

Renewal/Reappointment, Tenure and Promotion
Reference Document for Faculty of Health Sciences

Applicable Process	Notifications
QUFA RTP (Article 30.2.1)	By May 1 of each year, each Unit shall elect a standing Renewal / Tenure / Promotion (RTP) Committee..." Please note, the Collective Agreement now states that the majority of the committee shall be Tenured Members. For clinical departments whose bargaining unit membership is too small to form a representative committee, the Committee is to be formed in accordance with Article 30.3.
QUFA RTP (Article 30.2.2)	By May 15 , the Unit Head shall: (a) notify all Members of the Unit of the Promotion deadlines for the coming year; (b) provide written notification of the notice of the Provost and Vice-Principal (Academic) to all Members within the Unit; and (c) notify all Members eligible for Renewal (<i>and Reappointment</i>) or Tenure in writing of their eligibility, and in that notice draw their attention to Appendix O. If the Unit Head uses e-mail to notify the Member, it shall be followed up by a letter. The Unit Head shall make reasonable efforts to ensure that the Member has received timely notice.
Senate Promotion (Section VI.A.1)	By April 1st each Department shall establish a Departmental Promotion Committee, which shall not include the Department Head, to consider and make recommendations to the Department Head regarding the suitability of an appointee for promotion." Item 2 describes the membership of the Committee.
Senate Promotion (Section VI.A.4)	"Not later than May 1st the Department Head shall write all members of the Department to inform them that the promotion review process is to begin and to remind them of the procedures in this document."
Senate Reappt/Tenure (Section V.2)	By July 1st , Heads of Departments are required to inform those Special GFT appointees who will be in the final year of their appointment of their eligibility to be considered for reappointment.
QUFA RTP Senate Promotion Senate Reappt/Tenure	The Head / Director must ensure that the applicant is fully informed with regard to the regulations, procedures, and timetable to be followed as described in the Collective Agreement and Senate Policies.

Committee Membership	
QUFA RTP (Article 30.2.1) Senate Promotion (Section VI.A.1) Senate Reappt/Tenure	The <i>Head of Department</i> is to be excluded from the committee.
QUFA RTP Senate Promotion Senate Reappt/Tenure	<i>Members of the departmental committee</i> are not permitted to serve as referees or submit written opinions as a colleague on the merits of an application. Should they do so, they are to be excluded from entering into discussion of the application.
QUFA RTP Senate Promotion Senate Reappt/Tenure	<i>Committee Membership Tables</i> are available on the website and are to be used in the member's application.
QUFA RTP (Article 30.2.1)	Collective Agreement states that the majority of the <i>committee</i> shall be Tenured Members.
QUFA RTP (Article 30.3)	For <i>clinical departments</i> whose bargaining unit membership is too small to form a representative committee, the Committee is to be formed in accordance with Article 30.3
Senate Promotion	For the Departments of Diagnostic Radiology and Oncology, the membership of the Committee may include full-time adjunct appointees. For the non-clinical departments, the standing Renewal, Tenure and Promotion Committee may also serve as the Committee.
QUFA RTP (Article 24.2.1)	<i>Equity Responsibilities and Reporting</i> in the Collective Agreement, indicate that ALL members of RTP Committees, including clinical faculty, but excluding students, must complete a familiarization and training workshop with respect to employment equity before participating in the process. Further information can be found on their website. http://www.queensu.ca/equity/home
QUFA RTP (Article 30.2.5 and Article 18)	The intent of the <i>Conflict of Interest Column</i> is to have committee members confirm that either "No, they do not or Yes, they do", have a conflict of interest as per those articles of the Collective agreement.
Member's Applications	
QUFA RTP (Articles 30.5.6 and 30.5.7)	<i>Postponement of Reappointment, Renewal or Tenure</i> , sets out the rules regarding any request for a delay in consideration for reappointment/renewal or tenure of appointment.
Senate Reappt (Section V.1) Tenure (Section VI (1 ,4 ,5 ,8))	Special GFT appointees may request a delay in their reappointment or tenure review

