

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

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

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

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.