

Tenure and Promotion

Dates and Deadlines

2015-2019

Article 25: Tenure and Promotion

Nipissing University and the Full-time Academic Staff Bargaining Unit (FASBU)
Collective Agreement
May 1, 2015 to April 30, 2019

Chart 1: Tenure and Promotion Committees - Elections and Appointments, pg. 2

TPF *Tenure and Promotion, Faculty Committee*, for composition please see Articles 25.3 and 25.6
TPU *Tenure and Promotion, University Committee*, for composition please see Articles 25.4 and 25.6
URAB *University Review Appeals Board*, for composition please see Article 25.19
URAC *University Review Appeals Committee* for composition please see Articles 25.5 and 25.6
JCAA *Joint Committee for the Administration of the Agreement*, for composition please see Article 9

Chart 2: Candidates for Tenure and/or Promotion – Applications and Decisions, pg. 4

Please inform the NUFA Executive Assistant of any errors or omissions in this document at nufaoffice@gmail.com.

Thank you.

Chart 1: Tenure and Promotion Committees

| Deadline | From/To | Item | Article | Specifics |
|---------------|--|---|-------------------|---|
| Before Feb 1 | Provost to Members | <i>TPU Nominations</i> | 25.6 (b)(i), (d) | Calls for nominations for TPU for the following academic year – nominations must be in writing by one other tenure or tenure-track member |
| Feb 10 or 11 | Provost | <i>TPU Advance Nominations</i> | 25.6 (b)(ii), (d) | Advance nominations publically announced |
| Feb 15 | Provost | <i>TPU Nominations Deadline</i> | 25.6 (d) | Deadline for Nominations at 4:00 pm |
| Feb 17-19 | Provost | <i>TPU Elections</i> | 25.6 (b)(ii), (d) | When required, organized by Provost, and by secret ballot; ballots will be counted by two Members of the Association appointed by the NUFA President, and two members of the employer appointed by the Provost |
| Before Feb 22 | Provost | <i>TPU Announcement of Committee Members</i> | 25.6 (d) | Announcement of Members elected and alternates to TPU for the following year |
| Before Mar 1 | Provost | <i>TPF Nominations</i> | 25.6 (c)(i), (d) | Calls for nominations for TPFs for following academic year |
| Mar 10 or 11 | Provost | <i>TPF Advance Nominations</i> | 25.6 (c)(i), (d) | Advance nominations publically announced |
| Mar 15 | Provost | <i>TPF Nominations Deadline</i> | 25.6 (d) | Deadline for Nominations at 4:00 pm |
| Mar 17-19 | Provost | <i>TPF Elections</i> | 25.6 (c)(ii), (d) | When required, organized by Provost, and by secret ballot; ballots will be counted by two Members of the Association appointed by the NUFA President, and two members of the employer appointed by the Provost |
| Before Mar 22 | Provost | <i>TPF Announcement of Committee Members</i> | 25.6 (c)(ii), (d) | Announcement of Members elected and alternates to TPFs for the following year |
| April 30 | Candidates to Dean or University President | <i>Conflict of Interest (Article 13)</i> | 25.16 | Candidates may indicate to their Dean in writing the members of the TPF, TPU or URAC that they consider to be in a conflict of interest; Candidates may indicate to the University President in writing the Chair of the TPF, TPU or URAC that they consider to be in a conflict of interest; committee members may declare a conflict of interest with the candidate and withdraw from the committee for that particular application |

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| May 1 | JCAA | Revisions to Article 25 | 25.28 (d) | Between May 1 and June 30, the JCAA will meet to discuss possible revisions to this Article, and consult for recommendations |
| May 20 | President to Senate | President's Annual Report | 25.25 (a) | Report appended to June Senate agenda and submitted to Board around the same time |
| Before June 25 | NUFA President | NUFA Observers | 25.3 (g) 25.4 (e) 25.6 (d) 25.17 (a)(v) | Announcement of NUFA Observers to TPU and TPFs, and URAC |
| Before June 25 | University President | Appointments to URAC | 25.5 25.6 (d) | Announcement of Appointments to URAC |
| June 30 | Committee Members | TPU and TPF Members | 25.6 (a) | Members elected or appointed serve a two year term of office beginning on July 1 (or after) and ending on June 30, with the terms staggered so as to elect only one-half of the faculty members in any one year. |
| June 30 | JCAA | Revisions to Article 25 | 25.28 (d) | Last day for JCAA to meet to discuss possible revisions to this Article, and consult for recommendations |
| July 1 | TPU and TPF Members | Term of Office Begins | 25.6 (a) | Two year term of office begins July 1 and ends June 30 |
| Sept 1-30 | NUFA and the Employer | Information Session for Committee Members | 25.28 (c) | At least one information session for the purpose of familiarizing all Committee members with their responsibilities and with the tenure and promotions procedures |