Member's Applications con't	
QUFA RTP (Article 30.6.4)	<i>Applicant's Responsibilities:</i> Applicants are to make a full and well documented submission putting forth the best case possible for reappointment / renewal, tenure and / or promotion. This is particularly important in the case of tenure applications where the Collective Agreement states, "The Member must show that the evidence favours granting Tenure"
Senate Reappt/Tenure	Applicants are to make well documented submissions putting forth the best case possible for reappointment or tenure. It should be noted that, in the case of tenure applications, the onus is on the faculty member "to demonstrate that he / she merits being granted tenure.
QUFA RTP (new) memo	The process for renewal as set out in Article 30 of the Collective Agreement is also to be followed for reappointment applications for Special appointees.
Senate Reappt/Tenure	<i>Procedures for Special Appointees:</i> Special GFT appointees whose appointments are due to end on June 30 are eligible to apply for reappointment. Although the Senate Regulations Governing Appointment, Renewal of Appointment, Tenure and Termination relate to tenure-track positions, Section V is to be used as a guide for reappointment applications for those holding Special GFT appointments. Special GFT appointees may choose to be considered for tenure <u>instead of</u> reappointment but they are under no obligation to do so. For Special GFT appointees who commenced on or after January 1, 2000, an unsuccessful tenure application shall result in a one-year terminal appointment. Please refer to <i>Tenure for Clinical Faculty at Queen's: Report of a Working Party and Recommendations from the Faculty of Health Sciences Policy.</i>
Application Details	

QUFA RTP (Article 30.13.3) Senate Promotion Senate Reappt/Tenure	<i>Unsolicited material</i> shall not be included in the application file and is not to be considered by the Committee.
QUFA RTP Senate Promotion Senate Reappt/Tenure	Only documentation relating to the specific applicant is to be included in the file. Reference to any other candidate must be deleted or masked accordingly.
QUFA RTP (Article 30.13.4) Senate Promotion	<i>Member's Access to RTP File</i> , the Member shall have an opportunity to review the file at a number of points throughout the process.

Application Details con't	
QUFA RTP (Article 30.12.1)	<i>Teaching Performance RTP Committee and Applicant</i> Special care should be taken to include as much information as possible regarding teaching performance. If the member has USATs, both the USATs and the Summary Sheet is to be completed and included in the RTP file. (Some specials (reappointment) may not have any USATs.)
QUFA RTP	The applicant cannot pick which USATs to include in their application, i.e., not include negative ones.
QUFA RTP Senate Promotion Senate Reappt/Tenure	<i>Applications</i> are submitted to the Faculty Office via Q-Share. Hard copies of the file are no longer required. However, should the applicant choose to submit books, pamphlets or other difficult to scan materials, the original paper form of these documents will suffice. Please use the appropriate checklist as a guide for the electronic assembly of the promotion
QUFA RTP Senate Promotion Senate Reappt/Tenure	<i>Checklists</i> to be included in each file are on the website. These checklists set out the order of the application files.
QUFA RTP Senate Promotion Senate Reappt/Tenure	All <i>file names</i> must be kept short and all file names must have the proper extension. The applicant's name and the referee's names are not to appear in any titles.
QUFA RTP Senate Promotion Senate Reappt/Tenure	All files on QShare, except the Checklist, are to be PDFs. The Checklist is to remain a Word document.
Applicants applying for reappointment/tenure and promotion	
Senate Promotion Senate Reappt/Tenure	When a member is applying for both, reappointment or tenure and promotion, one application can be submitted. Referees, colleagues and students will need to be provided with both the regulations for reappointment or tenure and promotion.
Senate Promotion Senate Reappt/Tenure	This single application will be held to the higher requirements/standard of the appropriate Senate policy. Example - If a member has applied for reappointment and promotion to Associate Professor the application should have 4 referee letters (min 3 external). This is a requirement in the promotion process whereas the reappointment process would have only required 3 referee letters, all of which may be internal.

