

SUBJECT: TENURE TIMETABLE FOR ACADEMICS AND LIBRARIANS: 2012-2013 ACADEMIC YEAR

DATE: December 2011

This pamphlet sets out the timetable for the tenure process for academic and librarian staff for the 2012-2013 academic year. These include deadlines established under the "Regulations Relating to the Employment of Academic Staff" and the "Regulations Relating to the Employment of Librarian Staff". (Please note that all references to sections prefixed by 5. are references to the relevant provisions of the "Regulations Relating to the Employment of 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 as, 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. (5.9/3.9)

Eligibility

Please note that the 2012-2013 mandatory tenure cohort includes all assistant professors/librarians hired in 2007 and all associate professors/librarians without tenure hired in 2008. Other qualified candidates seeking early consideration will also be considered. Candidates may elect to exclude certain leaves as periods of service for tenure consideration. (see 5.4.1 & 5.4.2/3.4.1 & 3.4.2)

April

'Senate lists' (5.28.2/3.28.2) of UTC members must be established comprised of:

- nine (9) tenured members for faculties with departments
- six (6) tenured members for faculties without departments
- four (4) tenured members for the McGill University Libraries

April 15

Candidates seeking early consideration must notify Departmental Chairs and Deans/Director of Libraries. (5.6/3.6)

By May 1

Deans/Director of Libraries must notify Secretary-General of names of ALL candidates, (i.e., those subject to mandatory consideration AND those seeking early consideration) (5.7/3.7)

May-Early June

Candidates, Departmental Chairs, and Chair of LTC (or Deans of faculties without departments) agree on list of eight (8) external evaluators (5.32.1/3.32.1) – where candidates hold joint appointments, candidates and all relevant Chairs/Deans/Director of Libraries must agree on list (5.32.2/3.32.2)

By June 15

Deans of faculties /Director of Libraries to which candidates are cross-appointed must determine which UTC will consider the candidates (5.29/3.29)

All candidates submit a current curriculum vitae to Departmental Chairs/Chair of LTC (5.32.8/3.32.8)

Departmental Chairs/Chair of LTC send Deans/Director of Libraries the lists of eight (8) external evaluators and candidates' curricula vitae (5.32.1, 5.32.7 & 5.32.8/3.32.1, 3.32.7 & 3.32.8).
(Deans/Director of Libraries are requested to submit a copy to the Secretary-General)

NOTE: If candidate and Chair (or Deans of faculties without departments) cannot agree on list each sends Dean/Director of Libraries their list with justifications and UTC prepares list (5.32.3/3.32.3)

By September 1

Chairs of DTCs/LTC and Deans/Director of Libraries inform candidates of the composition of the DTCs/LTC and UTC that will consider their cases (5.15/3.15)

Chairs of UTCs forward ranked lists of external evaluators to Secretary-General, with copies to candidates and Chairs of DTCs/LTC (5.32.10/3.32.10)

Candidates submit **one (1) internal and one (1) external package** to Secretary-General (5.35/3.35)

Early September

Secretary-General transmits internal packages to Chairs of DTCs/LTC and UTCs for transmission to members (5.35/3.35)

Secretary-General requests external evaluators' reports (5.32.12/3.32.12)

November 15

Deadline for addition of material to dossiers by Chairs of DTCs/LTC (provided DTCs/LTC have not completed consideration of candidates' cases) (5.38/3.38)

Deadline for submission by candidates of new material on research and scholarly activities with written explanation (5.39.1/3.39.1)

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 (5.39.2/3.39.2)

November 20

Deadline for receipt by Secretary-General of external evaluators' reports (5.32.12/3.32.12)

November 25

Secretary-General submits external evaluators' reports to Chairs of DTCs/LTC and UTCs (5.37/3.37)

January 25

DTCs/LTC submit reports to Secretary-General who shall forthwith transmit copies to candidates and UTCs (5.42/3.42)

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 (5.48/3.48)

May

Principal must communicate decision to candidates (5.50.2/3.50.2 to 5.50.5/3.50.5)

- within 25 working days if tending to a negative decision

