

Renewal/Reappointment, Tenure and Promotion Reference Guide

Queen's Health Sciences Staffing Office

**All QUFA Collective Agreement references are related to 2022-25

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Notifications

<p>QUFA RTP (Article 30.2.1)</p>	<p>By May 1 of each year, each Unit shall elect a standing Renewal / Tenure / Promotion (RTP) Committee.</p>
<p>QUFA RTP (Article 30.2.2)</p>	<p>By May 15, the Unit Head shall:</p> <ul style="list-style-type: none"> (a) Notify all Members in Unit of the Promotion deadlines for the coming year; (b) The Provost and Vice-Principal (Academic) will post the annual RTP Timeline in <i>For the Record</i>. The Head must ensure that this notice is shared with their QUFA Members. (c) Notify all Members eligible for Renewal (and Reappointment) or Tenure in writing of their eligibility. In that notice draw their attention to Appendix O, regarding Aboriginal participation in Renewal, Tenure of Promotion Committees. <p>*The Unit Head shall make reasonable efforts to ensure that the Member has received timely notice.</p>
<p>QUFA RTP Clinical Promotion Clinical Re-appt/Tenure</p>	<p>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.</p>
<p>Clinical Promotion (Senate Policy, Section VI.A.1)</p>	<p>By April 1st each Clinical Department shall:</p> <ul style="list-style-type: none"> (a) Establish a Departmental Promotion Committee. The Promotion Committee shall not include the Department Head. (b) The Committee’s mandate is to consider and make recommendations to the Department Head regarding the suitability of an appointee for promotion.
<p>Clinical Promotion (Senate Policy, Section VI.A.4)</p>	<p>By May 1st the Department Head shall:</p> <ul style="list-style-type: none"> (a) write all members of the Department to inform them that the promotion review process is to begin and to remind them of the procedures set out in the Senate Policy.
<p>Clinical Re-appt/Tenure (Senate Policy, Section V.2)</p>	<p>By July 1st, Heads of Departments shall:</p> <ul style="list-style-type: none"> (a) Inform Special GFT appointees who will be in the final year of their appointment of their eligibility to be considered for reappointment

QUFA RTP Timeline (Article 30 and Article 32.6)

<http://www.queensu.ca/facultyrelations/faculty-librarians-and-archivists/collective-agreement>

March/April	<input type="checkbox"/>	Faculty Office sends reminder to Heads regarding the commencement of the RTP process.
By May 1st	<input type="checkbox"/> 30.2.1	Committee is elected.
By May 15th	<input type="checkbox"/> 30.7.2	Head notifies the Members of the Unit of: a) application deadlines; b) notice in For the Record; and c) their eligibility for Renewal or Tenure * draw their attention to Appendix O.
By June 1st	<input type="checkbox"/> 30.7.3	Member notifies Head of RTP application
By June 15th	<input type="checkbox"/> 30.8.5	Head meets with applicant to discuss suitability of potential referees and preparation of the application
By July 15th	<input type="checkbox"/> 30.9.1	Member's Application File is completed and submitted to the Committee.
By Aug 15th (or as soon as possible)	<input type="checkbox"/> 30.8.11	Head solicits reports from referees.
By Sept 15th	<input type="checkbox"/> 30.11.1	Member's Application File is made available to Colleagues for review as well as in cross-appointed Departments, if applicable.
By Sept 15th (or as soon as possible)	<input type="checkbox"/> 30.10.1	Committee solicits letters from students.
By Oct 15	<input type="checkbox"/> 30.12.1	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
By Nov 15	<input type="checkbox"/> 30.14.3 30.14.4	RTP File ready for Committee's review.
By Dec 15th	<input type="checkbox"/> 30.14.5 30.14.6 30.14.7	Committee makes recommendation (positive or negative); the recommendation is added to the RTP File and forwarded to the Department Head.
By Jan 15th	<input type="checkbox"/> 30.14.7 (e) 30.14.7 (f)	Head makes recommendation (positive or negative); the recommendation is forwarded to the Dean and applicant

		the same time. Recommendation is added to the RTP File, which is forwarded to the Dean.
By Mar 1st	<input type="checkbox"/> 30.14.12 <input type="checkbox"/> 30.14.13	Dean makes recommendation (positive or negative); the recommendation is added to the RTP File and is forwarded to the Principal (or Provost.)
By Apr 1st (Renewal)) By Apr 15th (Tenure) By May 15th	<input type="checkbox"/> 30.15.5 <input type="checkbox"/> <input type="checkbox"/>	Principal (or Provost) grants or denies renewal, tenure or promotion and informs applicant of decision in writing, including reasons for denial.