NOTE: Per Article 25.6 (i), the Provost and President of the Association may agree to an extension of the deadlines, though such extensions should be minor in nature.

Chart 2: Candidates for Tenure and/or Promotion – Applications and Decisions

| Deadline | From/To | Item | Article | Specifics |
|---------------------------|---------------------|--|---------------------------|--|
| Feb 1- Feb 28 | Deans to Members | <i>Announcement concerning Applications</i> | 25.7 (h),(i) 25.21 (a) | Deans inform Members of deadlines for early tenure and applications for promotion, and inform Members in penultimate year of tenure-track appointments of requirement to apply for tenure |
| March 1 – March 31 | Member to Dean | <i>Notification of Application</i> | 25.7 (h) 25.21 (a) | Candidates advise Deans that they will be applying for early tenure and/or promotion and present list of potential referees |
| March 31- June 10 | Dean to Candidates | <i>External Letters of Reference (Challenge and Solicitation)</i> | 25.8 (f) | If the Dean has no challenges to the list proposed on March 31, the Dean may begin soliciting reference letters from the list; if the Dean wishes to challenge any name on the list of referees the Dean will communicate the reason(s) for the challenge in writing to the candidate and ask the candidate to nominate one (1) further referee for each nominee challenged. The Dean and candidate will agree on the composition of the final list in writing by June 10. Please see Article 25.8 for the details regarding potential referees. |
| May 31 | Member to Dean | <i>Extension of Tenure-Track Appointment</i> | 25.7 (j) | In second last year of tenure-track appointment, a Member may apply for an extension of no more than two years |
| June 10 | Candidates to Dean | <i>Tenure Application Withdrawal</i> | 25.7 (i) 25.21 (a) | Eligible members may apply for early tenure only once. If they receive a deferral of tenure, or they send written notice to the Dean to withdraw their application after June 10, they will next be considered for tenure in the final year of their tenure-track appointment. An application withdrawn on or before this date will not count as an application for early tenure. |
| June 10 | Candidates and Dean | <i>External Referees</i> | 25.8 25.21 (a) | Final list confirmed in writing; if there were no challenges to the list provided in February, the Dean may have already begun to solicit referees from any of the six nominated referees using sample letters found in Appendix II of the Standards for Tenure and Promotion document |
| June 10 | Deans to Provost | <i>Lists of Candidates</i> | 25.21 (a) | Dean sends lists to Provost of candidates applying for tenure and/or promotion, and sends candidates Membership lists of TPF and TPU and copies of official teaching evaluations |

