GUIDELINES REGARDING REAPPOINTMENT AND PROMOTION
OF RANKED CONTRACT ACADEMIC STAFF (CAS)

1. Preamble
The Regulation Relating to the Employment of Contract Academic Staff (CAS) is available from the Secretariat website (http://www.mcgill.ca/secretariat/policies/academic/). It includes a requirement for departments to establish written criteria for reappointment (section 5.3.1) and promotion (section 5.4.2.1), to be approved by Deans and the Provost.

Individual units will differ in terms of what criteria are appropriate. The following guidelines are intended to help units consider what their criteria should be, as well as including some procedural information about reappointment and promotion. Units should supplement the information given, as appropriate.

2. Ranks
These guidelines cover the following CAS ranks:

(i) Faculty Lecturer;
(ii) Senior Faculty Lecturer;
(iii) Assistant Professor;
(iv) Associate Professor;
(v) Professor

3. Academic duties
Recommendations for reappointment and promotion are based on the CAS member’s performance of Academic Duties. Academic Duties for CAS members fall into the same three categories as those for tenure track professors (section 2.1):

(i) teaching, assessment and supervision of graduate and undergraduate students, the evaluation and marking of student work, and supervision of individual graduate and undergraduate programs;
(ii) research and other original scholarly activities, and professional activities; and
(iii) other contributions to the University and external scholarly communities.

However, CAS are not expected to perform in all three categories. Rather, performance in at most two of the three academic duties is used to assess suitability for reappointment and promotion (section 5.5.1).

Faculty Lecturers/Senior Faculty Lecturers will typically be assigned one main academic duty (most often, teaching).

The other CAS ranks have descriptors indicating what the primary academic duty is. Current descriptors include Clinical, Professional, Research.

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1 Unless otherwise indicated, all references to sections in these guidelines refer to section numbers in the Regulation Relating to the Employment of Contract Academic Staff.
2 In developing a unit’s reappointment and promotion criteria, it is only necessary to include criteria that are relevant to the CAS ranks employed, or potentially employed, in that unit.
3 For promotion to full professor, all 3 areas of academic duties are required.
4. Reappointment

4.1 Timing of reappointment consideration

CAS shall be considered for reappointment in the final year of their initial appointment and again in the 6th year. CAS who have been continuously employed in the same department for six years shall be appointed for an indefinite term, after which reappointment consideration does not apply.

The reappointment process, including the communication of the Provost’s decision to the candidate, MUST be completed at least 37 weeks before the end date of the appointment. Consequently, Chairs need to initiate the reappointment process about one year in advance of the appointment end date. Refer to the APO webpage concerning tenure track appointments for suggested timelines: http://www.mcgill.ca/apo/deans-and-chairs-guide/reappointing-rt/.

4.2 Criteria

Departments must prepare written criteria that provide guidance on the requirements and expectations for reappointment. Although the CAS Regulations do not specify when staff should be given these criteria, it is recommended that they be provided within 2 months of the initial appointment, parallel to the situation for tenure track academic staff.

Units need to clarify:

(i) How many duties are expected for Faculty Lecturers, Assistant Professors and Associate Professors.
(ii) What the performance expectations are for each academic duty at each rank. Note that units may choose to use terms like ‘superior’, ‘reasonable’, ‘less than reasonable’ but this is not a requirement, either for CAS or TT reappointments.
(iii) What will count as indicators of such performance.

Units may wish to consider using the criteria already established for tenure-track staff, with appropriate modifications.

4.3 Dossier

CAS who are up for reappointment consideration must provide the Department Chair with the necessary documentation to support the case for reappointment, 12-13 months before the end date of the appointment. This dossier shall, minimally, include the candidate’s CV and a record of achievements related to the relevant academic duties. Departments and faculties can specify other requirements for the dossier.

