

Tenure and Promotion

Dates and Deadlines

2019-2022

Article 26: Tenure and Promotion

Nipissing University and the Full-time Academic Staff Bargaining Unit (FASBU)
Collective Agreement
May 1, 2019 to April 30, 2022

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

TPC *Tenure and Promotion Committee*, for composition please see Article 26.6
URAB *University Review Appeals Board*, for composition please see Article 26.25
URAC *University Review Appeals Committee* for composition please see Article 26.7
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. 3

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>TPC Nominations</i>	26.8 (b)(i) 26.8 (c)	Calls for nominations for TPC for the following academic year – nominations must be in writing to the Provost by one other tenure or tenure-track member
Feb 10 or 11	Provost	<i>TPC Advance Nominations</i>	26.6 (b)(i) 26.8 (c)	Advance nominations publically announced
Feb 15	Provost	<i>TPC Nominations Deadline</i>	26.6 (c) 26.8 (c)	Deadline for Nominations at 4:00 pm
Feb 17-19	Provost	<i>TPC Elections</i>	26.6 (b)(ii) 26.8 (c)	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>TPC Announcement of Committee Members</i>	26.6 (c) 26.8 (c)	Announcement of Members elected and alternates to TPC for the following year
May 1	JCAA	<i>Revisions to Article 25</i>	26.35 (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	<i>Provost’s Annual Report</i>	26.32 (a)	Report appended to the September Senate agenda and submitted to Board around the same time
Before May 25	NUFA President	<i>NUFA Observers</i>	26.6 (d) 26.8 (c)	Announcement of NUFA Observers to TPC and URAC
June 30	JCAA	<i>Revisions to Article 26</i>	26.35 (d)	Last day for JCAA to meet to discuss possible revisions to this Article, and consult for recommendations
July 1	TPC Members	<i>Term of Office Begins</i>	26.8 (a)	Two-year term of office begins July 1 and ends June 30 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.
Aug 30	Candidates to Dean or Provost	<i>Conflict of Interest (Article 13)</i>	26.22	Candidates may indicate to their Dean in writing the members of the TPC or URAC that they consider to be in a conflict of interest; Candidates may indicate to the Provost in writing the Chair of the TPC 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
Sept 1-30	NUFA and the Employer	<i>Information Session for Committee Members</i>	26.35 (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 26.8 (c) and Article 26.10 (b), 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>	26.9 (f) 26.10 (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
Mar 1 – Mar 31	Member to Dean	<i>Notification of Application</i>	26.9 (f) 26.10 (a)	Candidates advise Deans that they will be applying for early tenure and/or promotion and present list of potential referees
Mar 31 - June 10	Dean to Candidates	<i>External Letters of Reference (Challenge and Solicitation)</i>	26.11 (e)	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 26.11 for the details regarding potential referees.
May 31	Member to Dean	<i>Extension of Tenure-Track Appointment</i>	26.2 (a)(vi)	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>	26.2 (a) 26.10 (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>	26.11	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 J
June 10	Deans to Provost	<i>Lists of Candidates</i>	26.10 (a)	Dean sends lists to Provost of candidates applying for tenure and/or promotion, and sends candidates membership lists of TPC

June 15	Deans to Association	<i>List of Candidates</i>	26.10 (a)	Deans provide Association with a formal list of all candidates being evaluated for tenure and/or promotion
June 30	Candidate to Dean	<i>Dossier Requirements</i>	26.10 (a) 26.15	Candidates submit an electronic copy of their dossier to the office of the relevant Dean; the Dean sends dossiers to external referees
June 30	URAB to Candidate	<i>Denial of Tenure (from previous academic year)</i>	26.25 (m)	If decision rendered after June 30 (from previous year's application) and the Member is denied tenure, the Member will receive a 12-month extension to the tenure-track appointment
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 TPC, URAC, URAB, President of University, and the President of the Association or designate
Aug 30	Candidates to Dean or Provost	<i>Conflict of Interest (Article 13)</i>	26.22	Candidates may indicate to their Dean in writing the members of the TPC or URAC that they consider to be in a conflict of interest; Candidates may indicate to the Provost in writing the Chair of the TPC 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
Sept 1	Referees to Deans	<i>External Letters of Reference</i>	26.10 (a) 26.11	Referees send in letters of reference
Sept 10	Deans to TPC	<i>Dean's Report</i>	26.10 (a) 26.12	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 TPC Chair	<i>Response by Candidate to Dean's Recommendations and External Letters of Reference</i>	26.10 (a)	Candidates send to Chair of TPC response to Dean's recommendations and external letters of reference
Oct 1	TPC Chair to Committee	<i>TPC Meetings</i>	26.27 (a)	Chair call first meeting of TPC
Oct 31	URAB to Candidate	<i>Denial of Tenure (from previous academic year)</i>	26.25 (m)	If decision rendered after October 31 (from previous year's application), the Member will be

				offered an additional 12 month limited term appointment, commencing the following July 1
Dec 1	TPC Chair to Candidate	<i>TPC Recommendations</i>	25.15 (b) 26.27 (a)	Chair of TPC sends copies of recommendations to to candidates
Dec 15	Candidate to TPC Chair	<i>Candidate's Response to TPC Recommendations</i>	26.27 (a)	Candidates send responses to recommendations to TPC Chair
Dec 16	TPC Chair to Provost	<i>TPC Recommendations and Candidate Responses to Provost</i>	26.27 (a)	TPC Chair sends recommendations and all responses from candidates to Provost
Jan 15	Provost to Candidates	<i>Provost Decisions</i>	26.27 (a)	Provost informs candidates of decisions
Jan 20	Candidates to President	<i>Appeal to URAC</i>	26.27 (a)	Candidates with negative recommendations from the Provost may notify President and the Association of appeal to URAC
Jan 21	Provost to Board	<i>Provost Decisions</i>	26.27 (a)	Provost informs the Chair of the Board of decisions with copies to candidates, in cases with no appeal so the URAC
Jan 31	URAC Chair to Committee	<i>URAC Meetings</i>	26.27 (a)	Chair calls first meeting of URAC
Feb 28	URAC Chair to President	<i>URAC Recommendations</i>	26.27 (a)	Chair of URAC sends recommendations to President with copies to candidates
Mar 7	Candidate to President	<i>Candidate's Response to URAC Recommendations</i>	26.27 (a)	Candidates send responses to URAC recommendations to President
Mar 21	President to Candidate	<i>President's Decisions</i>	26.27 (a)	President informs candidates of decisions <u>in cases with appeals to URAC</u>
Apr 10	NUFA to President	<i>NUFA Grievance to URAB</i>	26.25 (b) 26.27 (a)	Within 20 working days of a candidate receiving the letter from the President, NUFA may notify the President of a grievance to the URAB for candidates where the President has rendered a negative decision on tenure and/or promotion to Associate Professor or Professor following a positive recommendation from either the Provost or the URAC. See details of grievance to URAB in Article 26.25.

Apr 15	President to Chair of Board	<i>President's Decisions</i>	26.27 (a)	President informs the Chair of the Board of decisions, with copies to candidates, <u>in cases with appeals to URAC but no grievances to URAB</u>
June 30	URAB to Candidate	<i>Denial of Tenure</i>	26.25 (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	<i>Positive Decisions</i>	26.27 (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

Note:

Per Article 26.35 (c) 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 26.27 (b) the Association and the Employer 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.