

## PROCEDURES FOR RENEWAL, TENURE, AND PROMOTION

### Procedures and Timetable as Set out in Article 30 and Article 32.6 of the Collective Agreement

#### General

1. All the processes leading to decisions on renewal, tenure and promotion of tenure-track and tenured QUFA faculty Members, and on the reappointment and promotion of adjunct faculty Members of the Faculty, Librarians and Archivists Bargaining Unit must adhere to the relevant provisions of the 2015-2019 Queen's – QUFA Collective Agreement.
2. It is very important that all participants in the review of renewal, reappointment, tenure and promotion decisions thoroughly familiarize themselves with all relevant Articles of the Collective Agreement *before* beginning the process. At a minimum, all participants must review the following Articles:
  - a. **Article 30: Renewal, Tenure and Promotion for Tenure-Track and Tenured Faculty Members**  
*And/or*  
**Article 32: Reappointment and Promotion of Adjunct Members**
  - b. **Article 24: Employment Equity**
  - c. **Article 18: Conflict of Interest, Conflict of Commitment** and Reasonable Apprehension of Bias
  - d. **Article 29: Assessment and Evaluation of Teaching**
3. Members of Renewal, Tenure and Promotion (RTP) Committees shall not participate in the deliberations or recommendations of any application where they are in a conflict of interest or where there may be a reasonable apprehension of bias (**Article 18**).
4. All members of RTP Committees (excluding students) must complete the equity training offered by the Office of the University Advisor on Equity before participating in the review of applicants' files. (**Article 24.2.1**)

5. RTP procedures shall be conducted in accordance with the relevant provisions of Article 24 (Employment Equity) [*reference Article 30.2.3*]. Note especially Article 24.1.5:

24.1.5 Consistent with principles of employment equity, the Parties agree that in the evaluation of applicants for renewal, tenure and promotion,

(a) the criteria adopted must not systematically discriminate against members of equity-seeking groups and shall be reviewed periodically to ensure that they do not undervalue work which is done predominantly by members of the equity-seeking groups; and

(b) applicants shall not be disadvantaged by reason of minor career interruptions caused by family responsibilities.

6. All Members have the right to grieve negative decisions.

7. For **Tenure-track** faculty Members (**Article 30**):

(a) Applications for tenure and for promotion to the rank of Associate Professor proceed together. The criteria for tenure apply [*reference Article 30.5.5, Article 30.6.3, and Article 30.6.7 (b)*].

(b) Failure to be awarded a tenured appointment results in a terminal appointment of one (1) year beyond the expiration of the Member's current contract [*reference Article 30.17.1*].

8. For **Joint Appointments** (*reference Article 25.2.1.1*):

(a) RTP processes should have been outlined in appointment letter. If they were not, a non-standard process needs to be agreed to by Queen's and QUFA (initiated by contacting the Faculty Relations Office).

**Guide to Articles and Overview of the Timetable for the Process**

The tables on the pages that follow provide some guidance on the relevant sections of the Collective Agreement governing the RTP process. However, individuals involved in the RTP process should familiarize themselves thoroughly with the complete text of the relevant Articles *before beginning the process*.

In following these processes **time is of the essence**. Accordingly, careful planning should be done to ensure that the timelines are met.

The tables, which are listed here, can be used as checklists for Committees, Heads and Deans:

<u>Table 1</u> : Selecting and Preparing the Committee, Review of Candidates' Eligibility and the Criteria for RTP
<u>Table 2</u> : Notification
<u>Table 3</u> : Preparing the RTP file
<u>Table 4</u> : Recommendation Process
<u>Table 5</u> : Decision

Note: Reappointment procedures for Term Adjuncts, including the timelines for such procedures, are set out in Article 32 (Article 32.1 through Article 32.4.4).

Procedures for the conversion of a Term Adjunct appointment to a Continuing Adjunct appointment, including the timelines for such procedures, are set out in Article 32 (Article 32.5 through Article 32.5.8.9).