Clinical RT Timeline

Timeline for Reappointment/Renewal and Tenure of GFT Appointments governed by Queen's Senate Regulations

<https://www.queensu.ca/secretariat/policies/senate/regulations-governing-appointment-renewal-appointment-tenure-and-termination>
https://healthsci.queensu.ca/source/tenure_for_clinical_faculty.pdf

Mar/Apr	<input type="checkbox"/> Faculty Office sends reminder to Heads regarding the commencement of the RTP process.
By April 1st	<input type="checkbox"/> Promotions Committee is established in accordance with Senate Policy.
By July 1st	<input type="checkbox"/> Head writes to Members notifying those who are eligible for Re- appointment and Tenure.
By Sept 15th	<input type="checkbox"/> Applicant provides application to Departmental Committee Chair.
By Oct 1st	<input type="checkbox"/> Head or Committee has met with applicant to review referees and list of current and former students/residents for suitability. <input type="checkbox"/> Committee Chair to contact referees and students/residents, ensuring that referees are provided with a copy of the candidate's curriculum vitae, summary of contributions, teaching dossier, copies of relevant scholarly work, and the Senate regulations.
Prior to review of the file by the Committee	<input type="checkbox"/> Documentation submitted by applicant to be made available to colleagues in the Department as well as in cross-appointed Departments, if applicable, for review and comment.
<i>Suggested dates</i> By Nov 1st (Nov 8th for tenure)	<input type="checkbox"/> Committee meets to review and discuss file and submits recommendation together with the application to Head.
By Nov 15th (Nov 22nd for tenure)	<input type="checkbox"/> Head reviews file and submits recommendation together with the complete file to Faculty Office.
By Dec 1st (Dec 8th for tenure)	<input type="checkbox"/> Dean's Office to review and forward recommendation together with the complete file to Provost/Vice-Principal (Academic) and Principal.
By Dec 15th (Jan 15th for tenure)	<input type="checkbox"/> Principal expected to inform applicant, in writing, of decision.

Clinical Promotion Timeline

Timeline for Promotion of GFT, Adjunct 1, 2 & 3 Appointees governed by Queen’s Senate Regulations

<https://www.queensu.ca/secretariat/policies/senate/health-sciences-statement-promotion-policy-geographically-full-time-and-adjunct-1>

(required dates are underlined)

Mar/Apr		Faculty Office sends reminder to Heads regarding the commencement of the
By April 1st	Part VI. A. 1 & 2	Departments establish Promotion Committee.
By May 1st	Part VI. A. 4	Heads inform members, in writing, that process is commencing.
By Aug 1st	Part VI. A. 5	Member informs Head of intent to apply.
Between Aug 1st and by Sep 1st	Part VI. A. 3 & 10	Chair of Committee arranges meeting between applicant and Committee to review names of referees and list of students and former students who might be contacted. Chair of Committee to contact potential referees by telephone or e-mail to determine their willingness to participate; write to willing referees to request confidential assessment; and write to random selection of students and former students to request confidential assessment.
By Sep 1st	Part VI.A. 7	Applicant submits documentation to Committee Chair.
By Sep 15th	Part VI.A. 6, 8 & 9	List of applicants and documentation provided by each applicant made available for review by faculty members in department (including
Between Sep 15th and Oct 30th	Part VI.A. 6, 8 & 9 Part VI.A. 11	Faculty may submit written opinions on each application to Committee. The Committee reviews promotion file, which includes all letters from referees, students and colleagues, and before arriving at a recommendation, provides applicant with a written summary of any deficiencies that might lead to a negative recommendation. Applicant has 10 working days to submit written statement to Committee providing clarification.

