her choice. The Chair is also eligible to vote. In the case of a tie, the Chair will have the deciding vote.

- 21.25.5 Each Department Member of the Department Tenure and Promotion Committee will be elected for a two-year term. He/she will be eligible to serve two consecutive

terms, and then must take an absence of one term before being eligible for reelection as a Department Member of the Department Tenure and Promotion Committee.

21.25.6 If through illness, or for any other reason, it appears that the Department Member of the Department Tenure and Promotion Committee will be unable to attend the meetings of the Committee, then the Member will be replaced by the 'runner-up' Faculty Member. In the event that there is no such Member, an election adhering to the process of Articles 21.25.1-21.25.6 will be held to find a replacement Member to fill the remainder of the term.

21.26 With the exception of Article 21.43 and 21.44, it is the Faculty Member's responsibility to confirm his/her eCV by August 15th to be considered by the Tenure and Promotion Committees.

21.26.1 If, despite the good faith efforts of the Member, eCV cannot appropriately capture the Member's contributions for the review period and the Member is therefore concerned that he/she may be disadvantaged through the Tenure and/or Promotion Processes, a Member may, in addition to the eCV, attach supplemental materials. In the supplemental materials, the Member shall include only those components of the Member's contributions that are not able to be appropriately captured in the eCV.

21.27 The Chair shall ensure the Faculty Member is informed in writing when information relevant to the current Tenure, Promotion, and Review period is placed in the Member's Assessment File after the August 15th submission date. Said Member will also be provided with reasonable time to review the information, but no less than ten 10 days, and to append documentation to the Assessment File should he/she so wish.

21.28 The Chair shall ensure that documentation pertaining to the Faculty Member's DOE, teaching/course evaluations, and letters of external assessment (where applicable), are properly included in the Member's Assessment file prior to the commencement of the deliberations process.

21.29 The Chair shall ensure that Members of the Committee are provided with the relevant Tenure and Promotion Guidelines document.

College Tenure and Promotion Committee

21.30 The role of the College Tenure and Promotion Committee shall be to:

- a) receive for approval the Guidelines for Tenure and Promotion;
- b) assess the Faculty Member's performance and/or progress toward the conferral of Tenure and Promotion to Associate Professor and Promotion to Professor at the College level;
- c) consider the Departmental assessment and recommendation;
- d) ensure the Departmental assessment is consistent with the Guidelines and standards of performance established by the Department;
- e) consider external assessments for the granting of Tenure and Promotion to Associate Professor and Promotion to Professor;

- f) consider the Dean's written assessment of service as chair, for Chairs. Such assessment shall be provided to the Chair at least ten (10) days prior to the college meeting so as to allow the opportunity for the Chair to append a written response, should he/she so wish;
- g) submit positive recommendations for the conferral of Tenure and Promotion to Associate Professor and Promotion to Professor to the President for decision;
- h) submit all recommendations to the Provost; and
- i) issue a letter to the Faculty Member communicating the College Committee's assessment and recommendation according to the provisions of 21.46.

- 21.31 The composition of each College Tenure and Promotion Committee shall be:
- a) the Dean of the College, who will act as chair of the Committee and who will vote a second time to break a tie;
 - b) a tenured Faculty Member from each Department, elected for a two-year term by the Faculty Members of the Department, and who is not also a member of the Department Tenure and Promotion Committee; and
 - c) one full-time Tenured Faculty Member from within the College who is also serving on the Department Tenure and Promotion Committee.

Election of Department Members of the College Tenure and Promotion Committee

- 21.32 Every tenured Faculty Member in the College is eligible to be nominated to serve as a Department Member on the College Tenure and Promotion Committee except:
- a) Those who are already members of the Department Tenure and Promotion Committee,
 - b) Those who will be unavailable for the meetings of the Committee,
 - c) The College Member,
 - d) Those who have served two consecutive terms over the past four years,
 - e) The College Representative and Alternate on the University Tenure and Promotion Appeals Committee.

21.32.1 Nominations to the Committee must be signed by a proposer and a seconder from within the Department and by the nominee and must be submitted to the Chair's office on or before the end of a two-week nomination period.

21.32.2 The election of Members to the Committee will be conducted by the Chair or his/her designate and the most recently appointed Assistant Professor available within the Department, who will also both serve as the enumerators and who will inform the Department of the results. In a case where there is no Assistant Professor, the most recently appointed Associate Professor shall serve.