<b>Table 1: Selecting and Preparing the Committee; Review of Candidates' Eligibility and the Criteria for RTP</b>				
<b>Topic</b>	<b>Deadline</b>	<b>Item Complete</b>	<b>Article References — Tenure-Track /Tenured Faculty</b>	<b>Article References — Adjunct Faculty (promotion)</b>
<b>Committee</b>			<b>30.2</b>	<b>32.6.1</b>
Date elected (by secret ballot)	<u>By May 1</u> (each year)	<input type="checkbox"/>	30.2.1	30.2.1
Membership			30.2.1, 30.2.2, 30.2.3, 30.2.4	30.2.1, 30.2.2, 30.2.3, 30.2.4
Role				32.6.1
Conflict of Interest or Apprehension of Bias			30.2.5	30.2.5
Confidentiality of proceedings			30.2.6, 30.2.7	30.2.6, 30.2.7
Equity representative, equity responsibilities			30.2.3, 24	30.2.3, 24
RTP Committees for Members in Clinical Depts. in FHS			30.3	30.3
Remedial processes			30.4	30.4
RTP Committee members to review RTP File in order to participate in recommendation			30.14.3	30.14.3
<b>Eligibility of Candidate(s)</b>			<b>30.5</b>	<b>32.6</b>
For Renewal			30.5.1, 30.5.2, 30.5.6	NA
For Tenure			30.5.3, 30.5.4, 30.5.7	32.6.6
<b>Criteria</b>			<b>30.6</b>	<b>32.5.2</b>
For Renewal			30.6.1, 30.6.2, 30.6.8 through 30.6.10	NA
For Tenure			30.6.3, 30.6.4, 30.6.8 through 30.6.10	32.6.6
For Promotion			30.6.5, 30.6.6, 30.6.7(c), 30.6.8 through 30.6.10	32.6.2(b), 32.6.2(c), 32.6.3

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<b>Table 2: Notification</b>				
<b>Topic</b>	<b>Deadline</b>	<b>Item Complete</b>	<b>Article References — Tenure-Track Faculty</b>	<b>Article References — Adjunct Faculty (promotion)</b>
<b>Notification</b>			30.7	30.7
Notice published in <u>For the Record</u> re Aug 15 deadline for applications – by the Office of the Provost and Vice-Principal (Academic)	<u>By May 1</u>	<input type="checkbox"/>	30.7.1	30.7.1
Head notifies the Members of the Unit of	<u>By May 15</u>	<input type="checkbox"/>	30.7.2	30.7.2
a) application deadlines;	<u>By May 15</u>	<input type="checkbox"/>		
b) notice in <u>For the Record</u> ; and	<u>By May 15</u>	<input type="checkbox"/>		
c) their eligibility for Renewal or Tenure and draw their attention to Appendix O	<u>By May 15</u>	<input type="checkbox"/>		
Member notifies Head of application (NB, note circumstances under which application may be postponed for tenure-track, tenured Members)	<u>By July 1</u>	<input type="checkbox"/>	30.7.3, 30.5.6, 30.5.7	30.7.3
Head notifies RTP Committee of applications	<u>As soon as possible after July 1</u>	<input type="checkbox"/>	30.7.4	30.7.4
RTP Committee schedules meetings	<u>As soon as possible after the Committee is notified by the Head</u>	<input type="checkbox"/>	30.7.4	30.7.4

