

T and P Toolkit – Process

Path for Tenure and/or Promotion files

Note: “Procedures” hereunder refers to the *Tenure and Promotions Policy, Criteria and Procedures* document approved by Senate in March, 2002.

STEP 1: COMMITTEES FORMED

- Adjudicating Committee formed
- File Preparation Committee formed

STEP 2: FILE PREPARATION

- File prepared, in consultation with the candidate
- **Letter:** File Preparation Committee prepares a letter indicating the file is ready to be considered. Letter may include “contextualizing” commentary/factual information [*Procedures*, Section III.A.1(c)]
- **Transmittal:** File is forwarded to the Adjudicating Committee

STEP 3: ADJUDICATION

Note: Candidate may appear in person, with or without a representative, before any adjudicating or reviewing body in the tenure and promotion process, for the purpose of making a statement or providing clarification with respect to substantive or procedural matters concerning his or her file [*Procedures*, Section II.1].

- Adjudicating Committee considers the file
- **Recommendation:** Adjudicating Committee recommends to: approve, delay, deny (reject) [*Procedures* Section III.B.2(i)]
 - **Professorial Stream:** For T&P files, the Adjudicating Committee votes on the achievement of excellence, high competence, competence, or competence not demonstrated in teaching, professional contribution and standing, and service [*Procedures* Section III.B.1(c)]. For promotion to full professor, the committee votes on “eminence” [see *Procedures*, Preamble Section B, definition of “Professor” for details].
 - **Alternate Stream:** For T&P files, the Adjudicating Committee votes on achievement of superiority in teaching and competence in service [Alternate Stream document, 1977]. For promotion to senior lecturer, the committee votes on whether a candidate’s contributions and value to the University “transcends the normal expectations of a senior faculty member in the Alternate Stream” [Alternate Stream document, 1977].
- **Report:** Adjudicating Committee writes a report to the Dean indicating its recommendation, giving details of its vote and clear and detailed reasons for its decision [*Procedures*, Section III.B.3(a)]; report is copied to the chair of the File Preparation Committee and the candidate.
- **Waiting Period:** File waits 15 days (candidate can add information/ask for reconsideration/ waive waiting period)

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- **Reconsideration:** If the file is reconsidered, the Adjudicating Committee adds its recommendation to the file (recommendation is copied to the chair of the File Preparation Committee and the candidate) along with any additional information added and considered.
- **Transmittal:** File is forwarded to the Dean.

STEP 4: DECANAL CONSIDERATION

- Dean considers the file
- **Recommendation:** Dean's recommendation concurs with the Adjudicating Committee's recommendation, or dissents and gives reasons [*Procedures* Section III.D.1]
- **Letter:** Dean writes a letter of transmittal to the Review Committee, copied to the chairs of the Adjudicating and File Preparation committees, and the candidate.
- **Waiting Period:** File waits 15 days (candidate can add information/ask for reconsideration/waive waiting period)
- **Reconsideration:** If the file is reconsidered, the Dean adds his/her recommendation to the file (recommendation is copied to the chairs of the Adjudicating and File Preparation Committees, and the candidate), along with any additional information added and considered.
- **Transmittal:** File is forwarded to the Review Committee. Number of copies required depends on the size of the Review Committee.

STEP 5: SENATE REVIEW**Notes**

- (a) In Faculties with departments, the Review Committee is a sub-committee of the Senate T&P Committee, and consists of the Faculty T&P Committee plus two members of Senate T&P.
- (b) In non-departmentalized Faculties, the Review Committee is a panel of the Senate T&P Committee. Seven (7) copies of the file plus the original must be sent to the University Secretariat.
- Review Committee considers the file
- **Recommendation:** Review Committee's recommendation **either**
 - (a) **concurs** with the Adjudicating Committee's recommendation [*Procedures* Section III.E.6],
 - or**
 - (b) **dissents** and gives reasons in its letter [*Procedures* Section III.E.7]
 - or**
 - (c) **refers the file back** to the Adjudicating Committee because proper procedures were not followed or the criteria were not fairly or not properly applied [*Procedures* Section III.E.8]
- **Referral:** If the Review Committee's recommendation is to refer the file back to the Adjudicating Committee, the process begins again at Step 3: Adjudication.
- **Letter:** Except where the file is referred back to the Adjudicating Committee, the Review Committee writes a letter to the President indicating its recommendation as in (a) or (b) above (letter is copied to the Dean, chairs of the Adjudicating and File Preparation committees, and the candidate).

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- **Waiting Period:** Unless the file is referred back to the Adjudicating Committee, the file waits 15 days (candidate can add information/ask for reconsideration, or appeal to the Senate T&P Appeals Committee *only* where permitted; or the candidate can waive the waiting period)
- **Reconsideration:** If the file is reconsidered, the Review Committee adds its recommendation to the file (copied to the Dean, the chairs of the Adjudicating and File Preparation committees, and the candidate), along with any additional information added and considered.
- **Transmittal:** In *non-departmentalized Faculties*: if no appeal is made to the T&P Appeals Committee, the Senate T&P Committee forwards the file to the President. In *Faculties with departments*, if no appeal is made to the T&P Appeals Committee, the Review Committee of the Faculty forwards the file to the University Secretariat for transmittal to the President (original copy only is required).

STEP 5A: TENURE AND PROMOTION APPEAL

Note: Appeal is permitted to the Senate Tenure and Promotion Appeals Committee **ONLY** for files which have received a negative recommendation by the review committee for tenure, or a delay decision for promotion to full professor [*Procedures*, Section III.G].

- T&P Appeals Committee considers the file
- **Decision:** T&P Appeal Committee's decision either concurs in the judgement of the Review Committee or substitutes its judgement for that of the Review Committee [*Procedures*, Section III.G.4(b)].
- **Letter:** T&P Appeals Committee writes a letter to the President (copied to the Dean, chairs of the Review, Adjudicating and File Preparation committees, and the candidate). The letter will set out the disposition of the appeal and the reasons for the Appeals Committee's decision.
- **Transmittal:** Once the Appeals Committee's letter is sent, the file proceeds directly to the President.

STEP 6: PRESIDENT'S DECISION

- President considers the file
- **Decision:** President's decision agrees with the recommendation of the Review Committee, or the President substitutes her judgement for that of the Review Committee.
 - In cases where the file was considered by the Senate Tenure and Promotion Appeals Committee, the President's decision agrees with the recommendation of the T&P Appeals Committee, or the President substitutes her judgement for that of the T&P Appeals Committee.
- **Letter:** President writes a letter to the candidate (copied to the Dean and the chairs of the Review, Adjudicating and File Preparation committees).

STEP 7: RECORDS

- Original file returns to University Secretariat for record-keeping purposes.