

Reappointment/Renewal, Tenure, & Promotion

Queen's Health Sciences Staffing Office

2023

RTP Policies

QUFA Policy:

- [Article 30](#)

Clinical Policies:

- [Reappointment](#)
- [Promotion](#)
- Reminder: Tenure is not available for Clinical faculty in the 2023-2024 cycle.

Both:

- Further resources can be found on the QHS website under [Faculty Resources](#). Checklists, timelines, templates, etc.

Timeline: Clinical

**If a member is applying for both reappointment and promotion, the due dates follow reappointment, and the file requirements follow promotion.*

Reappointment

Date	Process
June 2, 2023	Confirmation of faculty list due to the Staffing Office.
June 30, 2023	Heads to inform members of their reappointment eligibility.
September 15, 2023	member submits application to Head.
October 29, 2023	Head or Committee reviews referee names suggested and selects those to request a letter from.
November 15, 2023	Department submits package to Staffing Office.
December 15, 2023	Vice-Dean, Clinical decision, on the behalf of the Provost, is sent to members.

Promotion

Date	Process
April 1, 2023	Establish Promotion committee.
May 1, 2023	Head informs all members that the process has begun.
August 1, 2023	Member informs Head of intention to apply.
August 25, 2023	Department provides list of applicants to Staffing Office.
September 1, 2023	Member submits application to Head.
December 15, 2023	Department submits package to Staffing Office.
March 15, 2024	Provost decision for promotion to Associate Professor sent to members.
April 15, 2024	Provost decision for promotion to Professor sent to members.

RTP Timeline: QUFA

Date	Process
May 1, 2023	Department establishes RTP committee.
May 15, 2023	Head notifies members of eligibility and due dates.
May 22, 2023	Confirmation of Renewal and Tenure list due to the Staffing Office.
June 1, 2023	Members inform head of intent to apply.
August 1, 2023	Member submits application to RTP committee. This date will change to July 15 in the 2024-2025 cycle.
August 15, 2023	Head requests reports from referees outlining the process and offering guidance. NEW deadline [Article 30.8.11]. This date will change to August 1 in the 2024-2025 cycle.
August 28, 2023	Confirmation of Promotion list due to the Staffing Office.
September 15, 2023	Applications are made available to colleagues for review.
October 15, 2023	Head/Director provides documents subject to Article 28.6.2 to the members official RTP file.
November 15, 2023	RTP applications made available to the RTP committee.
December 15, 2023	RTP committee decision due to the Head/Director. Committee informs applicant of decision.
January 15, 2024	RTP applications due to the Staffing Office. Head informs applicant of decision.
April 1, 2024	Provost decision for renewal sent to members.
April 15, 2024	Provost decision for tenure and promotion to Associate Professor sent to members.
May 15, 2024	Provost decision for promotion to Professor sent to members.

Committee Composition: Clinical

There is no set requirement for the Reappointment Committee for clinical departments, however, it is recommended to follow the below requirements for the Promotion Committee.

The Departmental Promotion Committee shall include in its membership:

- a) at least one student, appointed by the Department Head, who may be an undergraduate, graduate or postgraduate;
- b) at least three GFT members of the Department; and
- c) at least one GFT member of another Department in Queen's Health Sciences.

Where (b) is not possible, the Committee shall include two GFT members from the Department and at least two GFT members from another Department. A minimum of two members of the Promotion Committee must hold the rank of Professor. The Committee shall select its own Chair from amongst its members.

* For the non-clinical departments, the standing QUFA Renewal, Tenure and Promotion Committee may serve as the Committee.

* For the Departments of Diagnostic Radiology and Oncology, the membership of the Committee may include Full Time Adjunct (Group 1) and Full Time Clinical Academic appointees.