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<b>Table 3: Preparing the RTP File</b>				
<b>Topic</b>	<b>Deadline</b>	<b>Item Complete</b>	<b>Article References — Tenure-Track Faculty</b>	<b>Article References — Adjunct Faculty (promotion)</b>
<b>Step 1: Solicitation of Referees' Reports</b>			<b>30.8</b>	<b>30.8</b>
Number of Referees required			30.8.1, 30.8.2, 30.8.3	30.8.2, 30.8.3
Criteria for selection of suitable referees			30.8.4	30.8.4
Head meets with applicant to discuss suitability of potential referees and preparation of the application	<u>No later than July 15</u>	<input type="checkbox"/>	30.8.5	30.8.5
Member's list due	<u>No later than July 31</u>	<input type="checkbox"/>	30.8.6	30.8.6
Requirement for Committee to suggest referees		<input type="checkbox"/>	30.8.7	30.8.7
Process for selection of referees	<i>By August 7 (or as soon as possible)</i>	<input type="checkbox"/>	30.8.8 through 30.8.10	30.8.8 through 30.8.10
Solicitation of referees' reports by Head	<i>By August 15 (or as soon as possible)</i>		30.8.11, see also 30.8.1, 30.8.2, 30.8.3	30.8.11, see also 30.8.1, 30.8.2, 30.8.3
Referees' reports included in RTP File; these are masked if requested by the referees	<i>As received, and prior to Committee reviewing the file</i>	<input type="checkbox"/>	30.13.2, note 30.8.1, 30.8.2, 30.8.3 if reports not received	30.13.2, note 30.8.1, 30.8.2, 30.8.3 if reports not received
<b>Step 2: Member's Application File</b>			<b>30.9</b>	<b>30.9</b>
Copy of Official File (without other assessment files) made available at Member's request to assist Member in preparing application. Copy to be made by the Unit	<u>On request of Member</u>	<input type="checkbox"/>	34.3.3	34.3.3
Member's Application File completed and submitted to the Committee (note contents of Member's Application File). This forms part of the RTP File	<u>By August 15</u>	<input type="checkbox"/>	30.9.1	30.9.1
Preparation of duplicate copies of Member's Application File (note Unit reimbursement to Member)	<i>As soon as possible</i>	<input type="checkbox"/>	30.9.2	30.9.2
<b>Step 3: Solicitation of Student's Views</b>			<b>30.10</b>	<b>30.10, 32.6.2</b>
Process for selection of students	<i>By September 1 (or as soon as possible)</i>	<input type="checkbox"/>	30.10.1	30.10.1

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<b>Table 3: Preparing the RTP File</b>				
<b>Topic</b>	<b>Deadline</b>	<b>Item Complete</b>	<b>Article References — Tenure-Track Faculty</b>	<b>Article References — Adjunct Faculty (promotion)</b>
Committee solicits letters from students	<i>By September 15 (or as soon as possible)</i>	<input type="checkbox"/>	30.10.1	30.10.1
Student letters included in RTP file; these are all masked for anonymity. Unsolicited material from students must not be included in the RTP file (nor considered by the Committee), except where it forms part of a teaching dossier submitted by the Member	<i>As received, and prior to Committee reviewing the file</i>	<input type="checkbox"/>	30.13.2, 30.13.3	30.13.2, 30.13.3
<b>Step 4: Solicitation of Colleagues' Opinions</b>			<b>30.11</b>	<b>30.11, 32.6.2</b>
Definition of "Colleagues"			30.11.1	30.11.1
Member's Application File ( <u>material from 30.9.1 only</u> ) made available to Colleagues for review.	<u>By September 15</u>	<input type="checkbox"/>	30.11.1	30.11.1
Colleagues written and signed opinions included in RTP File	<i>As received, and prior to Committee reviewing the file</i>	<input type="checkbox"/>		
<b>Step 5: Addition of Material from the Official File</b>			<b>30.12</b>	<b>30.12, 32.6.2</b>
Unit Head provides applicant with information from the Member's Official File that is relevant to the application (must include USATs) that will be included in the RTP File	<u>Prior to October 15 (earlier if possible)</u>	<input type="checkbox"/>	30.12.1	30.12.1
Applicant reviews and has 10 working days to provide a written response to any of the material provided by Unit Head (per above). Any written response from the Member is included in the RTP File.	<u>10 working days following receipt</u>	<input type="checkbox"/>	30.12.1	30.12.1
Materials not to include Annual Performance Reviews			28.6.2	28.6.2
<b>Step 6: Completion of the RTP File prior to Review</b>			<b>30.13</b>	<b>30.13</b>
RTP File contents			30.13.1	30.13.1
Masking of certain reports included in the RTP File			30.13.2	30.13.2
Unsolicited material (not to be included in the RTP File nor considered by the Committee)			30.13.3	30.13.3
Applicant's access to the RTP File, and ability to add new material to the RTP File mid-process			30.13.4, 30.13.5	30.13.4, 30.13.5
Dean's ability to add new material to the RTP File mid-process			30.13.5	30.13.5

