

**BOARD OF GOVERNORS OF LAKEHEAD UNIVERSITY**

**and**

**LAKEHEAD UNIVERSITY FACULTY ASSOCIATION**

**LETTER OF UNDERSTANDING #9**

**RE: Electronic submission of applications for Promotion, Tenure, Renewal and Merit**

It is the intentions of the parties to undertake those changes necessary to move from the current practice of submitting hard copy applications for the processes of promotion, tenure, renewal and merit, to a system of electronic submission.

To this end the parties agree to work cooperatively in the development of related protocols and procedures and jointly recognize this understanding includes, but is not limited to, the following:

- Provision of the appropriate equipment to facilitate scanning of applications and review of said applications by Departmental personnel and the involved PTR and Merit Committees.
- Those required to assist the faculty member in the scanning of applications will be identified and receive training if and as required.
- The system will entail appropriate security features so as to protect the applicant from unwarranted and unauthorized distribution of any information contained in the electronic file.

The transition to electronic submission will begin with the Merit process. Thereafter the parties will review the experience and, if necessary, introduce further modifications to the system.

It is the goal of the parties to implement an electronic submission and review process for Promotion, Tenure and Renewal.

Prior to the finalizing of the electronic submission process for Promotion, Tenure and Renewal, a third copy of the member's application is to be submitted to the Dean per Articles 23.02.02, 25.03 and 26.04.

**SIGNED FOR**

**LAKEHEAD UNIVERSITY  
BOARD OF GOVERNORS**

**LAKEHEAD UNIVERSITY  
FACULTY ASSOCIATION**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_