

## **ARTICLE 25: TENURE**

25.01 Where a member applying for tenure holds the rank of Assistant Professor at the time of application, an application for tenure shall be deemed to be a simultaneous application for promotion to the rank of Associate Professor and tenure. A successful outcome for the tenure application shall also be deemed to be a successful outcome for promotion to the rank of Associate Professor.

### 25.02 **Criteria for Tenure**

25.02.01 To receive a recommendation for tenure, the member must have the qualifications required to support effectively the University's teaching programs and research and other scholarly and creative activities. In particular, the member must:

- (A) be a full-time member of the teaching staff and hold the academic rank of Associate Professor or above or be a candidate for the promotion to the rank of Associate Professor pursuant to Article 25.01;
- (B) hold a doctorate or a degree normally considered to be terminal in his/her discipline;
- (C) have at least four years of experience in university teaching or a combination of at least two years of university teaching experience plus at least four years of relevant professional practice;
- (D) demonstrate that the quality of his/her teaching is satisfactory as may be established by the evaluation of his/her teaching;
- (E) demonstrate contributions in the field of research or other scholarly and creative activities that go beyond the fulfillment of the requirements of his/her terminal degree; and,
- (F) have discharged reasonable administrative responsibilities within the University community (16.04) and/or service to the Profession and the community (16.05).

25.02.02 Where the criteria in 25.02.01(B) and/or (E) have not been met, the Promotion, Tenure, and Renewal Committee may consider that:

- (A) exceptional quality of teaching, which shall be demonstrated by peer and/or student evaluation of his/her teaching, may compensate for a lesser research and other scholarly and creative output;
- (B) exceptional research and scholarly and creative output may compensate for lesser degree qualifications pursuant to 25.02.01 (B);
- (C) exceptional competence in the activities of administrative service (16.04) and/or service to the Profession and the community (16.05), coupled with teaching of a satisfactory quality, may compensate for a lesser research and other scholarly and creative output; or,

- (D) exceptional quality of teaching, which shall be demonstrated by peer and/or student evaluation of his/her teaching, in combination with exceptional competence in the activities of administrative service (16.04) and/or service to the Profession and the community (16.05) may compensate for a lesser research and other scholarly and creative output and for lesser degree qualifications.

25.02.03 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.

### **Tenure Procedure**

25.03 When a member applies for tenure pursuant to 19.01.03(F) or 23.02.02, he/she shall supply both 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) 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;
- (C) 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);
- (D) a copy of those materials which the candidate wishes to use as evidence of fulfillment of his/her research and other scholarly activities;
- (E) a copy of all his/her Annual Reports since the time of hire or his/her three most recent Annual Reports (whichever is less); and
- (F) any other information which the candidate feels would aid his/her case.

25.04 The Provost and Vice-President (Academic) shall have an information file assembled for each candidate containing the candidate's letter of appointment, a copy of the President's letter to the candidate pursuant to Article 23.09, the application file (materials described in 25.03), 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 materials 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.

25.05 The Dean of a candidate for tenure 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 application for tenure. The Dean shall impress upon the members the need to base each vote on the criteria for tenure pursuant to 25.02, 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.

25.05.01 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 tenure pursuant to 25.02, 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.

25.05.02 When a candidate for tenure may also be eligible for renewal, the Dean shall conduct a separate review pursuant to Article 23.04.

25.04.03 When a candidate is also applying for promotion to the rank of Associate Professor pursuant to Article 25.01 the Dean shall conduct the reviews simultaneously.

25.06 At least fifteen days before the meeting of the Promotion, Tenure, and Renewal Committee, the immediate supervisor and the Dean, if the immediate supervisor is not the Dean, 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.

25.07 At least fifteen days before the meeting of the Promotion, Tenure, and Renewal Committee to consider the candidate's tenure, 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 tenure.

25.08 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 hear any new information which may be given relative to his/her candidacy.

25.09

25.09.01 The Promotion, Tenure, and Renewal Committee, in considering whether the candidate meets the criteria for tenure, shall take into account:

- (A) the contents of the information file pursuant to 25.04;
- (B) any relevant conditions specified in the candidate's letter of appointment which are consistent with 25.02;
- (C) the ballot of his/her colleagues, pursuant to 25.05;
- (D) the recommendation of his/her immediate supervisor pursuant to 25.06;
- (E) the recommendation of his/her Dean pursuant to 25.06;
- (F) any departmental criteria submitted to the Promotion, Tenure, and Renewal Committee which are consistent with 25.02; and
- (G) the Faculty Employment Equity Policy.