21.32.3 All Faculty Members in the Department holding tenured, probationary, or full-time contractually-limited appointments of more than 12 months shall be eligible to vote.

21.32.4 Voting will be by secret ballot and will be conducted by transferable voting, where the voter is asked to indicate the rankings of the candidates of his/her choice. The Chair is also eligible to vote. In the case of a tie, the Chair will have the deciding vote.

21.32.5 Each Department Member of the College Tenure and Promotion Committee will be elected for a two-year term. He/she will be eligible to serve two consecutive terms, and then must take an absence of one term before being eligible for reelection as the Department Member of the College Tenure and Promotion Committee.

21.32.6 If through illness, or for any other reason, it appears that the Department Member of the College Tenure and Promotion Committee will be unable to attend the meetings of the Committee, then the Member will be replaced by the 'runner-up' Faculty Member. In the event that there is no such Member, an election adhering to the process of Articles 21.32.1-21.32.6 will be held to find a replacement Member to fill the remainder of the term.

Election of the College Member

21.33 Every tenured Faculty Member in the College is eligible to be nominated to serve as the College Member except:

- a) Those who are already members of the Department Tenure and Promotion Committee,
- b) Those who are already members of the College Tenure and Promotion Committee,
- c) Those who will be unavailable for the meetings of the Committees,
- d) Those who have served two consecutive terms over the past four years,
- e) The College Representative and Alternate on the University Tenure and Promotion Appeals Committee.

21.33.1 Nominations for the Committee must be signed by a proposer and a seconder from within the College and by the nominee and must be submitted to the Dean's office on or before the end of a two-week nomination period.

21.33.2 The election will be conducted by the Dean or his/her designate, who will also serve as the enumerator and who will inform the College of the results.

21.33.3 All Faculty Members in the College holding tenured, probationary, or full-time contractually-limited appointments of more than 12 months shall be eligible to vote.

21.33.4 Voting will be by secret ballot and will be conducted by transferable voting, where the voter is asked to indicate the rankings of the candidates of his/her choice. In the case of a tie, the Provost and Vice President (Academic) will have the deciding vote.

21.33.5 The College Member will be elected for a two-year term. He/she will be eligible to serve two consecutive terms and then must take an absence of one term before being eligible for reelection as the College Member.

21.33.6 If through illness, or for any other reason, it appears that the College Member will be unable to attend the meetings of the Committees, then the Member will be replaced by the 'runner-up' Faculty Member. In the event that there is no such Member, an election adhering to the process of Articles 21.33.1-21.33.6 will be held to find a replacement Member to fill the remainder of the term.

- 21.34 The Chair of the Department Committee will ensure the transfer to the College Committee of the Assessment File considered by the Department Committee. The Dean may request that a Chair appear before the College Committee as part of the deliberation process.
- 21.35 The complete Assessment File shall include all of the same information considered by the Department Committee plus the Assessment/Progress Report(s) from the Department Committee. The Assessment/Progress Report(s) from the Department Committee, signed by all members of the Committee who were present for the relevant deliberations, conveys the overall assessment of the Faculty Member's performance in relation to expectations set out in the approved Tenure and Promotion Guidelines document.

Committee Mode of Operations

- 21.36 The Faculty Member's performance will be evaluated solely on the basis of the material contained in the Assessment File and therefore accessible to the Faculty Member prior to the meeting of the Department Committee.
- 21.37 The decisions of the Department and College Committees will be reached by majority vote. The vote shall be by secret ballot. A Member may withdraw prior to the consideration of and decision on a particular case. However, no Member present for the consideration of a case who is eligible to vote will abstain from voting. Recusals will be recorded explicitly, with their effective date, and may not be rescinded.
- 21.38 Where a Chair of a Department wishes to be considered for Promotion, the procedure shall be followed as for any other Faculty Member except that for the purpose of consideration of the Promotion, the Department Committee will choose one of its own Members in the Department to act as chair of the Committee while the matter is dealt with.