Committee Composition: QUFA

- Minimum of (3) QUFA Tenure-track OR Tenured Members.
- Majority of the committee members shall be Tenured Members.
- Units that are too small to form representative committees (fewer than three (3) QUFA Members) should invite representatives from related Units to serve as members.
- All other Units may invite representatives from cognate or related Units to serve on the Committee.
- 1 Student Representative from Undergrad and/or Graduate Level in the Unit or related program optional.
- 1 Chair (voting) elected by the Committee.
- 1 Equity Rep appointed by the Committee.
- Ensure that at least 1 Member is at or above the rank being applied for by RTP applicants.
- Committee should be reflective of differences in rank and gender within.

For clinical departments whose bargaining unit membership is too small to form a representative committee, the Committee is to be formed by **July 15, in accordance with Article 30.3:**

- The Member may suggest to the Dean the group(s), Unit(s), or office(s) that the Member regards as most competent to assess their Renewal/Reappointment, Tenure or Promotion file.
- Individuals in the named group(s), Unit(s) or office(s) need not necessarily be QUFA Members.
- Should there be a disagreement between the Member and the Dean regarding the named group(s), Unit(s) or office(s), the matter shall be referred to the JCAA.

Application Package Requirements: Clinical

General package

- Committee and head recommendation letters.
- Referee, colleague, and student letters.
 - Plus, template letter that was sent to each group.
- Curriculum Vitae.
- **Teaching dossier.**
- Copies of all relevant scholarly work OR citations for all work.
- Summary of contributions to the Department, University, and field.
- Names and contact information for **arms length** referees.
- Arms length statement for referees.
- Any other relevant information. Solicited letters by the applicant will not be accepted.
- Role description with % of time for each area.
- Promotion to Professor: ½ page biographical profile.
- Completed checklist.

Reference Letters

- Reappointment: 3, which can be internal or external to the University.
- Promotion to Assistant Professor: 3, which can be internal or external to the University.
- Promotion to Associate Professor: 4, of which 3 must be external to the University.
- Promotion to Professor: 5, of which 4 must be external to the University.

ALL DOCUMENTS TO BE SUBMITTED AS PDF

Teaching Dossier

- The submission of an RTP file needs to include a completed Teaching Dossier.
- Submission of teaching evaluations are a key part of the teaching dossier. These should **not** include the student's name and it is important that this is double checked before providing teaching evaluations to faculty members. These evaluations are intended to be anonymous so that students can freely express themselves.
- Resources for faculty
 - <https://healthsci.queensu.ca/faculty-staff/ohse/teaching-dossiers/purpose>
 - <https://healthsci.queensu.ca/index.php/faculty-staff/ohse/teaching-dossiers/qualities-effective-teaching>
 - https://healthsci.queensu.ca/source/Teaching_Dossiers.pdf
 - Webinar: https://www.youtube.com/watch?v=4PkkccanYrg&ab_channel=Queen%27sHealthSciences
 - <https://www.queensu.ca/ctl/resources/evaluation-teaching/teaching-dossier>
 - Samples have been uploaded to the [Faculty Resource page](#) on the Queen's Health Sciences website

Application Package Requirements: Clinical GFT and Special QUFA Reappointment Without Application

- Letter from member requesting reappointment without application.
- Recommendation letter from the Head supporting the reappointment without application. Letter should include:
 - A statement recommending reappointment.
 - A statement referring to faculty members' reappointment history (in support of eligibility).
 - A statement confirming external funding for the position for the duration of the reappointment.
 - A brief justification for the recommendation, referring to their performance as an educator, scholar and clinician.
 - A statement recommending a 5-year term. If the Head is recommending a term of a different length, a brief justification for the recommendation.
- * A Department Head can request a member who is eligible for reappointment without application, to apply through the with application process, if there are concerns about the member's performance.