25.09.02 Members of the Committee shall record their vote on an official ballot and shall write on the ballot a reasoned opinion supporting the vote.

25.09.03 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.

25.10 The candidate shall be informed by the President in writing by January 15<sup>th</sup> 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 typed copies of the reasons given by members of the Committee for their 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.

25.11 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 seven (7) years.

25.12 A decision of the Board which does not result in termination of employment may be grieved only on the grounds of violation of discrimination pursuant to Article 4, of significant procedural irregularity pursuant to Articles 22 or 25, or of violation of academic freedom pursuant to Article 15.

25.13 **Procedure for an Appointment with Tenure for an Applicant who Holds a Tenured Position at Another University**

25.13.01 When the Dean recommends an applicant who holds a tenured position at another university for an appointment with tenure pursuant to Article 19.01.02(B) and Article 19.02, the Dean shall make a copy of the applicant's file accessible to all full-time members of the 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 applicant's file on campus in person) and all members of the appropriate Promotion, Tenure and Renewal Committee. The applicant's file will include the following information:

- (A) proof that the applicant holds a tenured position at a recognized university;
- (B) a copy of his/her curriculum vitae;
- (C) a copy of those materials that the Appointments Committee has used to verify his/her competence in teaching;
- (D) a copy of those materials that the Appointments Committee has used to verify his/her competence in research and other scholarly and creative activities; and,
- (E) any other information which the applicant and/or the Appointments Committee believes would be relevant to his/her case.

25.13.02 The Dean shall solicit from each full-time faculty member in the School, Department or Faculty (excluding those noted in Article 25.13.01), a signed ballot on the application. The signed ballot shall be submitted within three working days of the file being made accessible.

25.13.02.01 In cases in which the applicant is being considered for a joint appointment, the Dean shall duplicate the processes detailed in Article 25.13.01 and 25.13.02 in the applicant's Secondary Program, School, Department or Faculty.

25.13.03 Prior to the meeting of the Promotion, Tenure and Renewal Committee, the immediate supervisor and the Dean, in cases where the Dean is not the immediate supervisor, shall prepare his/her own written recommendation concerning the applicant.

25.13.04 The Chair of the Promotion, Tenure and Renewal Committee shall convene a meeting of the Committee to review the applicant as a candidate for tenure. The Dean and/or the immediate supervisor shall be invited to appear before the Promotion, Tenure, and Renewal Committee to respond to questions relative to the applicant. The applicant may also attend if available.

25.13.05

- 25.13.05.01 Members of the Promotion, Tenure and Renewal Committee shall be given a minimum of three working days' notice of a meeting to consider an applicant who holds a tenured position at another University. Quorum for this Promotion, Tenure and Renewal Committee meeting will be six voting members. Where quorum cannot be met, replacements shall be made pursuant to Article 22.02.02.
- 25.13.05.02 The Promotion, Tenure, and Renewal Committee, in considering whether the candidate meets the criteria for tenure, shall take into account:
- (A) the contents of the applicant's file pursuant to 25.13.01;
  - (B) any relevant conditions specified in the applicant's conditions of appointment which are consistent with 25.02;
  - (C) the ballot of the members of the School, Department or Faculty pursuant to Article 25.13.02;
  - (D) the recommendation of the immediate supervisor and, in cases where the Dean is not the candidate's immediate supervisor, the recommendation of his/her Dean pursuant to Article 25.13.03;
  - (E) any school, departmental or faculty criteria submitted to the Promotion, Tenure, and Renewal Committee which are consistent with Article 25.02; and
  - (F) the Faculty Employment Equity Policy.
- 25.13.05.03 Each member of the Promotion, Tenure, and Renewal Committee shall record his/her vote on an official ballot and shall write on the ballot a reasoned opinion supporting the vote.
- 25.13.05.04 The Chair of the Promotion, Tenure and Renewal Committee shall prepare a written report from the Committee on the candidate which shall include the recommendation of the Committee, the result of the ballot vote, and any comments which the Chair of the Promotion, Tenure and Renewal Committee wishes to make. Attached to the report and forming part of it shall be the original ballot of each member of the Promotion, Tenure and Renewal Committee. The report shall be forwarded to the President.
- 25.13.06 If the President's recommendation to the Board is inconsistent with the recommendation of the Committee, the President shall advise the members of the Promotion, Tenure and Renewal Committee in writing of the reasons for his/her decision.

