

DEPARTMENT PROCEDURES FOR APPOINTMENTS,  
REAPPOINTMENTS, PROMOTIONS AND TENURE

APPROVED: \*\*\*\*, 20\*\*

The following statement was approved at the \*\*\*\*, 20\*\* meeting of the full Department Standing Committee on Appointments, Reappointments, Promotions and Tenure. The statement is intended, in part, to summarize portions of Section 5 "Procedures for Appointment, Reappointment, Tenure and Promotion" of the *Conditions of Appointment*; and, in part, to describe the consultation procedures referred to in paragraph 5.06(a) which have been agreed to by members of the Department and approved by the Dean. (In cases of ambiguity, the formal Agreement takes precedence.) The statement highlights very specific aspects of the procedures, and so should be read in the context of the overall *Conditions of Appointment*.

Committee Composition

Department Standing Committee. The Department Standing Committee is composed of all Assistant, Associate and Full Professors and Instructors of the Department. The sub-set of the full committee that considers various cases is made up of eligible members as follows:

Category	Rank of Candidate	Eligible Members
Initial appointment	Instructor	All Inst, Asst, Assoc & Full
	Asst	All Asst, Assoc & Full
	Assoc	All Assoc & Full
	Full	All Full
Reappointment & promotion	Instructor	All Asst, Assoc & Full
	Asst	All Assoc & Full
	Assoc	All Full
Tenure	Instructor	Tenured Inst, Asst, Assoc &
Full	Asst	Tenured Asst, Assoc & Full
	Assoc	Tenured Assoc & Full
	Full	Tenured Full

Any members of the Faculty ARPT Committee and the Senior Appointments Committee should not vote or participate in the deliberations of the Department committee.

Sub-Committee. An ARPT sub-committee assists the Head in the preparation of the candidate's file and presents the case to the full committee. Members of this sub-committee are selected by the Head. [In the case of joint appointments, an ad hoc committee carries out the duties of the sub-committee. Each Department's representatives are nominated by the respective Heads.]

Procedures

Meetings with Head. [Section 5.02] For reappointment, tenure, or promotion, a first meeting of the candidate with the Head is held during May - June of the year preceding that in which the case is considered, and a second meeting is held no later than June 30 of the following year. These meetings are intended to identify potential difficulties and assist with concerns. The candidate may bring a colleague to the meetings; and the matters discussed must be recorded in a memorandum prepared by the Head and agreed to by the candidate.

Supplementing Files. [Section 5.03] The Head will provide candidates with an opportunity to supplement their files up to the stage of the President's decision. This should be in the form of a statement in writing rather than an updated curriculum vitae and/or publication record. The candidate may supplement the file by the addition of new, unsolicited information (such as a new set of student evaluations, the publication of an additional book or article, the receipt of a grant, a published review of the candidate's work, etc.). Whenever the curriculum vitae and publication record are updated, the changes made should be identified in an attachment to the Head's letter to the Dean. It is the responsibility of the candidate to provide the file that is to be reviewed no later than September 15, unless otherwise agreed by the Head. Candidates are encouraged not to supplement their files further, unless any additional material provided is substantive.

Referees. [Section 5.05] The referees are selected in the prescribed manner by the Head in consultation with the sub-committee. The full committee gives its ongoing approval of this selection, without the need to examine the names of the referees. The Head writes to referees, and transmits the completed file to the sub-committee.

Conduct of the Meeting. [Section 5.06] The Head chairs the meeting of the full committee but does not vote. The sub-committee chair (or the Department representative of the ad hoc committee) presents the case to full committee. Members unable to attend may submit a written opinion to the Head prior to the meeting for oral transmittal to the committee. Of the relevant information to be considered by the committee [referred to in section 5.06(b)], only the candidate's curriculum vitae and letters from the external referees will be distributed to all eligible committee members ahead of the meeting, while any additional relevant material, such as teaching materials submitted by the candidate, teaching evaluations and sample publications, will be available for review prior to the meeting by making a request to the Department's Administrative Assistant. These will also be available for review at the meeting itself. Such additional material is not forwarded to the Dean. All material distributed ahead of the meeting should be returned to the Head at or before the meeting. Committee members present are expected to vote, and are discouraged from abstaining since abstentions are generally viewed as negative votes.

Reporting. [Section 5.07] The Head is required to prepare a report of the full committee for submission to the Dean as described in Section 5.07(b). In all cases, eligible committee members may review the Head's draft report by making such a request to the Department's Administrative Assistant, and may provide written comments on the draft report to the Head, before the Head prepares the final report. The period for this review and submission of comments will normally be limited to 3 working days after the meeting is held, unless the Head announces another specified period. In cases where there is a negative recommendation or at least one vote against a positive recommendation, the draft report will also be circulated in confidence to the sub-committee, who will be invited to make written comments on it on behalf of the full committee, before the Head prepares the final report. In cases where there are no votes against a positive recommendation, and when the Head's recommendation is also positive, the committee report may be reasonably brief, since the Head's letter will contain a full statement of the case. In all cases, the chair of the sub-committee (or the Department representative of the ad hoc committee) should co-sign the final report. Since the committee's reports summarize most of its deliberations, minutes of committee meetings will not be maintained, except for matters which do not relate to individual cases.

Stopping an optional review. [Section 5.06(c)] The Head may decide to stop the process of an optional review. In the case where a Head does so, they must provide detailed and specific reasons to the candidate in writing including in which respects the candidate is deemed to have failed to satisfy the applicable criteria. Such recommendation is not subject to Appeal as set out in Article 13.

Reappointments. In the case of reappointment, the initial meeting of the committee will be held without referees' letters. If the committee considers that it may recommend denial because, in part, of a deficiency in scholarly work, then it should table further consideration of the case until referees' letters have been obtained.