

# The Reappointment Process

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# Context

- The aim of this session is to clarify policies and procedures relating to reappointment at McGill.
- Much of what we will be discussing is contained within the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*, available at:  
<http://www.mcgill.ca/secretariat/policies/academic/>
- Relevant APO web pages:  
<http://www.mcgill.ca/apo/deans-and-chairs-guide/reappointing-tt/>  
<http://www.mcgill.ca/apo/deans-and-chairs-guide/reappointing-tt-lib/>



# Context

## Academic ranks:

- Assistant Professor/Librarian
- Associate Professor/Librarian
- (Full Professor/Librarian - not applicable)

## Year of reappointment consideration:

- final year of initial appointment (3rd year)



# Levels of Review

- Departmental reappointments committee, chaired by the unit Chair/Director.
- Dean (in some cases advised by a faculty committee).
- Provost (or delegate).



# Joint Appointments

- Where a staff member has a joint appointment, both departments shall be equally represented on the reappointment committee and the chairs of the two departments shall agree on a chair of the committee.
- Where two faculties are involved, the deans shall agree on their recommendation to the Provost.



# Sample Timetables - Asst Profs

<b>Start of initial appointment</b>	<b>End of initial appointment</b>	<b>Year of reappointment consideration</b>	<b>Year of tenure consideration</b>
Jan 1 <sup>st</sup> 2013	Dec 31 <sup>st</sup> 2015	Calendar year 2015	May 2018 - May 2019
Aug 1 <sup>st</sup> 2013	July 31 <sup>st</sup> 2016	Academic year 2015 - 2016	May 2018 - May 2019



# Sample Timetables

- Year of reappointment consideration = the last year of your initial appointment, typically the 3rd year.
- At the beginning of your year of reappointment consideration (or just before), you should submit your reappointment dossier to the Department Chair.
- Your departmental reappointments committee will consider your dossier within 2-3 months of the beginning of that year and submit a recommendation to your Dean.
- The Dean will submit a recommendation to the Provost
- You will hear from the Provost not later than 37 weeks before the end of your appointment



# Delaying consideration

- In the case of authorized leaves (e.g. parental leaves; leaves of absence; disability leaves) of longer than 3 months, staff may **request** an extension of their initial appointment.
- If granted, the initial appointment is extended for up to one year and reappointment consideration may be postponed accordingly.
- At a later date you can decide whether you also wish tenure consideration to be delayed.





# Criteria for Reappointment

- Within 2 months of initial tenure track appointment, the Chair/Director shall communicate the unit's written criteria for reappointment to the staff member.
- These criteria have been previously approved by the Dean of the Faculty (in consultation with a faculty committee).



# Criteria for Reappointment

- Decisions regarding reappointment are based on the candidate's performance of academic duties.
- The Departmental reappointment committee, Dean and Provost will look at:
  - Whether dossier discloses satisfactory **promise** of meeting the tenure criteria
  - Whether dossier discloses satisfactory **progress** towards meeting the tenure criteria



# Academic duties - professors

- Academic duties are assigned by the Chair/Director of the academic unit.
- Academic duties:
  - Teaching (e.g. undergraduate and graduate courses; supervision of students, etc.)
  - Research and other original scholarly activities, and professional activities
  - Other contributions to the University and scholarly communities ('Service')



# Academic duties - librarians

- Academic duties are assigned by the Dean of Libraries.
- Academic duties:
  - Position responsibilities, which require the exercise of professional expertise or practice;
  - Professional and scholarly activities, which may include research;
  - Other contributions to the University and scholarly communities ('Service').



# Some Basic Responsibilities

Candidates must exercise due diligence in preparing and pursuing the case for reappointment:

- Establishing they have met the requirements
- Assembling the dossier

The dossier is something that can be worked on in advance – don't wait till the last minute!



# Dossier

- Curriculum vitae
- Personal statement (covering your performance of academic duties)
- ➔ Record of **research**, scholarship, professional activities and contributions
- ➔ Record of **teaching**  
(Teaching Portfolio Guidelines: *Regulations, Appendix A*)
- ➔ General **contributions to University & scholarly community**
- Other materials the Candidate may wish to submit



# Dossier

- The reappointment dossier is not expected to be as detailed or extensive as the tenure dossier
- In many cases, a detailed statement and a detailed CV will be sufficient, provided that you cover all areas of academic duties.
- You should find out from your department whether or not they want you to submit examples of your publications



# Outcomes

- In cases where a committee, the Dean or the Provost is tending towards a negative decision at any point, the candidate must be:
  - advised in writing, with concerns/reasons
  - given reasonable time to prepare a response
  - given opportunity to address the concerns in person
  - allowed an advisor of choice (member of the University community)





# Outcomes

- In the event that a candidate is not recommended for reappointment:
  - Appointment may continue for up to one year, if at least 37 weeks prior notice has not been given.
  - The candidate may file an appeal.



# Outcomes

- Most of you will NOT face a ‘tending to the negative’ situation.
- Even if you do, it is important to understand that candidates not only have the opportunity to address the concerns but that in many cases they are successful in convincing the committee that a positive recommendation is appropriate.



# Outcomes

- Reappointment is normally for 3 years.
- If there are concerns about certain aspects of a candidate's performance of academic duties, reappointment may be for 1 or 2 years, in which case the candidate has to go through a process of reappointment consideration again in due course.



# Conclusion

- You can make the reappointment process easier for yourself by planning ahead. Don't wait till the last minute to put your dossier together. Start working on it now!
- Don't be afraid to ask for advice.
- If you need help in interpreting any aspect of the Regulations, feel free to email me:  
[lydia.white@mcgill.ca](mailto:lydia.white@mcgill.ca)