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<b>Table 3: Preparing the RTP File</b>				
<b>Topic</b>	<b>Deadline</b>	<b>Item Complete</b>	<b>Article References — Tenure-Track Faculty</b>	<b>Article References — Adjunct Faculty (promotion)</b>
If a Member submits material or a response which includes an interpretation of the CA or past practice, the Faculty Relations Office shall receive a copy and have 10 working days to respond (response placed in file)			30.13.6	30.13.6
RTP File ready for Committee to review	<u>By November 15</u> (earlier if possible)	<input type="checkbox"/>	30.14.3	30.14.3

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<b>Table 4: Recommendation Processes</b>				
<b>Topic</b>	<b>Deadline</b>	<b>Item Complete</b>	<b>Article References — Tenure-Track Faculty</b>	<b>Article References — Adjunct Faculty (promotion)</b>
<b>Step 1: General</b>				
Use of the RTP File			30.14.1	30.14.1
Assessment of Teaching Effectiveness			30.14.2, 29	30.14.2, 29
<b>Step 2: Committee's Review and Recommendation</b>				
RTP File ready for Committee's review	<u>By November 15</u>	<input type="checkbox"/>	30.14.3	30.14.3
Committee members review RTP File. All Committee members shall review RTP File in order to participate in the formulation of the recommendation	<i>Once file is complete</i>	<input type="checkbox"/>	30.14.3	30.14.3
In the case of an emerging negative recommendation (clearly stated with reasons), the applicant has 10 working days to submit a written response or any additional relevant material	<i>Allowing 10 working days for Member's response and so that recommendations can be made on time</i>	<input type="checkbox"/>	30.14.4	30.14.4
Members response (if any) to emerging negative added to the RTP File	<i>As received and prior to Committee making its recommendation</i>	<input type="checkbox"/>	30.14.4	30.14.4
Committee makes recommendation (positive or negative); the recommendation is forwarded to the Dept Head (DF) or Dean (NDF) and applicant at the same time. Recommendation is added to the RTP File, which is forwarded to the next level.	<u>By December 15 (DF)</u> <u>or by January 15 (NDF)</u>	<input type="checkbox"/>	30.14.5, 30.14.6 (DF & NDF), 30.14.7 (DF only)	30.14.5, 30.14.6 (DF & NDF), 30.14.7 (DF only)
<b>Step 3: Department Head's Review and Recommendation (DF ONLY)</b>			<b>30.14.7</b>	<b>30.14.7, 32.5.2</b>
Before reviewing the RTP File, Department Head notifies applicant that he/she has seven days to respond to Committee's recommendation (positive or negative)	<u>7 days</u>	<input type="checkbox"/>	30.14.7 (a)	30.14.7 (a)
Applicant's response (if any) to Committee's recommendation is added to RTP File	<i>As received and prior to Committee making its recommendation</i>	<input type="checkbox"/>	30.14.7 (a)	30.14.7 (a)
Head reviews RTP File	<i>Once file is complete</i>	<input type="checkbox"/>	30.14.7 (b)	30.14.7 (b)

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<b>Table 4: Recommendation Processes</b>				
<b>Topic</b>	<b>Deadline</b>	<b>Item Complete</b>	<b>Article References — Tenure-Track Faculty</b>	<b>Article References — Adjunct Faculty (promotion)</b>
In the case of an emerging negative recommendation (clearly stated with reasons), the applicant has 10 working days to submit a written response or any additional relevant material	<i>Allowing 10 working days for Member's response and so that recommendations can be made on time</i>	<input type="checkbox"/>	30.14.7 (c)	30.14.7 (c)
Member's response (if any) to emerging negative added to the RTP File	<i>Within 10 working days of receipt of the Head's emerging negative and prior to Head making her/his recommendation</i>	<input type="checkbox"/>	30.14.7 (c)	30.14.7 (c)
Prior to making a recommendation that would differ from that of the Committee, Head meets with Committee to discuss his/her concerns	<i>Before January 15</i>	<input type="checkbox"/>	30.14.7 (d)	30.14.7 (d)
Head makes recommendation (positive or negative); the recommendation is forwarded to the Dean and applicant at the same time. Recommendation is added to the RTP File, which is forwarded to the Dean.	<u>By January 15</u>	<input type="checkbox"/>	30.14.7 (e), 30.14.7 (f)	30.14.7 (e), 30.14.7 (f)
<b>Step 4: Dean's Review and Recommendation</b>				
Before reviewing the RTP File, Dean notifies applicant that he/she has ten days to respond to Committee's recommendation (positive or negative) (NDF) or Head's recommendation (positive or negative) (DF)	<u>10 days</u>		30.14.8	30.14.8
Applicant's response (if any) to Committee recommendation (NDF) or Head's recommendation (DF) is added to RTP File	<i>Within 10 working days of receipt of the Committee's (NDF) or Head's (DF) recommendation and prior to Dean making his/her recommendation</i>	<input type="checkbox"/>	30.14.8	30.14.8
Dean reviews RTP File	<i>Once File is complete</i>	<input type="checkbox"/>	30.14.9	30.14.9