ALL DOCUMENTS TO BE SUBMITTED AS PDF

Application Package Requirements: QUFA Process

General package

- Committee and head recommendation letters.
- Referee, colleague, and student letters.
 - Plus, template letter that was sent to each group.
- Curriculum Vitae
- Letter of introduction (Optional).
- Teaching dossier.
- USATS
- Copies of all relevant scholarly work OR citations for all work.
- Summary of administrative and professional service.
- Names and contact information for arms length referees.
- Arms length statement for referees.
- Any other relevant information. Solicitated letters by the applicant will not be accepted.
- Promotion to Professor: ½ page biographical profile.
- Completed checklist.

Reference Letters

- Renewal: 3, of which 1 must be external to the University.
- Promotion to Assistant Professor: 3, of which 1 must be external to the University.
- Promotion to Associate Professor & Tenure: 4, of which 3 must be external to the University.
- Promotion to Professor: 5, of which 4 must be external to the University.

ALL DOCUMENTS TO BE SUBMITTED AS PDF

Arms length requirements – UPDATED BY PROVOST

The determination of arm's length status of referees for the reappointment, tenure, and promotion (RTP) process for clinical faculty in Queen's Health Sciences is guided by the principle that such referees should not have been involved in producing the work that they would be asked to assess and should not be in a position to benefit from the RTP decision. Such benefits could be in the context of the referee's private, professional, business, or public interests. Additionally, faculty members from the same unit/division are generally not considered arm's-length because the reappointment or tenure decision of their colleagues could affect academic operations in their unit and have a significant effect on their working environment.

A non-exhaustive list of people who would hold a potential conflict of interest with an applicant, and thus would not be considered arm's length, includes those who:

- are a relative or close friend, or have a personal relationship with the applicant;
- are in a position to gain or lose financially/materially from the RTP decision;
- have had long-standing scholarly or personal differences with the applicant;
- are members of the same academic unit/division*;
- are closely professionally affiliated with the applicant as a result of having in the last five years:
 - been a supervisor or a trainee of the applicant*;
 - collaborated, published or shared funding with the applicant, or have plans to do so in the immediate future; or,
- feel for any reason unable to provide an impartial review of the application.

*Members of the same academic unit and/or trainees of the applicant may be eligible to provide letters of recommendation via an alternative method, i.e., requests for colleague letters and student feedback.

Arms length requirements – QHS Staffing Quick Tips

- If they appear anywhere on the CV in the past five (5) years, they are more than likely **not** arms length.
- If they are in your department doesn't have divisions referees from the department can **not** be used.
- If your department has divisions, then referees from other divisions in the department **can** be used, ***just not members from the same division.***
- As soon as you receive candidate's CV: "Ctrl + F" to search for committee member and referee conflict of interests. Where one is found, replace the committee member for that file or ask for an additional referee name.
- If a referee letter comes back and they reference not having an arms length relationship (i.e., mentor or mentee, personal relationship, etc.) then they cannot be used. You will need to request another referee.

Emerging Negatives

PLEASE NOTIFY YOUR STAFFING OFFICE REPRESENTATIVE IMMEDIATELY IF THERE IS AN ANTICIPATED EMERGING NEGATIVE

Clinical

- Promotion
 - Clause [VI. 11](#) and [VI. 12](#)
 - Same as QUFA requirement to provide ten (10) working days (as described on the right).
- Reappointment
 - Clause [VI. 16](#) with reference to [VI.8](#)
 - No requirement to inform member of deficiencies and provide opportunity to respond at Committee and Head level, however, this should be done.
 - If the Principal's decision is also negative, then they inform the applicant and if the applicant is dissatisfied, they can [appeal](#).

QUFA

- Articles: 30.14.4 & 30.14.7(c)
- In the case of an emerging negative recommendation at the Committee/Department Head level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Renewal/Tenure/Promotion File.
- Article 30.6.2 indicates there shall be a presumption in favour of renewal, but if the weight of the evidence is not in favour of renewal, the final Provost letter will serve as notice that the contract will not be renewed, and their last day will be the last day on their contract.
- A negative tenure (30.17.1) will result in a one (1) year terminal appointment.