4.4 Procedures for reappointment

CAS members’ reappointment is considered at 3 levels, by:

(i) an appropriate departmental committee, chaired by the Department Chair (or delegate). Units are free to determine the membership of this committee.
(ii) the Dean, who may consult a faculty-level committee;

4 CAS who are appointed for less than 3 years must be considered for reappointment in the final year of each such appointment.
(iii) the Provost.

In the case of CAS holding Joint Appointments, the departmental committee shall have equal representation from all relevant departments; all deans shall be involved in the decision in the case of cross-faculty reappointments.

In the event that the departmental committee, the Dean or the Provost is tending towards a negative recommendation, the CAS member shall be so advised, with reasons, and provided with an opportunity to address the concerns, accompanied by an advisor.

5. Promotion

These guidelines cover promotion at the following ranks:

(i) Faculty Lecturer to Senior Faculty Lecturer;
(ii) Assistant Professor to Associate Professor;
(iii) Associate Professor to Professor

5.1 Timing

Unlike the case of tenure track professors, there are no specific deadlines for CAS to apply for promotion. After 6 years (or more) at a particular rank, Faculty Lecturers may apply for promotion to Senior Faculty Lecturer (in some professional faculties, Faculty Lecturers may apply for promotion to Assistant Professor); Assistant Professors may apply for promotion to Associate Professor.

After 10 years at the rank of Associate Professor, CAS members may apply for promotion to the rank of Professor.

A Department, with the consent of the CAS member, may recommend the staff member’s promotion at any time.

5.2 Criteria

Departments must prepare written criteria that provide guidance on the requirements and expectations for promotion.

For promotion to Senior Faculty Lecturer or Associate Professor, units need to clarify:

(i) What the performance expectations are for each academic duty at each rank.
   Superior performance (or an equivalent term) should be expected for at least one of the two academic duties.
   (ii) What will count as indicators of such performance.

Units may wish to consider using criteria already established for tenure-track staff, with appropriate modifications.

For promotion of CAS Associate Professors to Professor, criteria are specified in section 5.4.3.1. Requirements are similar to those for promotion of tenure track professors. In particular, very strong performance is expected in all three areas of academic duties. The professor must establish:
(i) a record of highly significant contributions in one or more of the areas of:
   • research and/or other original scholarly activities as evidenced by international recognition by peers;
   • professional and/or clinical innovation that has an influence on the practice of the profession, and that is published, publicized or otherwise recognized in a way that makes possible its evaluation by external peers; and/or
   • sustained creative activity as exemplified by external peer and public recognition, appropriate awards and prizes, invited performances, stagings and exhibitions;
(ii) a record of high quality teaching; and
(iii) a substantial record of other contributions to the University and scholarly communities.

5.3 Dossier

CAS who are being considered for promotion must provide the Department Chair with the necessary documentation to support the case for promotion. This dossier shall, minimally, include the candidate’s CV and a record of achievements related to the relevant academic duties. Departments and faculties can specify other requirements for the dossier.

Candidates for promotion to Professor must include a personal statement covering contributions and achievements in all three areas of academic duties.5

5.4 Procedures

A CAS member’s case for promotion to a rank other than Professor is considered by:
   (i) an appropriate departmental committee, chaired by the Department Chair (or delegate). Units are free to determine the membership of this committee.
   (ii) the Dean, who may consult a faculty-level committee;
   (iii) the Provost.

In the case of Ranked CAS who hold Joint Appointments, the departmental committee shall have equal representation from all relevant departments; all deans shall be involved in the decision in the case of cross-faculty appointments.

In the event that the departmental committee, the Dean or the Provost is tending towards a negative recommendation, the CAS member shall be so advised, with reasons, and provided with an opportunity to address the concerns, accompanied by an advisor.

Promotion to the rank of Professor is considered by the departmental committee, the Dean and by a Statutory Selection Committee, in accordance with the procedures for promotion of tenured staff (see section 8 of the Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff, http://www.mcgill.ca/secretariat/policies/academic/).

5 In the case of promotion to Professor, external letters will be solicited and added to the dossier, as per the procedures for promotion of tenured academic staff.