

# **Information Session for Department Tenure Committees (DTC) and University Tenure Committees (UTC)**

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# Context

- *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*
- *Regulations Relating to the Employment of Librarian Staff*

Available at:

<https://www.mcgill.ca/secretariat/policies-and-regulations#E>



# Timing of Tenure Consideration

## **Mandatory consideration (from year of initial appointment):**

- Assistant Professor/Librarian: 6<sup>th</sup> year
- Associate Professor/Librarian: 5<sup>th</sup> year
- Full Professor/Librarian: 4<sup>th</sup> year

## **Early consideration:**

- Assistant Professor: from 3<sup>rd</sup> year (Chair may initiate the process in any year with Candidate's consent)
- Associate or Full Professor: any year



# Levels of Review

- **DTC/LTC** – Departmental/Library Tenure Committee, usually chaired by Department Chair, plus at least 4 other members
- **UTC** – University Tenure Committee, chaired by Dean, plus 5 other members
- **Principal or delegate** (Provost)

For information on the composition of internal committees, including for candidates with **joint appointments**, please consult the Regulations.



# Timing of Tenure Consideration

## Delayed consideration:

- A faculty member may **elect** to exclude authorized leaves of longer than 3 months as service for tenure consideration. Result: placement in following year's tenure cohort
- Election must be communicated to Provost's office in writing no later than June 1<sup>st</sup> in normal year of tenure consideration.
- Maximum of 2 extensions permitted (including extensions related to leaves pre-reappointment)



# Performance of Academic Duties

## PROFESSORS

## LIBRARIANS

Teaching

Position Responsibilities

Research

Professional and Scholarly  
Activities

Other Contributions(Service)

Other Contributions (Service)

### Minimum Assessment

- ▶ **Superior** performance in **two** categories

(NB: for librarians, one of two Superior assessments must be for Position Responsibilities)

- ▶ **Reasonable** performance in the **third**



# Relevant Period/Content

- Performance, not promise.
- The period assessed includes all years up to the year of tenure consideration during tenure-track period, rather than before. (Exception: early tenure candidates)
- No double counting of achievements.



# Tenure Dossier – Candidate

- *Curriculum vitae*
- Personal statement (outlining your performance of academic duties)
- Record of **research**, scholarship, professional activities and contributions
- Record of **teaching**  
(NB: Guidelines and TLS support)
- Record of **general contributions to University and scholarly communities**
- Other materials the Candidate may wish to submit





# Dossier - Additional Items

Added to tenure dossier after Sept 1st:

- **External Evaluator reports (3)**
- Items added by DTC Chair (pre-Nov. 15) (if any)
- Items added by Candidate (pre-Nov. 15) (if any)
- New material, if requested by DTC, UTC or the Principal (or delegate) to clarify an issue that has arisen during deliberations (post-Nov. 15)



# External Evaluators

- Evaluate the Candidate's research and scholarship
- Must be of recognized standing and qualified to provide an evaluation
- Must not be in a conflict of interest (e.g., supervisors, professional or close personal relations, recent colleagues/collaborators)
- Must not be in the employ of McGill University



# Committee Responsibilities

- Guided by objectivity, integrity, impartiality and fairness
- Make recommendations based solely on the the performance of the Candidate's academic duties as set out in the tenure dossier
- Provide substantive reasons to support an assessment of performance in all areas – including addressing external evaluations
- Respect procedure established by the Regulations, including deadlines



# Committee Responsibilities

- Establish effective process for meetings (set two meetings, 2<sup>nd</sup> may not be needed)
- Delegation of report-writing (including minority report if applicable)
- Ensuring attendance at meeting(s)
- Ensuring clear correspondence to candidate with cc to Secretariat
- Preserving anonymity of external evaluations
- Provision to candidate of fair opportunity to respond to committee concerns.



# Tenure Calendar

## PHASE 1

**By May 1:** Candidate and Chair agree on list of 8 external evaluators. Chair forwards list to Dean.

**By June 1:** Candidates intending to elect to defer tenure consideration must have done so by this date.

**By June 30:** UTC ranks list of external evaluators. Secretariat contacts externals over the summer.

**By September 1:** Candidate submits dossier to Secretary-General:  
- internal package  
- external package (internal package minus teaching)



## PHASE 2

**Sept-Jan** DTC/LTC meets

**November 15**  
Deadline for addition of material by DTC/LTC Chair

Deadline for submission by Candidate of additional material

**Post-November 15**  
If requested by DTC/LTC, Candidate adds new material to dossier

**November 25**  
Secretary-General transmits external evaluators' reports to DTC/LTC and UTC.



## PHASE 3

**Jan – Apr** UTC meets

**January 25**  
Deadline for DTC report.\*

UTC may seek further information from the Candidate, Chair or from one or more additional external evaluators.

**April 30**  
Deadline for UTC report.\*

**May-June**  
Decision by the Principal and recommendation to the Board of Governors.\*



# Outcomes

Most tenure candidates will be granted tenure. Result: appointment for an indefinite term, starting on June 1.

If a committee or the Provost is tending to a negative decision, the Candidate has the right to:

- be informed of concerns
- have access to the substance of external evaluators' reports
- address concerns during an in-person meeting, with an advisor

Where tenure is denied:

- appointments may continue for up to a year (if 37 weeks notice has not been given)
- the Candidate may appeal the decision



# Further Support

- Interpretation of the Regulations: [angela.campbell@mcgill.ca](mailto:angela.campbell@mcgill.ca)
- Timing of reappointment or tenure: [academic.personnel@mcgill.ca](mailto:academic.personnel@mcgill.ca)
- Tenure submission deadlines or procedures: [bonnie.borenstein@mcgill.ca](mailto:bonnie.borenstein@mcgill.ca)
- Web Resources: <https://mcgill.ca/secretariat/tenure-promotion/information-tenure>
- Teaching Portfolio assembly or questions: [tls@mcgill.ca](mailto:tls@mcgill.ca)