

LETTER OF AGREEMENT

Article 25: Tenure and Promotion

The **Joint Committee on the Administration of the Agreement (JCAA)** approved the items below following a meeting of the parties on July 5, 2016 and September 29, 2016. The parties met per Article 25.28 of the Collective Agreement between Nipissing University and the Nipissing University Faculty Association (NUFA) Full-time Academic Staff Bargaining Unit (FASBU) 2015-2019.

The parties agree to the following:

- 1) Each year, a formal list of all candidates being evaluated for tenure and/or promotion will be provided by the Dean's offices to the Faculty Association by June 15th. This information will be added to Article 25.21.
- 2) For each appellant the Chair of the URAC will forward to the President of the Association the written recommendations of the committee. This information will be added to Article 25.17(b)(vii)b.

For each appellant, the Chair of the URAC will forward to the President of the University, with a copy to the candidate, the Dean, and the President of the Association, the written recommendation (which includes the results of the vote). After receiving a recommendation, the appellant will have the option of sending a response to the recommendation to the Chair of the URAC and the President, with a copy to the Dean, and President of the Association.

- 3) With regard to protocol for the use of Skype, teleconference or video-conference in the tenure and promotion process, the JCAA agrees that while it may be necessary in some instances for TPF/TPU Members to Skype, teleconference or video-conference into meetings, these forms of communication will not be used by the person chairing any of the TPF or TPU committees.

The issue of Skype, teleconference or video-conference will be reviewed over the next two years.

- 4) Revisions to the Standards for Tenure and Promotion Appendix II, Sample Letters Soliciting Letters of Reference, 1. Letter of Request and 2. Letter with Documentation. Both are attached.

Nov 11/16
Date


Harley D'Entremont,
Provost/VPAR

FOR NIPISSING UNIVERSITY


Susan Srigley,
Faculty Association President

FOR NUFA

Attendees at the JCAA meetings for NUFA – Susan Srigley, Todd Horton, Sal Renshaw, Angela Fera and for Nipissing University – Harley D'Entremont, Carole Richardson, Jenny Mackie, Carrie Duchesne

APPENDIX II

SAMPLE LETTERS SOLICITING LETTERS OF REFERENCE

1. LETTER OF REQUEST

Date:

Dear _____

(Prof / Dr) (candidate's name), an (Assistant) (Associate) Professor in the (Faculty / Department / School of _____), has applied for (tenure) (and) (promotion to) (Associate Professor) (Professor) at Nipissing University. Your name has been suggested as an arms-length referee to assist us in our deliberations. External referees make a vital contribution to the process, and I hope you will be able to assist us by serving as a referee in this case. We would require your input into our deliberations by September 1.

If you cannot conduct an arms-length evaluation, we ask that you decline this invitation. Arms-length referees are those who are not the candidate's family members; have not served as a graduate or postdoctoral research supervisor for the candidate; have not collaborated in any meaningful way with the candidate on research, scholarly and/or creative activities (for example, through co-authorship or joint grant proposals); and do not hold an academic appointment at Nipissing University. You may have met the candidate at a conference, you and the candidate may know people in common, and you may be familiar with each other's works.

You should be aware that the provisions of the Collective Agreement require that the complete contents of your letter of reference will be made available to the candidate, though your authorship will be concealed from the candidate by removing all identifying information. In the unlikely event that the application proceeded to arbitration, your identity may become known to the candidate.

If you are willing and able to act as an arms-length referee in this case, could you please advise me by e-mail at (e-mail address) no later than July 25. Upon confirmation from you, I will forward to you copies of (Prof / Dr) (candidate's name)'s dossier and teaching evaluations as well as Article 25 (Tenure and Promotion) of the Collective Agreement.

If for any reason you are unable to serve as a referee, I would be grateful if you would let me know as soon as possible so that alternative arrangements can be made.

Thank you for considering this matter.

Sincerely Yours,

[name]

Dean of the Faculty of _____
c.c. [candidate's name]

2. LETTER WITH DOCUMENTATION

Date:

Dear _____

Thank you for agreeing to act as an external referee in (Prof / Dr) (candidate's name)'s application for (tenure) (and) (promotion to) (Associate Professor) (Professor). As I previously indicated to you, we will require your input into our deliberations by September 1.

I would also remind you that the provisions of the Collective Agreement require that the complete contents of your letter of reference will be made available to the candidate, though your authorship will be concealed by removing all identifying information. In order to assist us in this process, we request that the first page consist only of identifying information (your name, title, employer, address, signature, and university letterhead). Begin the second page with **Letter of Reference for (name of candidate)**. The first page will be removed, and the remaining text of the letter will be copied and provided to the candidate. In the unlikely event that the application proceeded to arbitration, your identity may become known to the candidate.

I am enclosing the following documentation to assist you in developing your evaluation of the candidate:

- (1) a copy of the Collective Agreement between Nipissing University and the Nipissing University Faculty Association. In particular, you should review the relevant categories and criteria for tenure or promotion listed in Article 25: Tenure and Promotion;
- (2) the candidate's dossier, which includes the candidate's *Statement of the Case for Tenure or Promotion*, a curriculum vitae, as well as comprehensive information on the candidate's teaching; research, scholarly and/or creative activities; and service; and
- (3) copies of the candidate's teaching evaluations and the candidate's response to these evaluations, if any.

Of the categories to be evaluated, we ask that you focus primarily on the candidate's research, scholarly and/or creative activities. In your evaluation, please include detailed comments on the quality, originality and significance of the candidate's works as well as the candidate's productivity. We are, of course, not restricting you from commenting on any other aspects of the candidate's abilities, including teaching and service; indeed, we would appreciate you doing so, especially for applications for tenure, keeping in mind the context of Nipissing University as a small, primarily liberal arts university.

Your final determination of whether the candidate has, in your view, met the expectations for (tenure and/or promotion) is of considerable importance to us. Please ensure your evaluation contains a detailed account of your reasoning regardless of your decision. It is critically important for our committees to have as much explanatory reasoning from peers as possible. Finally, your evaluation needs to be based only on an assessment of the materials submitted, in accordance with the relevant criteria in the

Collective Agreement. For cases where the candidate is applying for Professor, national and international reputation is one of the key criteria. It can be determined both by the dossier as well as other evidence, including your personal knowledge and awareness of the candidate's standing and reputation in the field.

The enclosed material is confidential. Please do not share it or discuss it with anyone, or use it for any purpose other than this evaluation. After completing your evaluation, we ask that you destroy the dossier. However, you are welcome to keep any publications (whether "stand alone" or "bound" works, which may be removed from the dossier).

If you require further clarification on any matter, please e-mail me rather than telephone since the substance of any communication with you regarding this matter will be disclosed to the candidate.

Thank you for your assistance in this matter.

Sincerely Yours,

[name]

Dean of the Faculty of _____

c.c. [candidate's name]
