



SECRETARIAT

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TENURE TIMETABLE FOR THE 2023-2024 ACADEMIC

YEAR For additional information, please contact the Secretariat

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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 2023-24. 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".

It is essential that the deadlines set out in this document are strictly observed; in most instances, the Regulations do not grant any discretion to deviate from this timetable. Further, the failure to meet a prescribed deadline can entail the gravest of consequences for a tenure candidate.

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

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

Eligibility

Please note that the 2023-2024 mandatory tenure cohort includes all assistant professors/librarians hired in 2018, all associate professors/librarians without tenure hired in 2019, and all full professors/librarians hired without tenure in 2020. 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

Prior to May 1 of the year of tenure consideration, the Chair of the department and the candidate shall mutually agree upon a ranked list (7.16.1/3.32.1).

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:

- (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 (7.17/3.32.1, 3.32.7 & 3.32.8).

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 by the Department Chair(s). (7.18.2/3.15)

By June 30

The UTC shall rank the eight proposed external evaluators in order of preference and 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).

The candidate shall be informed of the composition of the UTC by the Secretary-General (7.18.3/3.15).

Early September

The Secretary-General transmits internal packages to Chairs of DTCs/LTCs 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/LTCs (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/LTCs, UTCs or the President, may add new material to their dossiers but only to clarify an issue that arises during the course of the deliberations. (7.15.1/3.39.2).

By November 25

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

By January 25

DTCs/LTCs 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 President, candidates and Chairs of DTCs/LTCs (7.27/3.48).

May

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