By Oct 30th	Part VI.A. 4. 11	Committee forms recommendation and submits promotion file to Head.
Between Oct 30th and Dec 15th	Part VI.A. 12	Head reviews promotion file and, before arriving at a recommendation, provides applicant with a written summary of any deficiencies that might lead to a negative recommendation. Applicant has 10 working days to submit written statement to Head providing clarification.
By Dec 15th	Part VI.A. 4. 12 & 13	Head forms recommendation and submits promotion file to Dean.
Between Dec 15th and Feb 15th	Part VI.A. 14 and 15	Dean reviews promotion file and, before arriving at a recommendation, provides applicant with a written summary of any deficiencies that might lead to a negative recommendation. Applicant has 7 working days to submit written statement to Dean providing clarification.
By Feb 15th	Part VI.A. 4. 15	Dean forms recommendation and submits promotion file to Provost & VP (Academic).
Between Feb 15th and by Mar 15th	Part VI. B.	Provost & VP (Academic) forms recommendation on applications for promotion to Assistant Professor and Associate Professor and informs applicants of decision.
Between Feb 15th and Apr 15th		Provost and VP (Academic) establishes a University Promotions Committee to provide advice to Principal on applications for promotion to Professor.
By Apr 15th	Part VI. B	Principal forms recommendation and informs applicants of decision.

QUFA RTP/Clinical Reappointment Tenure and Promotion Committees

- The Department Head/Dean shall be excluded from all such Committees.
- Members of the Committee are not permitted to serve as referees or to submit opinions as a colleague on the merits of an application.
- Committee members 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...**”. (A reasonable apprehension of bias arises when a reasonable person, informed of interactions between a Committee member and a Member who is or will be the subject of the Committee’s deliberations or recommendations, would consider it likely that the Committee member would not be able to decide the matter impartially because of a positive or negative bias).
- Committee members excluded due to a conflict of interest or commitment or due to a reasonable apprehension of bias shall resign from the Committee and shall be replaced if the process of reviewing the applications has not yet commenced.

* *Committee Membership Tables*, (QUFA, Senate Promotion, Senate Renewal and Tenure) are available on the [QHS Faculty Resources](#) webpage and must be submitted to the Faculty Office with the member’s application files.

Equity Training

QUFA Departments

Article 24.2 requires that all Committee Members (including Clinical Members but excluding students) complete Equity Training within the last 10 years.

All Members of the Committee (including students) shall familiarize themselves with Article 18 (Conflict of Interest, Conflict of Commitment and Reasonable Apprehension of Bias).

QUFA requires that each Committee designate an Equity Representative (normally with tenure). This individual must have participated in an additional Employment Equity Representative Workshop (24.4.4 and 24.4.2).

Clinical Departments

Committee Members are strongly encouraged to complete Equity Training through the Queen’s Equity Office.

Committee Composition

<p>Clinical Promotion Committee Composition (Senate Policy Section VI.A.1)</p>	<p>At least (1) student (undergrad, grad or postgrad) appointed by the Head</p> <p>At least (3) GFT members of the Department (if not possible, the Committee shall include (2) GFT members from the Department and at least (2) GFT members from another Department.</p> <p>A minimum of (2) members of the Promotion Committee must hold the rank of Professor.</p> <p>(1) Chair, selected by the Committee from amongst its members.</p> <p>*For the Departments of Diagnostic Radiology and Oncology, the membership of the Committee may include full-time adjunct appointees.</p>
<p>Clinical Reappointment and Tenure</p>	<p>It is recommended that reappointment and tenure Committees mirror the Clinical Promotion Committee composition.</p>
<p>QUFA RTP Committee Composition (Article 30.2)</p>	<p>Minimum of (3) QUFA Tenure-track OR Tenured Members Majority of the committee members shall be Tenured Members.</p> <p>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.</p> <p>All other Units may invite representatives from cognate or related Units to serve on the Committee.</p> <p>1 Student Representative from Undergrad and/or Graduate Level in the Unit or related program optional.</p> <p>1 Chair (voting) elected by the Committee</p> <p>1 Equity Rep appointed by the Committee</p> <p>Ensure that at least 1 Member is at or above the rank being applied for by RTP applicants</p> <p>Committee should be reflective of differences in rank and gender within</p> <p>For <i>clinical departments</i> 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:</p> <p>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.</p> <p>Individuals in the named group(s), Unit(s) or office(s) need not necessarily be QUFA Members.</p>