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<b>Table 4: Recommendation Processes</b>				
<b>Topic</b>	<b>Deadline</b>	<b>Item Complete</b>	<b>Article References — Tenure-Track Faculty</b>	<b>Article References — Adjunct Faculty (promotion)</b>
In the case of an emerging negative recommendation from the Dean (clearly stated with reasons), the applicant has 10 working days to submit a written response or any additional relevant material	<i>Allowing 10 working days for Member's response and so that recommendations can be made on time</i>		30.14.10	30.14.10
Member's response (if any) to emerging negative added to the RTP File	<i>Within 10 working days of receipt of emerging negative and prior to Dean making his/her recommendation</i>	<input type="checkbox"/>	30.14.10	30.14.10
Prior to making a recommendation that would differ from that of the Committee (NDF) or Head (DF), Dean meets with Committee/Head to discuss his/her concerns	<i>Before March 1</i>	<input type="checkbox"/>	30.14.11	30.14.11
Dean makes recommendation (positive or negative); the recommendation is forwarded to the Principal (or Provost) and applicant at the same time. Recommendation is added to the RTP File which is forwarded to the Principal (or Provost) for decision	<u>By March 1</u>	<input type="checkbox"/>	30.14.12, 30.14.13	30.14.12, 30.14.13

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<b>Table 5: Decision</b>				
<b>Topic</b>	<b>Deadline</b>	<b>Item Complete</b>	<b>Article References — Tenure-Track Faculty</b>	<b>Article References — Adjunct Faculty (promotion)</b>
Before reviewing the RTP File, the Principal (or Provost) provides the applicant with ten days to respond to Dean's recommendation (positive or negative)	<u>10 days</u>	<input type="checkbox"/>	30.15.1	30.15.1
Applicant's response (if any) to Dean's recommendation is added to RTP File	<i>As received and prior to Principal's (or Provost's) recommendation</i>	<input type="checkbox"/>	30.15.1	30.15.1
University Promotion Advisory Committee reviews RTP File (for promotion to Professor only)	<i>Once file is complete</i>	<input type="checkbox"/>	30.15.2 and 30.16.1 through 30.16.4	30.15.2 and 30.16.1 through 30.16.4
Principal (or Provost) reviews RTP File	<i>Once file is complete</i>	<input type="checkbox"/>	30.15.3, 30.15.6	30.15.3, 30.15.6
Principal (or Provost) grants or denies renewal, tenure or promotion and informs applicant of decision in writing, including reasons for denial	<u>By April 1</u> (Renewal), <u>by April 15</u> (Tenure), <u>by May 15</u> (Promotion to Professor)	<input type="checkbox"/>	30.15.4	30.15.4
If the Principal's (or Provost's) decision differs from that of the Committee, Head or Dean, the Principal (or Provost) must explain to them in writing the reasons for the disagreement.		<input type="checkbox"/>	30.15.5	30.15.5
Successful applications are announced in the <u>For the Record</u>		<input type="checkbox"/>	30.15.7	30.15.7
Negative tenure decisions result in a terminal appointment of one year beyond the expiration of the current appointment			30.17.1	30.17.1

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