UBC Faculty Relations - Memorandum

**To: UBCV and UBCO**

**From: Daniel Mare**

**Date: October 23, 2019**

**Re: Revisions to the SAC Guide to Reappointment, Promotion and Tenure Process at UBC**

The following are revisions to the 2018/2019 SAC Guide:

* **GENERAL COMMENT**
	+ This update focuses on clarification and simplification. Although some inconsistencies were eliminated and interpretations added, there were no major substantive changes. Please direct any questions to dmare@mail.ubc.ca
* **Section 2**
	+ **Page 7: Section 2.4.1 (and former Section 2.4.5) –** Clarified to address the confusion around mandatory reviews for different ranks. The charts and examples were eliminated, and both sections consolidated to highlight only the relevant information, in particular that which pertains to Assistant Professors and Instructors.
	+ **Page 8: Section 2.4.2 –** The former contents of Section 2.4.4 were relocated here in order to logically complete the range of ranks canvassed in the preceding Section 2.4.1.
	+ **Page 8: Sections 2.4.3 –** Offset numbering due to preceding changes.
	+ **Page 8: Section 2.4.4** – Removed the language on optional reviews, for the purpose of eliminating unnecessary repetition. Offset numbering due to preceding changes.
	+ **Page 8: Section 2.5 –** Edited title to “Reviews for Promotion”, in order to both parallel and better distinguish from the preceding section on tenure.
	+ **Page 9: Section 2.5.2 –** Clarified ambiguities about optional versus mandatory reviews.
* **Section 5**
	+ **Page 19: Section 5.5(a): 5.5.1** – Added “Letters of Reference” to the start of the section on Referees. This was relocated from Section 5.5.10, in order to clarify when letters are required, prior to addressing reference procedures. This has changed numbering scheme for the remainder of the section.
	+ **Pages 19-24: Sections 5.5.1 to 5.5.20** – Shifted the numbering of these sections to accommodate the newly relocated Section 5.5.1.
* **Section 6**
	+ **Pages 26 - 27: Section 6.2.3** – Edited and added new language to clarify the relationship between rank and voting, and when multiple votes are required. The tables edited to ensure consistency with the tables in the Collective Agreement: Part 4, *Letter of Understanding #1*. Removed examples.
	+ **Page 27: Section 6.2.4** – Added reference to the relevant UBC Policy on *Conflict of Interest and Conflict of Commitment.* Added language on the Heads’ voting eligibility when conflict has been established.
	+ **Page 28: Section 6.2.7 –** Added more specific language to interpret “substantive discussion” means participating in “all formal meetings convened for that purpose.”
	+ **Pages 29, 31: Sections 6.3.1, 6.3.3 –** Relocated the first paragraph of Section 6.3.1 to the new Section 6.3.3, in order to reflect the appropriate chronology of events for recommendations.Simplified this paragraph to remove redundancy and confusion about mandatory reviews.
* **Section 7**
	+ **Pages 35-36: Section 7.2.3 (b)(\*) –** Added the word “separate” to the footnote regarding (b), to clarify that multiple Dean’s letters are required in the case of joint appointments.
	+ **Page 36: Section 7.3.1 –** Edited first sentence to interpret what “at the stage of the committee” means.
* **Section 8**
	+ **Page 37: Section 8.2 –** Updated to reflect current SAC membership.
	+ **Page 39: Section 8.4 –** Updated to reflect current SAC meeting schedule and deadlines.
* **Section 9**
	+ **Page 40: Section 9.7 –** Added a final sentence to clarify when multiple votes are not required.
* **Section 11**
	+ **Page 42: Section 11.3 –** Added the word “separate” to clarify that multiple letters are required for joint appointments.
* **Section 13**
	+ **Page 43: Section 13 –** Updated contact information to reflect developments in HR.
* **Appendix 12**
	+ **Page 91: Section 2 –** Added a new bullet point (second from the bottom of the page) to confirm that SAC subcommittees that obtain new negative information must provide the candidate an opportunity to respond.
* **Appendix 13**
	+ **Pages 98-113 –** Updated excerpts to accurately reflect Part 4 of the Collective Agreement.