



## **SECRETARIAT**

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## **TENURE TIMETABLE 2014-2015 ACADEMIC YEAR**

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### **Introduction**

This pamphlet sets out the timetable for the tenure process for academic and librarian staff whose year of tenure consideration is 2014-2015. These include deadlines established under the "Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff" and the "Regulations Relating to the Employment of Librarian Staff". Please note that all references to sections prefixed by 7. are references to the relevant provisions of the "Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff", whereas all references prefixed by 3. are references to the relevant provisions of the "Regulations Relating to the Employment of Librarian Staff".

**Note:** DTC = Departmental Tenure Committee  
LTC = Library Tenure Committee  
UTC = University Tenure Committee

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***REMEMBER – It is the responsibility of the candidate to prepare and pursue her or his case for tenure. (7.9/3.9)***

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### **Eligibility**

Please note that the 2014-2015 mandatory tenure cohort includes all assistant professors/librarians hired in 2009, all associate professors/librarians without tenure hired in 2010, and all full professors/librarians hired without tenure in 2011. Other qualified candidates may seek early consideration. Candidates may elect to exclude certain leaves as periods of service for tenure consideration, which may affect the timing of their tenure consideration (7.5,7.5.1,7.5.2/3.4.1 & 3.4.2).

### **April 15**

Candidates seeking early consideration must notify Departmental Chairs and Deans (7.6.2/3.6).

### **By May 1**

Deans shall notify the Secretary-General of the names of ALL candidates, including those who have requested early consideration for tenure (7.7/3.7).

### **By May 1**

No later than May 1 of the year of tenure consideration, the Chair of the department and the candidate shall mutually agree upon a ranked list of eight external evaluators, which list shall be approved by the UTC (7.17/3.32.1).

Where the candidate holds appointment in two or more departments, the eight proposed external evaluators shall be mutually agreed upon by the Chairs of the relevant departments and the candidate (7.16.2/3.32.2).

### **By May 1**

DTC/LTC Chairs shall forward to the chair of the UTC and to the Secretary-General the following documents (7.17/3.32.1, 3.32.7 & 3.32.8):

- (i) a list of eight proposed external evaluators;
- (ii) the written justification for the choice of each proposed external evaluator;
- (iii) the candidate's current curriculum vitae.

### **By June 15**

No later than June 15 of the year of tenure consideration, the candidate and the Secretary-General shall be informed of the composition of the DTC/LTC by the Department Chair(s)/LTC Chair (7.18.2/3.15).

### **By June 30**

The UTC shall rank the eight proposed external evaluators; the chair of the UTC shall forward a copy of the ranked list to the Secretary-General, with a copy to the candidate and the Chair of the Department/LTC (7.17.1/3.32.10).

### **By September 1**

The candidate shall submit the internal package and the external package to the Secretary-General in electronic form (7.12.2/3.35).

### **Early September**

The Secretary-General transmits internal packages to Chairs of DTCs/LTC and UTCs for transmission to committee members (7.12.2/3.35).

The Secretary-General requests reports from external evaluators (7.12.2/3.32.12).

### **November 15**

Deadline for addition of material to dossiers by Chairs of DTCs/LTC (7.15/3.38).

Deadline for candidates to submit additional material on research and scholarly activities, with written explanation (7.15/3.39.1).

### **Post November 15**

Candidates, if requested by Chairs of DTCs/LTC, may add new material to their dossiers but only to address new issues that have arisen during DTCs/LTC's consideration of their cases (7.15.1/3.39.2).

### **By November 25**

Secretary-General shall submit reports from external evaluators to Chairs of DTCs/LTC and UTCs, for transmission to committee members (7.17.6/3.37).

### **By January 25**

DTCs/LTC shall submit their reports to Secretary-General who shall forthwith transmit copies to candidates and UTCs (7.23.4/3.42).

### **By April 30**

Deadline for submission of UTC reports to Secretary-General who shall forthwith transmit copies to the Principal, candidates and Chairs of DTCs/LTC (7.27/3.48).

### **May**

Principal shall communicate decision to candidates (7.29.2/3.50.2 to 7.29.4/3.50.5).

Note: this brochure has been updated to include changes to the regulations that are effective February 27, 2014.