25.14 Procedure for an Appointment with Tenure for Decanal and Senior Academic Administrator Applicants who Hold a Tenured Position at Another University

- 25.14.01 When the immediate supervisor recommends an applicant for a decanal or senior academic administrative position who holds a tenured position at another university for an appointment with tenure pursuant to Article 19.01.02(B), a copy of the applicant's file shall be made accessible to all full-time members of the School, Department or Faculty to which the tenure appointment applies (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 applicant's file on campus in person). All members of the appropriate Promotion, Tenure and Renewal Committee shall be notified about the date that has been set for the impending tenure meeting and shall have access to the applicant's file. The applicant's file will include the following information:
- (A) proof that the applicant holds or held a tenured position within the last three (3) years at a recognized university or for a time period mutually agreed upon by the Board and the Association;
  - (B) a copy of his/her curriculum vitae;
  - (C) a copy of those materials that the Search Committee has used to verify his/her competence in teaching (it is understood that such an individual may have been out of the teaching stream for some time);
  - (D) a copy of those materials that the Search Committee has used to verify his/her competence in research and other scholarly and creative activities; and,
  - (E) any other information which the applicant and/or the Search Committee believes would be relevant to his/her case.
- 25.14.02 The Dean of the School, Department or Faculty to which the tenure appointment applies shall solicit from each full-time faculty member in the School, Department or Faculty (excluding those noted in Article 25.14.01), a signed ballot on the application. The ballot shall be submitted within two working days of the file being made accessible.
- 25.14.02.01 In cases in which the applicant is being considered for a joint appointment, the immediate supervisor shall duplicate the processes detailed in Article 25.14.01 and 25.14.02 in the applicant's Secondary Program, School, Department or Faculty.
- 25.14.03 Prior to the meeting of the Promotion, Tenure and Renewal Committee, the Dean and the Chair/Director shall each prepare his/her own written recommendation concerning the applicant.
- 25.14.04 The Chair of the Promotion, Tenure and Renewal Committee shall convene a meeting of the Committee to review the applicant as a candidate for tenure. The immediate supervisor shall be invited to appear before the Promotion, Tenure, and Renewal Committee to respond to questions relative to the applicant. The applicant may also attend if available.

25.14.05

25.14.05.01 At the time the applicant's file is made accessible under 25.14.01, members of the Promotion, Tenure and Renewal Committee shall be given three working days' notice of a meeting to consider an applicant who holds a tenured position at another University. Quorum for this Promotion, Tenure and Renewal Committee meeting will be six voting members. Where quorum cannot be met, replacements shall be made pursuant to Article 22.02.02.

25.14.05.02 To determine whether the candidate meets the criteria for tenure, the Promotion, Tenure, and Renewal Committee, shall be provided with the following information at least three hours prior to the start of the meeting:

- (A) the contents of the applicant's file pursuant to 25.14.01;
- (B) any relevant conditions specified in the applicant's conditions of appointment which are consistent with 25.02;
- (C) the ballot of the members of the School, Department or Faculty pursuant to Article 25.14.02;
- (D) the recommendation(s) submitted pursuant to Article 25.14.03;
- (E) any school, departmental or faculty criteria submitted to the Promotion, Tenure, and Renewal Committee which are consistent with Article 25.02; and

25.14.05.03 Each member of the Promotion, Tenure, and Renewal Committee shall record his/her vote on an official ballot and shall write on the ballot a reasoned opinion supporting the vote.

25.14.05.04 The Chair of the Promotion, Tenure and Renewal Committee shall prepare a written report from the Committee on the candidate which shall include the recommendation of the Committee, the result of the ballot vote, and any comments which the Chair of the Promotion, Tenure and Renewal Committee wishes to make. Attached to the report and forming part of it shall be the original ballot of each member of the Promotion, Tenure and Renewal Committee. The report shall be forwarded to the President.

25.14.06

If the President's recommendation to the Board is inconsistent with the recommendation of the Committee, the President shall advise the members of the Promotion, Tenure and Renewal Committee in writing of the reasons for his/her decision.