Review of Progress Towards Tenure and Promotion to Associate Professor

- 21.39 Each year, Probationary Faculty Members at any rank will submit a completed Progress Template to the Chair according to the timelines indicated in this Article. The progress towards Tenure and Promotion to Associate Professor of all Probationary Faculty Members will be considered by the Department and College Tenure and Promotion Committees. Feedback in the form of a written Progress Report will be provided by the Dean to the Faculty Member.
- 21.40 The Chair shall, prior to the commencement of the Department Committee deliberations, meet with each Probationary Faculty Member to review his/her Assessment File. The Dean shall, upon written request by the Faculty Member and within ten (10) days of receipt of such written request, meet with the Faculty Member to review his/her Assessment File.

Granting of Tenure

21.41 Failure to submit the completed and confirmed eCV Progress Template (as per 21.18.1 and 21.26.1) to the Chair by the timelines indicated in this Article, without prior written approval from the Dean and Provost, will result in the determination that progress has not been made toward granting of Tenure and Promotion to Associate Professor, and such decision shall be recorded in the Member's Assessment File.

21.41.1.1 In the final year of candidacy for Tenure and Promotion to Associate Professor, failure to submit the completed and confirmed eCV Progress Template (as per 21.18.1 and 21.26.1) to the Chair by the timelines indicated in this Article, without prior written approval from the Dean and Provost, will result in the termination of the Faculty Member's Probationary Appointment.

21.42 In the final probationary review, consideration for the granting of Tenure and Promotion to the rank of Associate Professor will occur. The decision will be either to grant Tenure and confer Promotion to Associate Professor or not to grant Tenure and terminate the Faculty Member's appointment.

21.43 Further to Article 21.39, a Faculty Member may apply for the early granting of Tenure and conferring of Promotion to Associate Professor in either the third, fourth or fifth year of appointment. Such application, including the name and full contact information of six (6) External Assessors, shall be made in writing by the Faculty Member to the Dean through the Department Chair by May 15th. The information indicated in Article 21.22 (f) (2, 3, 4, and 5) shall be provided by the Member to the Dean by June 8. Updated materials to the Member's Assessment File may be submitted by the Member by August 15th.

Promotion to Professor

21.44 Consideration for Promotion to the rank of Professor will occur only on application of the Member. Such application, including the name and full contact information of six (6) External Assessors, shall be made in writing by the Faculty Member to the Dean through the Department Chair by May 15th. The information indicated in Article 21.22 (f) (2, 3, 4 and 5) shall be provided by the Member to the Dean by June 8th. Updated materials to the Member's Assessment File may be submitted by the Member by August 15th.

Deliberations Process and Communication of Decision

21.45 The Department Committee will assess each Faculty Member's performance and make a recommendation to the chair of the College Committee with respect to the granting of Tenure and Promotion to Associate Professor or Promotion to Professor. The Department Committee will complete the appropriate Report (as per 21.18) for each Faculty Member who has been considered. The Report will be signed by all Members of the Committee who were present for the relevant deliberations. The completed and signed Report and relevant recommendation will be sent to the chair of the College Tenure and Promotion Committee.

- 21.46 Within fifteen (15) days of the completion of Tenure and Promotion considerations at the College Tenure and Promotion Committee, the Dean will provide, to each Faculty Member being considered, a letter (signed by all members of the College Committee who were present for the relevant deliberations) indicating the following:
- a) for Probationary Faculty Members: An assessment of progress toward Tenure and Promotion to Associate Professor;
 - b) for all Faculty Members who were considered for Tenure and Promotion to Associate Professor or Promotion to Professor: the recommendation of the College Tenure and Promotion Committee along with the reasons for the recommendation.
- 21.47 For Faculty Members considered for Tenure and Promotion to Associate Professor, the letter from the Dean will include one of the following recommendations:
- a) that Tenure be granted and Promotion to Associate Professor be conferred;
 - b) that the Probationary Appointment be continued; or
 - c) that Tenure not be granted and the Appointment be terminated.
- In the final year of candidacy for Tenure and Promotion to Associate Professor, the Committee is limited to the decisions outlined in a) and c) above. The letter to the Member will include explicit mention of the Member's right to appeal the recommendation, as per Article 21.50, and to contact the Association.
- 21.48 The College Tenure and Promotion Committee, at the same time, will forward to the Provost all recommendations, along with full files and copies of all correspondence related to the recommendations.
- 21.49 Following consultation with the Provost, the President will make an expeditious decision either to grant tenure immediately or to deny tenure, and will communicate his/her decision to the Faculty Member immediately. The new rank will become effective the following July 1st. In the case of a denial of tenure, reasons will be provided.