	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.
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Member's Applications

QUFA RTP Member Applications

- Tenure-track appointees may request a delay in consideration for renewal or tenure of appointment in certain circumstances (Article 30.5.6 and 30.5.7).
- 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 and applications for promotion to professor, where the Collective Agreement states, "The Member must show that the evidence favours granting Tenure" and "the Member must show that the evidence favours granting the promotion" (25.1.4.4).
- **Referees:** For Renewal, there shall be three (3) referees, at least one (1) of whom shall be external to the University. 30.8.2 For Tenure or Promotion to Associate Professor, there shall be four (4) referees, at least three (3) of whom shall be external to the University. 30.8.3 For Promotion to Professor, there shall be five (5) referees, at least four (4) of whom shall be external to the University. 30.8.4 Referees must be suitably qualified with expertise in the candidate's discipline, impartial, appropriate, and capable of making an assessment. Where appropriate, referees should also have international stature. The referee shall be at arm's length from the candidate.

Clinical RTP Member Applications:

- Special GFT appointees whose appointments end (usually on June 30) are eligible to apply for reappointment under Section V. of the Senate Policy.
- Special GFT appointees may choose to be considered for tenure instead of 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 the Tenure for Clinical Faculty at Queen's: report of a Working Party and Recommendations from the Faculty of Medicine Policy.
- Special GFT appointees may request a delay in consideration for renewal or tenure of appointment in certain circumstances Re-appointment: (Senate Policy, Section V.1 – re-appointment) (Senate Policy, Section VI – 1,4,5,8).
- Applicants are to make well documented submissions putting forth the best case possible for reappointment or tenure.
- In the case of tenure applications, the onus is on the faculty member "to demonstrate that he / she merits being granted tenure.
- Individual faculty members should be aware that mere number of years service to the university is not a guarantee of promotion. Promotion has to be earned by faculty members through the quality and quantity of their work. (Senate Policy, Section IV)

By September 15, the Member provides application including:

- curriculum vitae;
- copies of all relevant scholarly work, if feasible, or at least, citations for all such work; summary of contributions to the department and the wider university community;
- names of referees, normally not fewer than three, who will be useful in assessing the
- appointee's work and who have consented to act;
- any other information believed to be useful

Application Details

QUFA RTP (Article 30.13.3) Senate Promotion Senate Re-appt/Tenure	<i>Unsolicited material</i> shall not be included in the application file and is not to be considered by the Committee except where it forms part of a teaching dossier submitted by the member.
QUFA RTP Senate Promotion Senate Re-appt/Tenure	Applications are submitted to the Faculty Office via a secure online document sharing space, however, should the applicant choose to submit books, pamphlets or other difficult to scan materials, the original paper form of these documents will suffice.
QUFA RTP Senate Promotion Senate Re-appt/Tenure	The appropriate <i>checklist</i> must be submitted with each application package. These checklists set out the electronic assembly of the application files.
QUFA RTP Senate Promotion Senate Re-appt/Tenure	All <i>file names</i> must be kept short and all file names must have the proper extension. The names of applicants and referees, for example, are not to appear in the file names.
QUFA RTP Senate Promotion Senate Re-appt/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 30.12.1)	Special care should be taken to include as much information as possible regarding teaching performance. All USAT evaluations shall be included in the RTP file.
Senate Promotion	Role description for full-time faculty promotions are required.
QUFA/Clinical Promotion to Professor	For promotion to Professor , a brief (½ page) biographical profile highlighting the faculty member's career is also required for submission to the Board of Trustees.

