

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

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| Mar/Apr | <input type="checkbox"/> | Faculty Office sends reminder to Heads regarding the commencement of the process |
| By July 1st | <input type="checkbox"/> | Those eligible for reappointment/renewal and tenure to be informed, in writing, by Head. |
| By Sept 15th | <input type="checkbox"/> | Applicant provides documentation to Departmental Committee Chair. |
| By Oct 1st | <input type="checkbox"/> | Head or Committee to have met with applicant to review names of referees and list of names of current and former students/residents. |
| | <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> | <input type="checkbox"/> | Committee meets to review and discuss file and submits recommendation together with the application to Head. |
| By Nov 1st
(Nov 8th for tenure) | <input type="checkbox"/> | Head reviews file and submits recommendation together with the complete file to Faculty Office. |
| By Nov 15th
(Nov 22nd 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 1st
(Dec 8th for tenure) | <input type="checkbox"/> | Principal expected to inform applicant, in writing, of decision. |