Documents

You can find all of our template documents on our website:

<https://healthsci.queensu.ca/faculty-staff/resources>

Other File Requirements

Part 1

- Ensure all documents are submitted in PDF format.
- All student letters need to be redacted of all identifying information.
- All referee letters need to include a statement indicating their support for Reappointment, Tenure, and/or Promotion to Assistant/Associate/Full Professor.
 - All Committee and Head letters require this statement as well, and need to include their rationale for supporting it.
 - For promotion reference to the promotion indicators should be used.
 - Senate's can be found [here](#).
 - QUFA's can be found in Article 30.6.8.
 - QUFA renewal Article 30.6.2.
 - QUFA tenure Article 30.6.4.
 - For Clinical reappointment, the promotion indicators for the member's current rank can be used to help assess if the member meets expectations for reappointment.
- Ensure any negative comments from students, colleagues, or referees are addressed in the Committee and Head letters.

Other File Requirements

Part 2

- Ensure the following documents are signed and on letter head:
 - Committee recommendation letter.
 - Head's recommendation letter.
 - Referee letters – unless specially asked to be anonymous.
 - Please let us know the name of them so we can ensure they meet arms length requirements.
 - Colleague letters – unless specifically asked to be anonymous.
- List of referees needs to include more names than the number of letters required. For example, a reappointment that requires three (3) references, should have at least four (4) referees listed, but more names is advantageous.
 - This serves two purposes:
 - (1) it allows any referee wishing to remain anonymous to be anonymous. Where there are only three (3) letters and three (3) names, it is easy to deduce who wrote the anonymous letter.
 - (2) where one referee is not arms length, you have another name you can use, without having to go back to the applicant.
 - The referee letters do **not** need to be positive to meet the letter requirements for the file. Unless there is a conflict of interest with the referee, the letter should not be replaced, nor should more letters be solicited. Please address any negatives in the Committee and Department Heads letters.




Other File Requirements











Part 3

- Applicants can view their file during the process. Please ensure any information that needs to be redacted is completed before providing access to the file. Applicants are not permitted to keep a copy of the application; please ensure they are aware of this and agree before providing access.
- Do not include any material that is solicited from the applicant in the file.
- All documents need to be separate files. Please do not upload multiple documents in one PDF. If you do, you will be asked to separate them.
- Ensure the RTP file is organized and labelled in accordance with the checklist.
 - See next slide for example.
- Files not submitted properly will be returned to the Department for correction.











RTP File organization

Section B. Letters





 Section A. Recommendations
 Section B. Letters
 Section C. Member's Application File

 4. a) Sample Copy of Letter Sent to Referees.pdf
 4. b) Referee Letter #1.pdf
 4. b) Referee Letter #2.pdf
 4. b) Referee Letter #3.pdf
 4. b) Referee Letter #4.pdf
 4. c) Statement of Arm's Length Status for each referee.pdf
 5. a) Copy of Letter sent to Colleagues.pdf
 5. b) Colleagues Letters.pdf
 6. a) Copy of Letter(s) sent to Students.pdf
 6. b) Students' Letters.pdf

Section C. Members Application File

 10. a) USATs.pdf
 11. Summary of administrative service responsibilities.pdf
 12. Additional Relevant Material.pdf
 7. a) Member's Letter of Introduction.pdf
 7. b) Up-to-Date CV.pdf
 8. Summary of Teaching Experience.pdf
 9. a) Scholarly Work Summary.pdf
 9. b) 2019 Developmental Medicine and Child Neurology.pdf
 9. c) 2019_Value In Health.pdf
 9. d) 2015 Neurology 84(18) 1830-7.pdf

Section A. Recommendations

 0. Completed RTP Checklist QUFA Faculty Members 2019-20...
 1. a) RTP Committee Recommendation.pdf
 1. b) Completed table on RTP Composition.pdf
 2. a) Department Unit Head Recommendation.pdf

Note: SharePoint does not understand number order after 9, so it is okay if it's not in order.

Questions?