Referees

QUFA RTP	<u>TYPE OF APPLICATION</u>	<u>CRITERIA FOR REFEREE LETTERS</u>
(Article 30.8.1, 30.8.2 & 30.8.3)	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)
Clinical Promotion <u>Senate Promotion Policy for Geographically Full-Time and Adjunct-1 (non-Bargaining Unit) Appointees of the Faculty of Health Sciences</u>	Promotion to Assistant	3 references (all may be internal to Queen’s)
	Promotion to Associate	4 references (min 3 external)
	Promotion to Professor	5 references (min 4 external)
Clinical Re-appt (Section V.3.d) Tenure (Section VI.9.d.)	Reappointment	At least 3 references
	Tenure	At least 3 references (min 1 external)

- Where an applicant is applying for both re-appointment or tenure **and** Promotion, Referees must expressly indicate support for *Reappt/Tenure and promotion* in their letter.
- An Internal Referee must be OUTSIDE of the candidate’s academic unit/division.
 - members from departments without divisions cannot be referees.
 - Members from departments with divisions can be referees for faculty members in a division outside of their own.
- An External Referee must be External to Queen’s University.
- Referees must be suitably qualified with expertise in the candidate’s discipline. Referees must be impartial, appropriate, and capable of making an assessment. Where appropriate, referees should also have international stature.
- *Referees* for Promotion Applicants shall be at or above the rank to which the applicant is applying.
- *Members of the RTP committee, Residents and students* are not to serve as referees as they are provided with other opportunities to comment.
- *Referees must submit their letters* to the Unit Head’s office staff. The Unit Head shall only access referee letters upon receipt of a recommendation from the Committee.
- Referees may request that their identity remain confidential by requesting that the letterhead and signature block be masked. 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.
- The total *number of referees* proposed by the Member must be greater than the number of

letters from referees required.

- *Letters from referees* are to be signed by the author and submitted on letterhead.
- A statement is to be provided by the Member with respect to each prospective referee, clearly demonstrating that they are at **arms-length** from applicant and why they are qualified to comment on the applicant's scholarly work and/or contributions to the profession.

Arm's length guidelines from the Office of the 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.

Tip: If a referee's name appears on the candidate's CV, they are probably not at arm's length.

QUFA/Clinical Specific Referee Criteria

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
QUFA RTP (Article 30.8.8)	At least half the required number of referees selected per Article 30.8.1, Article 30.8.2 or Article 30.8.3 shall come from the list of names proposed by the Member and at least one (1) shall be proposed by the Committee pursuant to Articles 30.8.7 and Article 30.8.9
QUFA RTP (Article 30.8.12)	The number of referee letters required is an exact number and the letters that are solicited and included in the application file must NOT exceed the number required. (see table above).
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 required (see table above).
QUFA RTP (Article 30.8.11)	The referees shall be sent the candidate's full CV and teaching dossier (if applicable), selected significant scholarly work or examples of creative work. Referees may request any additional pieces of work that appear on the CV if they need those materials to make an informed evaluation of the candidate's scholarly/creative work.

Student Letters

- Automatically when a student submits an assessment it shall be masked by deleting the letterhead and signature block to maintain anonymity. If it is determined that a student has identified her/himself or another student in the body of an assessment, that identification will also be masked. 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.
- Recognizing the difficulty in acquiring student letters, e-mail submissions from these groups are acceptable. However, it is important that they identify their affiliation, *e.g.* undergrad student, graduate student, resident, former resident, *etc.*
- Do not include letters from those who were not students of the applicant.

QUFA/Clinical Specific Criteria for 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.
Senate Reappt/Tenure	<i>Teaching Performance:</i> Teaching dossiers are particularly useful. 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 in a Teaching Dossier. 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.