Applicants applying for reappointment/tenure and promotion con't		
Senate Promotion Senate Reappt/Tenure	This application will also be expected to meet the appropriate timelines of the various processes. Example – The timeline in the reappointment procedure indicates that the member's completed application is to be submitted to the Faculty Office by November 15 th whereas the promotion policy indicates December 15 th .	
Senate Promotion Senate Reappt/Tenure	Under the procedures for promotion, it is important to note that referees must be informed that the applicant will have an opportunity to see all of the material in the file, including the letters of reference. In this case, referees may request that their identity remain confidential by requesting that the letterhead and signature block be masked. Similarly students are to be informed that the letterhead / e-mail header and signature block on their submissions will be masked.	
QUFA RTP Senate Promotion Senate Reappt/Tenure	If an applicant is applying for <i>both Reappt/Tenure and promotion</i> , the referees must expressly indicate support for both in their letter.	
Senate Promotion Senate Reappt/Tenure	Once the recommendation from the Head to the Dean has been completed and the entire application file comes forward to the faculty Office it will need to be in both the reappointment and promotion sections on QShare.	
Senate Promotion Senate Reappt/Tenure	Reference letters regarding reappointment or tenure are not to be used for a subsequent promotion review unless the referees have been advised that their letters will serve this dual purpose.	
Referees		
QUFA RTP (Article 30.8.1, 30.8.2 & 30.8.3)	<u>TYPE OF APPLICATION</u>	<u>CRITERIA FOR REFEREE LETTERS</u>
	Renewal	Exactly 3 letters (min 1 external)
	Promotion to Associate Professor and/or Tenure	Exactly 4 letters (min 3 external)
	Promotion to Professor	Exactly 5 letters (min 4 external)
Senate Promotion	Promotion to Assistant	3 references (all may be internal)
	Promotion to Associate	4 references (min 3 external)
	Promotion to Professor	5 references (min 4 external)
Senate Reappt (Section V.3.d) Tenure (Section VI.9.d.)	Reappointment	At least 3 references
	Tenure	At least 3 references (min 1 external)
Senate Reappt/Tenure	The Head or Committee Chair may wish to discuss with those who are applying for reappointment whether their file would be strengthened by the inclusion of letters from both internal and external referees	

Referees con't	
QUFA RTP (Article 30.8.12)	This is an exact number and the letters that are solicited and included in the application file must NOT exceed that number.
QUFA RTP (Article 30.8.1, 30.8.2 & 30.8.3) Senate Promotion Senate Reappt/Tenure	<i>External Referees</i> are external to Queen's University.
QUFA RTP (Article 30.8.4) Senate Promotion Senate Reappt/Tenure	<p>"Referees must be suitably <i>qualified</i> with expertise in the candidate's discipline, impartial, appropriate, and capable of making an assessment. Where appropriate, referees should also have international stature.</p> <p>The referee shall be at <i>arm's length</i> from the candidate." <i>Arm's length</i> can be interpreted as referring to individuals who:</p> <ul style="list-style-type: none"> a) do not supervise / mentor the applicant. b) who have not collaborated or published with the applicant within the past five years. c) who do not have a relationship with the applicant that could be perceived as benefitting from the decision. <p>Examples of those who may not be considered at <i>arm's length</i> are division chairs, co-recipients of research grants, co-authors on publications, etc.</p>
QUFA RTP (Article 30.8.6) Senate Promotion	The total <i>number of referees</i> proposed by the Member must be greater than the number of letters from referees.
QUFA RTP (Article 30.8.7 & 30.8.8)	The Committee shall also suggest names of prospective referees. At least half the required number of referees shall come from the list proposed by the member and at least one shall be proposed by the Committee.
QUFA RTP (Article 30.8.10) Senate Promotion Senate Reappt/Tenure	A statement is to be provided on each prospective referee that sets out their <i>arms-length nature</i> to the applicant and why they are qualified to comment on the applicant's scholarly work and/or contributions to the profession.
QUFA RTP Senate Promotion	The statement of prospective referees must include more names than letters received.

Referees Cont'd	
QUFA RTP (Article 30.12.1) Senate Promotion	Referees may request that their assessment remain <i>confidential</i> . Any assessments from referees who have requested confidentiality shall be masked by deleting the letterhead and signature block. There must be proof that the referee requested anonymity. The masked copies of any such letters from referees are to be included in the file as it moves forward. The originals of these letters are to be retained in the Department and are to be destroyed once the process is complete.
QUFA RTP (Article 30.8.12 and 30.14.6) Senate Promotion Senate Reappt/Tenure	<i>Referees must submit their letters</i> to the Unit Head's office staff. The Unit Head shall only access referee letters upon receipt of a recommendation from the Committee.
QUFA RTP Senate Promotion	<i>Referees for Promotion Applications</i> shall be at or above the rank to which the applicant is applying.
QUFA RTP Senate Promotion Senate Reappt/Tenure	<i>Members of the RTP committee, Residents and students</i> are not to serve as referees as they are provided with other opportunities to comment.
QUFA RTP Senate Promotion Senate Reappt/Tenure	<i>Letters from referees</i> are to be signed by the author and submitted on letterhead.
QUFA RTP Senate Promotion Senate Reappt/Tenure	If an applicant is applying for <i>both Reappt/Tenure and promotion</i> , the referees must expressly indicate support for both in their letter.
Student Letters	
QUFA RTP (Article 30.10.1)	The Committee shall also solicit views from students and former students. The applicant is to be shown a list of names of students and former students and may strike out up to 25% of the names on that list that he or she may feel to be unsuitable for the purpose. The Chair of the Committee will then contact a random selection of those students whose names remain on the list.
Senate Promotion Senate Reappt/Tenure	The Committee shall also solicit views from students and former students.