Appeals

- 21.50 Within fifteen (15) days of the date of issuance of the letter from the Dean, the Faculty Member may appeal a negative recommendation of the College Tenure and Promotion Committee to the chair of the University Tenure and Promotion Appeals Committee. Requests for extension, based on extenuating circumstances, may be made to the Provost. Such a request shall not be unreasonably denied.
- 21.51 The appellant Faculty Member may request to see his/her Official File/Assessment File, which includes the signed Report(s) (as per article 21.18) from the Department Committee. Letters from external assessors will be provided upon request, but they shall be provided by the Dean without attribution and with any personally identifying information removed.

University Tenure and Promotion Appeals Committee

- 21.52 The University Tenure and Promotion Appeals Committee will serve as an advisory body to the Provost, who will act as Committee Chair. All Members of the Appeals Committee must have Tenure and must have either held the rank of Associate Professor for a minimum of five (5) years or hold the rank of Professor. Membership of the Committee shall consist of one representative and one alternate representative from each College of the University elected for a two-year term by the Members of that College. Membership shall be staggered so that one half of the body of representatives and one half of the body of alternate representatives is elected each year.
- 21.53 No Member may serve more than three (3) consecutive two-year terms. A Member may be eligible for re-election to the University Tenure and Promotion Appeals Committee after an absence of one term.
- 21.54 Every tenured Faculty Member in each College is eligible to be nominated to serve as the College Representative or Alternate on the University Tenure and Promotion Appeals Committee except:
- a) Those who are already members of the Department Tenure and Promotion Committee,
 - b) Those who are already members of the College Tenure and Promotion Committee,
 - c) The College Member,
 - d) Any Chair,
 - e) Those who have served two consecutive terms over the past four years.
- 21.54.1 Nominations to the Committee must be signed by a proposer and a seconder from within the College and by the nominee and must be submitted to the Dean's office on or before the end of a two-week nomination period.
- 21.54.2 The election will be supervised by the Assistant Vice-President (Faculty and Academic Staff Relations) who with the Dean or his/her designate will be enumerators and will inform the College of the results.
- 21.54.3 All Faculty Members in the College holding tenured, probationary or full-time contractually-limited appointments of more than 12 months shall be eligible to vote for the Representative and Alternate from the College.
- 21.54.4 Voting will be by secret ballot and will be conducted by transferable voting, where the voter is asked to indicate the rankings of the candidates of his/her choice. In the case of a tie, the Provost and Vice President (Academic) will have the deciding vote.
- 21.54.5 The College Representative and Alternate will be elected for a two-year term. They will be eligible to serve two consecutive terms, and then must take an absence of one term before being eligible for reelection to the University Tenure and Promotion Appeals Committee.

- 21.54.6 If through illness, or for any other reason, it appears that both the College Representative and Alternate will be unable to attend the meetings of the University Tenure and Promotion Appeals Committee, then the Member will be replaced by the ‘runner-up’ Faculty Member. In the event that there is no such Member, an election adhering to the process of Articles 21.54.1-21.54.6 will be held to find a replacement Member to fill the remainder of the term.
- 21.57. The complete Assessment File shall include all of the same information considered by the College Committee.
- 21.58 The Faculty Member may choose to appear before the Appeals Committee, if he/she requests in writing. Whether or not he/she wishes to appear, he/she may submit a written statement and attach materials (which may be new) in support of the appeal of the decision not to grant Tenure and Promotion to Associate Professor and to terminate the appointment. The Member may choose to be accompanied by a representative of the Association.
- 21.59 The Committee may request the Faculty Member, the Chair, the Dean, or any other member of the Department or College Tenure and Promotion Committees to appear before it.
- 21.60 The University Tenure and Promotion Appeals Committee shall consider all appeals and recommendations from the College Tenure and Promotion Committees and will make its recommendation to the President.
- 21.61 The Provost may, where he/she considers it appropriate, extend the Faculty Member’s probationary period to permit reconsideration of the case by the Department and College Committees.

