** Reappointment, Promotions and/or Tenure Committee**

**Terms of Reference**

**DEPARTMENT OF**

1. **University Senate Policies**

The role, responsibilities and principles of a Reappointment, Promotions & Tenure Committee (RPTC) have been established by the University Senate and may be found at the following web addresses:  
  
<http://www.queensu.ca/secretariat/policies/senateandtrustees/promotion.html>

<http://www.queensu.ca/secretariat/policies/senateandtrustees/appointments.html>

This Committee serves as an advisory to the Head, Department of       . Further, this Committee submits its own recommendations for each application. In addition, the Department of       has established additional measures, inline with University Senate Policies, which are outlined in the following sections.

1. **Term**

*[Sample verbiage for process for nominations]* Nominations for members to serve on the RPTC may be made to the Head, Department of Medicine, Deputy Head or Division Chair. Self-nominations will also be accepted. Upon election, members shall serve on the RPTC for a period of no less than 1 year up to 5 years, where upon reappointment or re-election is required.

Should a member be unable to fulfill their commitment to the Committee, they must bring it to the attention of the Chair as soon as possible so alternate arrangements may be made, if necessary.

1. **Confidentiality**

All members will treat the proceedings of the       Committee in confidence.

This is a closed committee and no other parties will be admitted to the meetings once they have been called to order. All materials and submitted documentation will be shared via a secure web site and will be password protected. Applications and any related materials are to be held in confidence.

1. **Duties**

***[For QUFA]*** All members of the QUFA       Committee must complete a familiarization and training workshop with respect to employment equity before participating in the process.

***[For promotion]*** Upon review of the names of applicants to be considered for QUFA and Senate promotion, members of the       Committee are expected to put forth names of potential referees for those applications. The Committee should solicit potential referees from the applicant. Names of the referees are not to be shared prior to the letters of reference being secured. Direct supervisors and collaborators of the applicant may not submit letters of reference. All letters of reference must adhere to the Conflict of Interest policy, must be impartial and considered to be “at arms length” of the applicant. Please refer to the FHS RTP Reference Document for further clarification.

Members of the       Committee must review applications as submitted, actively participate in the meeting to review, provide meaningful discussions and make recommendations on applications in a professional manner and strictly adhering to rules of confidentiality.

This Committee will meet in the fall of each year per timelines ***[set out by the Senate at Queen’s University]*** and/**OR** ***[as set out in the Collective Agreement]***. Members are required to make themselves available with every effort to attend the meetings. If unable to attend the scheduled meeting, members are required to send a summary of their recommendations one day prior to that meeting.

Quorum for the Committee will include the Chair and >51% of the remaining membership.

***[For QUFA]*** An Equity Officer will be appointed for each meeting of the RPTC from within the membership.

1. **Conflict of Interest/Conflict of Commitment**

Members of the Committee may not serve as referees for any of the appointees.

Members of the Committee must commit to providing an unbiased evaluation and recommendation based on the merit of the application as submitted while maintaining the confidentiality of the applicant.

In reviewing the applications, no additional materials may be considered or requested outside of those submitted with the application. The Chair should confirm application packages are complete prior to submission to the Committee.

All discussions, deliberations and recommendations must be kept strictly confidential.

1. **Secretariat**

Department of       administrative staff will act as neutral secretariat, including coordinating and managing the process, requesting and receiving letters of reference on behalf of the Committee, preparing letters of recommendation for signature by the Chair and providing general administrative support.