

## **Article 22: PROMOTION, TENURE AND RENEWAL COMMITTEES**

22.01 There shall be two Promotion, Tenure, and Renewal Committees responsible for making recommendations to the President concerning:

- (A) the renewal of probationary appointments;
- (B) the granting of tenure to members holding probationary appointments; and,
- (C) the promotion of members.

One Committee shall be referred to as the Arts and Science Committee and shall consider members from the following:

- i) Faculty of Science and Environmental Studies: the Departments of Anthropology, Biology, Chemistry, Computer Science, Economics, Geography, Geology, Mathematical Sciences, and Physics; and
- ii) Faculty of Social Sciences and Humanities (except for the School of Outdoor Recreation, Parks and Tourism): the Departments of English, History, Indigenous Learning, Languages, Music, Philosophy, Political Science, Sociology, Visual Arts and Women's Studies; and
- iii) The Department of Psychology.

The other Committee shall be referred to as the Professional Faculties Committee and shall consider members from the following:

- i) Faculties of Business Administration; Education; Engineering, Health and Behavioural Sciences (except the Department of Psychology), Law, Natural Resources Management; and
- ii) The School of Outdoor Recreation, and Parks and Tourism.

22.01.01 The appropriate committee for considering members with an appointment in the Department of Interdisciplinary Studies shall be identified in the members' letter of appointment as per 19.02.09 (G).

### **22.02 Composition of the Promotion, Tenure and Renewal Committees**

22.02.01 The composition of each Promotion, Tenure, and Renewal Committee shall be as follows:

- (A) a non-voting Chair who shall be the Provost and Vice-President (Academic);
- (B) six tenured professors or associate professors who shall be elected by and from the faculty members within Departments or Schools or Faculties concerned;
- (C) two tenured professors or associate professors from the other committee who obtained the highest number of votes;

- (D) one Faculty Dean (in the case of the Arts and Science Committee, a Dean elected from the Deans of the Faculty of Science and Environmental Studies, and the Faculty of Social Sciences and Humanities; in the case of the Professional Faculties Committee, a Dean elected from the Deans of Business Administration, Education Engineering, Law, Natural Resources Management, and the Faculty of Health and Behavioural Sciences by the faculty members within the Faculties concerned); and
- (E) the other Dean elected in (D) (in the case of the Arts and Science Committee, the Dean elected from Business Administration, Education, Engineering, Law, Natural Resources Management and the Faculty of Health and Behavioural Sciences; in the case of the Professional Faculties and Schools Committee, the Dean elected from the Deans of the Faculty of Science and Environmental Studies, and the Faculty of Social Sciences and Humanities), who shall be a non-voting member.

For (B), in the Arts and Science Committee three members shall be from the Faculty of Science and Environmental Studies and three members shall be from the Faculty of Social Sciences and Humanities from each of the following groups and no more than one member shall be from the same Department;

- (i) Faculty of Science and Environmental Studies: the Departments of Anthropology, Biology, Chemistry, Computer Science, Economics, Geography, Geology, Mathematical Sciences, and Physics;
- (ii) Faculty of Social Sciences and Humanities: the Departments of English, History, Indigenous Learning, Languages, Music, Philosophy, Political Science, Sociology, Visual Arts and Women's Studies; and the department of Psychology.

In the Professional Faculties and Schools Committee, no more than one member shall be from each of Business Administration; Education; Engineering; Law, Natural Resources Management, Kinesiology, Nursing, Outdoor Recreation Parks and Tourism, and Social Work.

22.02.02 Replacements when needed shall be appointed by the Chair of the Promotion, Tenure, and Renewal Committee, and must follow whenever possible the distribution requirements of Article 22.02.01 and they shall be those individuals who received the next highest number of votes to the members who are elected by the Faculty.

22.03 A member is not eligible to be elected or appointed to the Promotion, Tenure and Renewal Committee if:

- (A) he/she is not tenured;
- (B) he/she is on Leave or expects to be on Leave for an extended period during the months of September to June of the current academic year;
- (C) he/she has served on the Committee in each of the previous three years;

- (D) he/she is to be considered for promotion in that year;
  - (E) he/she is the President of the Association or its Chief Grievance Officer; or
  - (F) he/she is aware that a family member will be coming before the Committee during the academic year (pursuant to Article 4.02).
- 22.03.01 If a candidate who is to be considered by the Committee can successfully demonstrate to the Chair prior to October 25<sup>th</sup> that a Committee member is biased and therefore incapable of rendering a fair judgement, that Committee member shall be excused from the Committee and be replaced pursuant to Article 22.02.02 for all Committee deliberations. A candidate has an obligation to inform the Chair if any member(s) of the Committee is/are a family member (pursuant to Articles 2 and 4.02 revised submission). Such person(s) shall be excused from the Committee and be replaced pursuant to Article 22.02.02 for all Committee deliberations.
- 22.04 The Administrative Assistant to the Provost and Vice-President (Academic) shall complete the elections of the Promotion, Tenure, and Renewal Committees by October 15th of each year. The Board and the Association each shall appoint one scrutineer for the elections.
- 22.04.01 Those who are on full-time probationary or tenured appointments and have been at the University for more than one year and who are not on Leave of Absence Without Pay are eligible to vote.
- 22.04.02 The ballots must be submitted to the Administrative Assistant to the Provost and Vice-President (Academic) or his/her designate a) in person or b) in an unmarked sealed envelope which in turn is enclosed in another envelope on which the voter signs his/her name. The names of those submitting a ballot will be checked off by the Administrative Assistant to the Provost and Vice-President (Academic) or his/her designate. Where ballots are submitted in person, they will be placed in a sealed ballot box by the voter. Where ballots are submitted by envelope, the unmarked sealed envelope will be placed in the sealed ballot box in the presence of a scrutineer appointed by the Association. The seal will be broken and the ballots will be counted in the presence of the scrutineers.
- 22.05 A meeting of the Promotion, Tenure, and Renewal Committees shall be convened and chaired by the Provost and Vice-President (Academic) by October 31st of each year for the purpose of familiarizing all Committee members with the responsibilities and procedures of the Committees, including recognition of the Faculty Employment Equity Policy.
- 22.06 A quorum for a Promotion, Tenure, and Renewal Committee shall consist of the full voting membership.
- 22.07 A meeting of the Promotion, Tenure, and Renewal Committee shall be convened and chaired by the Provost and Vice-President (Academic) by December 15th of each year for the purpose of considering candidates for Renewal and Tenure and those candidates who are simultaneously applying for Tenure and Promotion to the rank of Associate Professor.
- 22.08 A meeting of the Promotion, Tenure, and Renewal Committee shall be convened and chaired by the Provost and Vice-President (Academic) by April 30th of each year for the

purpose of considering candidates for Promotion who are not simultaneously applying for Tenure and promotion to the rank of Associate Professor.

- 22.09 To achieve a recommendation for tenure or promotion the candidate must receive at least six positive votes. To achieve a recommendation for renewal the candidate must receive at least five positive votes. The Provost and Vice-President (Academic) will advise members of the Promotion, Tenure, and Renewal Committee of the results of the ballots immediately after the ballots have been counted.