Decision of the President

- 21.62 Following the hearing of all appeals, the University Tenure and Promotion Appeals Committee shall forward its recommendations to the President. The President shall inform the Faculty Member and the Department Committee Chair in writing of the decision of the University.

Performance Review

21.63 Faculty

Members will be considered biennially by the Department and College Tenure and Promotion Committees for the purpose of performance assessment and feedback. Such consideration will occur in even-numbered years.

- 21.64 The biennial performance review of probationary or tenured Faculty Members and the annual performance reviews of Contractually Limited Faculty Members provide to each Faculty Member a rating of either “Unsatisfactory,” “Improvement Required/Developmental,” “Good,” “Very Good,” or “Outstanding” in each of area

of effort: Teaching, Scholarship, and Service. Members shall not be ranked within these performance ratings. In addition, each Faculty Member will receive an overall performance rating, determined on the basis of the three individual performance ratings weighted according to the Member's DOE during the review period.

- 21.65 Each Faculty Member must submit his/her completed and confirmed eCV Performance Assessment Template to the Chair by August 15th. The Chair will provide a written reminder to each Faculty Member of the deadlines for submission of documentation.
- 21.65.1 If, despite the good faith efforts of the Member, eCV cannot appropriately capture the Member's contributions for the review period and the Member is therefore concerned that he/she may be disadvantaged through the Performance Assessment Process, a Member may, in addition to the eCV, attach supplemental material. In the supplemental materials, the Member shall include only those components of the Member's contributions that are not able to be appropriately captured in the eCV.
- 21.66 Failure to confirm the eCV Performance Assessment Template to the Chair by August 15th, without prior approval from the Dean and Provost, will result in an "Unsatisfactory" performance assessment.
- 21.67 Notwithstanding the scheduling provisions outlined in 21.63, the following assessments will occur on an annual basis:
- 1) Subsequent to any overall biennial performance assessment of a Probationary or Tenured Faculty Member that is less than "Good," that Member will be subject to an annual review of performance by the Department and College Tenure and Promotion Committees for the purpose of providing feedback on performance. No performance raters will be determined.
 - 2) The performance of all Contractually Limited Faculty Members shall be reviewed on an annual basis for the purpose of providing constructive feedback on performance and for the purpose of assigning an overall performance rater (per 21.64 above).
- 21.68 The Department Committee will assess each Faculty Member's performance and will complete a Performance Assessment Report for each Faculty Member who has been considered. The Performance Assessment Report will include the individual performance raters for each area of effort and will also include the overall performance rater. The Department Committee will not rank order Faculty Members within the performance rater categories. The Performance Report will be signed by all Members of the Committee who were present for the relevant deliberations. The completed and signed Performance Assessment Report will be sent to the chair of the College Tenure and Promotion Committee.
- 21.69 Following consideration by the College Committee, the Dean will provide in writing (and signed by all members of the College Committee who were present for the relevant deliberations) the assessment of the Faculty Member's performance.

The letter to the Member will include explicit mention of the Member's right to appeal the assessment, as per Article 21.70, and to contact the Association.

Appeals of Performance Review

- 21.70 Within fifteen (15) days of the date of issuance of the letter from the Dean, a Faculty Member who has received a performance rating of less than "Good" may appeal to the chair of the University Tenure and Promotion Appeals Committee.
- 21.71 The appellant Faculty Member may request to see his/her Official File/Assessment File, which includes the signed Performance Assessment Report from the Department Committee.
- 21.72 The University Tenure and Promotion Appeals Committee may request the Faculty Member, the Chair, the Dean, and any other Member of the Department and/or College Committees to appear before it as part of the appeal process.
- 21.73 A Faculty Member who has received a performance assessment of less than "Good" may choose to appear before the University Tenure and Promotion Appeals Committee if he/she requests in writing. Whether or not he/she wishes to appear, he/she may submit a written statement.
- 21.74 The Faculty Member is entitled to be accompanied to the meeting of the University Tenure and Promotion Appeals Committee by a representative of the Association.
- 21.75 The chair of the University Tenure and Promotion Appeals Committee will provide the decision in writing to the Faculty Member within fifteen (15) days of the date of the meeting at which the Faculty Member's appeal was heard.

Grievance

- 21.76 Any grievance of this decision shall be commenced at Arbitration, according to the provisions of Article 40: Grievance and Arbitration.