Student Letters con't	
Senate Reappt/Tenure	<i>Teaching Performance:</i> Teaching dossiers are particularly germane. In addition to formal teaching appraisals, letters from current and former students and from others who can comment on the applicant's teaching effectiveness may be included. It is important for these individuals to identify their affiliation, <i>e.g.</i> undergraduate student, graduate student, resident, former resident, <i>etc.</i>
Senate Reappt/Tenure (Section III.3)	The Head shall consult with student representatives selected by students in the Department and reach agreement on the system to be adopted for assessing teaching quality. The opinions of former students as well as current students are to be obtained and the Head or Committee Chair shall take special care to ensure that adequate information is obtained for assessing applicants.
QUFA RTP (Article 30.13.2) Senate Promotion Senate Reappt/Tenure	All assessments from students shall be masked by obscuring the letterhead / e-mail header and signature block of the author. The masked copies of any such letters from students are to be included in the file as it moves forward. The originals of these letters are to be retained in the Department and are to be destroyed once the process is complete.
QUFA RTP Senate Promotion Senate Reappt/Tenure	Recognizing the difficulty in acquiring student letters, e-mail submissions from these groups are acceptable. However, it is important that they identify their affiliation, <i>e.g.</i> undergrad student, graduate student, resident, former resident, <i>etc.</i>
QUFA RTP Senate Promotion Senate Reappt/Tenure	Do not include letters from those who were not students of the applicant.
Colleague Letters	
QUFA RTP (Article 30.11.1) Senate Promotion Senate Reappt/Tenure	Materials are to be made available to colleagues. This includes current faculty members, both clinical non-bargaining unit faculty members and members of the QUFA bargaining unit, in the primary department and in any departments in which the applicant holds a joint or cross-appointment.
QUFA RTP (Article 30.11.1) Senate Promotion Senate Reappt/Tenure	Colleague does not include committee members, Department Heads, Deans, Associate Deans and students.
QUFA RTP Senate Promotion Senate Reappt/Tenure	Letters from colleagues are to be signed by the author and submitted on letterhead.

Colleague Letters con't	
QUFA RTP Senate Promotion Senate Reappt/Tenure	Letters from former colleagues are not to be included as colleague letters.
QUFA RTP Senate Promotion Senate Reappt/Tenure	Colleagues do not have the option of requesting that their letters be masked and opinions that cannot be attributed to the sender are not to be considered or included in the file.
Recommendations	
QUFA RTP (Article 30.6.7)	To avoid unnecessary confusion, the wording used in both the Head / Director's recommendation and that of the RTP committee, shall be consistent with that in the Collective Agreement. For example, Article 30.6.7 (c) for promotion to the rank of Professor states, "The Member must either combine scholarly or creative work judged to be distinguished with very good teaching or continuing high quality scholarly work with exceptional contributions in teaching."
QUFA RTP	A summary of the deliberations of the RTP Committee and a detailed covering letter from the Head / Director are important parts of the application. Furthermore, the recommended term of reappointment for faculty holding Special appointments is to be stated in the Head / Director's letter. The first reappointment is normally for a three-year term with subsequent reappointments being for five years if appropriate. Reappointment for Special faculty members is contingent upon continuing external salary support and the term of the reappointment cannot extend beyond the end date of this support.
Senate Promotion	For all recommendations for promotion to Professor, the specified reasons should include a clear statement. Criteria is set out in the Teaching/Education, Research/Scholarship, Professional and/or Administrative Service table.

Recommendations con't	
Senate Reappt/Tenure	<p><i>Department Head's Responsibilities:</i> A summary of the Committee's deliberations and a detailed covering letter from the Head are important parts of the application. The recommended term of reappointment for faculty who hold Special GFT appointments is to be stated in the letter from the Head. The first reappointment is normally for a three-year term and, where faculty have previously been through the reappointment process, a term of five to seven years may be recommended should the Head feel it to be appropriate. However, where the appointee's income is supported by an external granting agency, the term of reappointment cannot extend beyond the end date of the external award unless other support has been identified.</p>