

ARTICLE 23: RENEWAL OF PROBATIONARY APPOINTMENT

23.01 Criteria for Renewal

- 23.01.01 To receive a recommendation for renewal, the member must show reasonable progress toward meeting the criteria for tenure, pursuant to 25.02 with the exception of 25.02.01 (A) and 25.02.01(C).
- 23.01.02 It is the candidate's responsibility to provide the Promotion, Tenure, and Renewal Committee with sufficient information for it to make a reasoned evaluation with respect to the criteria.

23.02 Renewal Procedure

- 23.02.01 The Dean shall inform a member in writing before September 1st of the final year of his/her first probationary appointment that he/she will be considered for renewal by the Promotion, Tenure, and Renewal Committee. By September 15th the member shall indicate to the Provost and Vice-President (Academic) through the Dean whether he/she also wishes to be considered for tenure pursuant to Article 25.
- 23.02.02 A member who chooses to be considered for renewal shall supply the Provost and Vice-President (Academic) and his/her Dean with an application file that includes the following information by September 15th:
 - (A) a copy of his/her current curriculum vitae;
 - (B) copy of Annual Reports for the probationary period;
 - (C) copies of the written information given to students pursuant to Article 16.02.06 for all courses taught by the candidate during the probationary period;
 - (D) a copy of those materials the candidate wishes to use as evidence of fulfillment of his/her teaching responsibilities. A course outline, the summary report for the set of questions jointly agreed to by the Association and Board for assessing the Student Evaluation of Teaching for each course taught, and the class mean for each course taught are required. (Other teaching evaluations, peer evaluations, student testimonials, reproductions of student work, and/or any other pertinent materials may also be included at the discretion of the member);
 - (E) a copy of those materials which the candidate wishes to use as evidence of fulfillment of his/her research and other scholarly activities; and,
 - (F) any other information which the candidate feels would aid his/her case.

- 23.03 The Provost and Vice-President (Academic) shall have an information file assembled for each candidate containing the candidate's letter of appointment, the application file (materials described in 23.02.02), and shall make this information file accessible to all Promotion, Tenure, and Renewal Committee members. When the Provost and Vice-President (Academic) believes that confidential material from the member's official personnel file should be used, the member shall be given a typed copy of any such confidential materials, edited to remove statements that could identify the author and without the author being identified. The Committee shall have the same copy and shall know the identity of the author.
- 23.04 For each candidate for renewal of a probationary appointment, the Dean shall make the candidate's application file available to full-time faculty members in the candidate's School, Department or Faculty (excluding those on full-time probationary appointments who have been at the University for less than one year, faculty on term appointments, and faculty members who are on leave and unable to review the application file on campus in person) and shall solicit from each full-time faculty member in the School, Department or Faculty (excluding those noted above, the candidate, and the immediate supervisor) a signed ballot related to the renewal of the probationary appointment. The Dean shall impress upon the members the need to base each vote on the criteria for renewal pursuant to 23.01, the Faculty Employment Equity Policy, and any formal departmental criteria which are consistent with this Agreement. The signed ballot shall be submitted to the Dean and, in cases where the Dean is not the candidate's immediate supervisor, a copy of the signed ballot shall be submitted to the candidate's immediate supervisor. The Dean shall forward the original ballots to the Provost and Vice-President (Academic) at least fifteen days before the meeting of the Promotion, Tenure, and Renewal Committee.
- 23.04.01 In cases in which the candidate holds a joint appointment, the Dean shall make the candidate's application file available to full-time faculty members in the candidate's Secondary Program, School, Department or Faculty (excluding those on full-time probationary appointments who have been at the University for less than one year, faculty on term appointments, and faculty members who are on leave and unable to review the application file on campus in person) and shall solicit a signed ballot from each full-time faculty member (excluding those noted above and the candidate) and the Director or Chair or Dean of the candidate's Secondary Program, School, Department or Faculty. The Dean shall impress upon the members the need to base each vote on the criteria for renewal pursuant to 23.01, the Faculty Employment Equity Policy, and any formal departmental criteria which are consistent with this Agreement. The signed ballot shall be submitted to the Dean and, in cases where the Dean is not the candidate's immediate supervisor, a copy of the signed ballot shall be submitted to the candidate's immediate supervisor. The Dean shall forward the original ballots to the Provost and Vice-President (Academic) at least fifteen days before the meeting of the Promotion, Tenure, and Renewal Committee.
- 23.04.02 When a candidate is also applying for promotion to the rank of Associate Professor and tenure, the Dean shall conduct the reviews simultaneously.
- 23.05 At least fifteen days before the meeting of the Promotion, Tenure, and Renewal Committee the immediate supervisor and the Dean, if the Dean is not the immediate supervisor, shall supply the Provost and Vice-President (Academic) with his/her own written recommendation concerning the candidate and shall provide the candidate with a copy of the recommendation.

- 23.06 At least fifteen days before the meeting of the Promotion, Tenure, and Renewal Committee to consider the candidate's renewal, the Dean shall advise the candidate in writing, with a copy to the Provost and Vice-President (Academic), of the number of faculty members supporting and not supporting the renewal.
- 23.07 The candidate shall be invited to appear before the Committee and shall have the right to be accompanied by a colleague from the University. The candidate and/or his/her colleague shall have the right to address the Committee, to respond to questions, and to supply any new information which may be given relative to his/her candidacy.
- 23.08 23.08.01 The Promotion, Tenure, and Renewal Committee, in considering whether the candidate meets the criteria for renewal, shall take into account:
- (A) the contents of the information file pursuant to 23.03;
 - (B) any relevant conditions specified in the candidate's letter of appointment which are consistent with 23.01;
 - (C) the ballot of his/her colleagues, pursuant to 23.04;
 - (D) the recommendation of his/her immediate supervisor pursuant to 23.05;
 - (E) the recommendation of his/her Dean pursuant to 23.05;
 - (F) any departmental criteria submitted to the Promotion, Tenure, and Renewal Committee which are consistent with 23.01; and
 - (G) the Faculty Employment Equity Policy as referenced under For Your Information Items.
- 23.08.02 Members of the Committee shall record their vote on an official ballot and shall write on the ballot a reasoned opinion supporting the vote.
- 23.08.03 The Chair of the Committee shall prepare a written report from the Committee on each candidate which shall include the recommendation of the Committee, the result of the ballot vote, and any comments which the Chair wishes to make. Attached to the report and forming part of it shall be the original ballot of each Committee member. The report shall be forwarded to the President.
- 23.09 The candidate shall be informed by the President in writing by January 15th of the Committee's recommendation to the President and of the President's recommendation to the Board. The candidate and his/her Dean shall receive a copy of the Committee report, including unattributed copies of the reasons given by members of the Committee for the support or lack of support. If the President's recommendation to the Board is inconsistent with the recommendation of the Committee, the President shall advise the candidate and members of the Committee in writing of the reasons for his/her decision.
- 23.10 All materials in an information file about a candidate, signed Departmental ballots, records or evidence taken at hearings, materials used in arriving at the decision, and the Committee ballots shall be retained by the Provost and Vice-President (Academic) for at least four (4) years.

23.11 A decision of the Board, insofar as it is consistent with the recommendations of the President and the Promotion, Tenure, and Renewal Committee, may be grieved only on the grounds of violation of discrimination pursuant to Article 4, of significant procedural irregularity pursuant to Articles 22 or 23, or of violation of academic freedom pursuant to Article 15.