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| June 30 | Candidate to Dean | <i>Dossier Requirements</i> | 25.9 25.21 (a) | Candidates submit six copies of their dossier to the office of the relevant Dean. Candidates send responses to teaching evaluations to their Dean's office; Dean sends dossiers to external referees |
| July 5 | Provost to Successful Candidates | <i>Access to Files</i> | 25.26 (a) | Successful candidates will be asked by the Provost to sign and return a copy of the form in Appendix III of the Standards document to give consent for qualified access to their files by TPU, URAC, URAB, President of University, and the President of the Association or designate |
| Sept 1 | Referees to Deans | <i>External Letters of Reference</i> | 25.8 (h)-(n) 25.21 a | Referees send in letters of reference |
| Sept 10 | Deans to TPF | <i>Dean's Recommendations</i> | 25.15 (b)(i) 25.21 a | Deans send written recommendations to Chairs of TPFs and to candidates and give candidates' unattributed copies of external letters of reference |
| Sept 15 | Candidate to TPF Chair | <i>Response by Candidate to Dean's Recommendations and External Letters of Reference</i> | 25.21 (a) | Candidates send to Chair of TPF response to Dean's recommendations and external letters of reference |
| Oct 1 | TPF Chairs to Committee | <i>TPF Meetings</i> | 25.22 (a) | Chairs call first meeting of TPFs |
| Oct 31 | URAB to Candidate | <i>Denial of Tenure (from previous academic year)</i> | 25.19 (m) | If decision rendered after October 31 (from previous year's application), he/she will be offered an additional 12 month limited term appointment, commencing the following July 1 |
| Dec 1 | TPF Chairs to TPU | <i>TPF Recommendations</i> | 25.15 (b) 25.22 (a) | Chairs of TPFs send recommendations to TPU with copies to candidates |
| Dec 15 | Candidate to TPF Chair | <i>Candidate's Response to TPF Recommendations</i> | 25.22 (a) | Candidates send responses to recommendations to TPF Chairs |
| Jan 15 | TPU Chair to Committee | <i>TPU Meetings</i> | 25.22 (a) | Chairs calls first meeting of TPU |
| Feb 15 | TPU Chair to President | <i>TPU Recommendations</i> | 25.15 (c) 25.22 (a) | Chair of TPU sends recommendations to President with copies to candidates |
| Feb 22 | Candidate to TPU Chair | <i>Candidate's Response to TPU Recommendations</i> | 25.22 (a) | Candidates send responses to recommendations to TPU Chair |

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| Mar 7 | Candidates to President | <u>Appeal to URAC</u> | 25.17 (a) 25.22 (a) | Candidates with <u>negative</u> recommendations from the <u>TPU</u> may notify President of <u>appeal</u> to URAC |
| Mar 20 | URAC Chair to Committee | <u>URAC Meetings</u> | 25.22 (a) | Chair calls first meeting of URAC |
| Mar 20 | President to Candidate | <u>President's Decisions</u> | 25.18 25.22 (a) | President informs candidates of his/her decisions <u>in cases with no appeals to URAC</u> |
| April 1 | President to Chair of Board | <u>President's Decisions</u> | 25.18 25.22 (a) | President informs Chair of the Board of his/her decisions with copies to candidates , <u>in cases with no appeals to URAC</u> |
| Apr 15 | URAC Chair to President | <u>URAC Recommendations</u> | 25.17 25.22 (a) | Chair of URAC sends recommendations to President with copies to candidates |
| Apr 22 | Candidate to President | <u>Candidate's Response to URAC Recommendations</u> | 25.22 (a) | Candidates send responses to URAC recommendations to President |
| May 5 | President to Candidate | <u>President's Decisions</u> | 25.22 (a) | President informs candidates of his/her decisions <u>in cases with appeals to URAC</u> |
| May 25 | NUFA to President | <u>NUFA Grievance to URAB</u> | 25.19 (b) 25.22 (a) | Where President has rendered a negative decision on tenure and/or promotion to Associate Professor or Professor, following a positive recommendation from either the TPU or the URAC (date may vary depending upon the time it takes to establish the URAB, but within 20 working days of a candidate receiving the letter from the President) |
| May 31 | President to Chair of Board | <u>President's Decisions</u> | 25.22 (a) | President informs the Chair of the Board of his/her decisions, with copies to candidates, <u>in cases with appeals to URAC but no grievances to URAB</u> |
| June 30 | URAB to Candidate | <u>Denial of Tenure</u> | 25.19 (m) | If decision rendered after this date, the Member will have his/her tenure-track appointment extended by 12 months effective July 1 |
| July 1 | Candidates for Tenure/and or Promotion | <u>Positive Decisions</u> | 25.22 (a) | Positive decisions on tenure and/or promotion take effect or, if necessary, are retroactive to July 1 in cases where a grievance leads to a positive decision at a later date |

Per Article 25.7 (a) the Employer and the Association will hold jointly an annual workshop for Members who are planning to apply for tenure and/or promotion.

Per Article 25.21 (b) and 25.22 (b) the Association and the University may agree to an extension of these deadlines, though such extensions should be minor in nature. The Chair of the committee(s) should communicate to candidates any delays or agreed to extensions in a timely manner.