Colleague Letters

- *Colleague* does not include committee members, Department Heads, Deans, Associate Deans and students.
- Letters from former colleagues are not to be included as colleague letters.
- 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**.
- For QUFA RTP, the materials made available for review by colleagues include only the Member's application file (which includes an up-to-date CV, teaching dossier, copies of relevant scholarly or creative work and a summary of the Member's service) unless the Member permits the review of any other materials submitted for this purpose. (Article 30.11.1)
- Letters from colleagues are to be signed by the author and submitted on letterhead.
- Colleagues do **not** have the option of requesting that their letters be masked.
- Opinions that cannot be attributed to the sender are not to be considered or included in the file.

Applicants applying for reappointment/tenure and promotion

Senate Promotion Senate Reappt/Tenure	When a member is applying for both reappointment or tenure and promotion, the same application can be submitted for both processes. Referees, colleagues and students will need to be provided with both the regulations for reappointment or tenure and promotion.
Senate Promotion Senate Reappt/Tenure	The application will be held to the higher requirements/standard of the appropriate Senate policy. For 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.
Senate Promotion Senate Reappt/Tenure	This application will also be expected to meet the appropriate timelines of the various processes. For 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 .
QUFA RTP Senate Promotion Senate Reappt/Tenure	Referees must expressly indicate support for both <i>Reappt/Tenure and promotion</i> 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 of the secure online document sharing space.

Recommendations

QUFA RTP	<p>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.</p> <p>For example, for all recommendations for promotion to Professor, the specified reasons should include a clear statement as to whether the applicant is recommended for promotion on the basis of:</p> <ul style="list-style-type: none"> (i) scholarly or creative work judged to be distinguished with very good teaching; or (ii) continuing high quality scholarly work with exceptional contributions in teaching; or (iii) scholarly or creative work judged to be distinguished with exceptional contributions in teaching. <p>A summary of the deliberations of the RTP Committee and a detailed letter of recommendation 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. 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.</p>
Senate Promotion	<p>For all recommendations for promotion to Professor, the specified reasons should include a clear statement. Criteria is set out in the <u>Teaching/Education, Research/Scholarship, Professional and/or Administrative Service</u> table.</p>
Senate Reappt/Tenure	<p>A summary of the Committee’s deliberations and a detailed letter of recommendation 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>

Reappointment without Application

for QUFA Special Appointees and Clinical GFT

Eligibility

Special Appointees (QUFA & Clinical GFT) who meet the following criteria are eligible for “Reappointment without Application.”

- The Special Appointee has had (2) previous reappointments or any number of reappointments, which when added to the term of the original appointment equals six (6) years or more.
- There is continued funding from the external funding agency for the duration of the term of the reappointment.

<p>QUFA Re-appointment without Application</p> <p><i>For eligible QUFA Special Appointees only</i></p>	<p>Once an eligible member has indicated (in writing) their willingness to be reappointed without application the following documents will need to be submitted.</p> <ol style="list-style-type: none"> 1. The letter from the faculty member requesting reappointment without application. 2. A letter from the Head which should include: A statement that "in accordance with Article 25.1.4.4 of the Collective Agreement between Queen’s University and the Queen’s University Faculty Association”, you are writing to recommend the 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. The recommended term of the reappointment, which cannot extend beyond the end date of external support. A brief justification for the recommendation, referring to their performance as an educator/scholar/clinician.
<p>Clinical Re-appointment without Application</p> <p><i>For eligible Special GFTs only</i></p>	<p>Once an eligible member has indicated (in writing) their willingness to be reappointed without application the following documents will need to be submitted.</p> <ol style="list-style-type: none"> 1. The letter from the faculty member requesting reappointment without application. 2. A letter from the Head which 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 The recommended term of the reappointment, which cannot extend beyond the end date of external support. A brief justification for the recommendation, referring to their performance as an educator/scholar/clinician.

RTP RESOURCES LOCATED ON QHS WEBSITE

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

LINKS TO ONLINE SOURCE DOCUMENTS:

[Queen's-QUFA Collective Agreement](#)

[Senate Regulations Governing Appointments, Renewal of Appointment, Tenure and Termination for Academic Staff](#)

[Tenure for Clinical Faculty at Queen's](#) - ON HOLD AS OF 2022

[Senate Statement on Promotion Policy for GFT and Adjunct-1 Appointees of QHS](#)

