

INSTRUCTIONS

Please submit this form along with supporting materials to grievances-appeals.secretariat@mcgill.ca.

Excerpts from the Regulations on Appeals of Tenure Decisions

9.1 A final decision of the President against recommending a grant of tenure may only be appealed on one or both of the following grounds:

- i. that the decision was arrived at on the basis of a failure to follow proper procedures (procedural error) or bias;
- ii. that the decision is unreasonable in light of the dossier at the time of the decision and inconsistent with University standards.

9.2 The following decisions are not subject to appeal: refusal of early tenure; refusal of an appointment with tenure; refusal of tenure for retention.

10.1.1 A staff member who wishes to file an appeal shall submit a written Notice of Appeal to the Secretary-General, in the form prescribed by the Secretary-General, no later than twenty (20) working days from receipt of the written decision of the President.

10.1.2 A staff member who does not file an appeal, or proceed with his or her appeal as prescribed, and within the time limits set out in these regulations, shall forfeit the right to appeal, and the appeal shall receive no further consideration.

10.1.3 The Notice of Appeal shall include the Appellant's rank, department, and contact information. The Notice shall succinctly set out the grounds for the appeal as stated above, outlining the facts and providing complete and substantive reasons as to how each stated ground of appeal affected the decision against tenure. A copy of the letter constituting the final decisions of the President against tenure shall be appended, together with any supporting documentation.

10.1.6 The Secretary-General shall promptly transmit the Appellant's Notice of Appeal and the Confidential Nominations of the Appellant and the President to the Chair of the Appeals Committee.

I. APPELLANT'S INFORMATION

Name	Rank
Department	Faculty
Telephone	Email



2. GROUNDS FOR APPEAL

Provide a description of the grounds for the appeal as stated above, outlining the facts and providing complete and substantive reasons as to how each stated ground of appeal affected the decision against tenure. A copy of the letter constituting the final decision of the President against tenure shall be appended, together with any supporting documentation.

3. WITNESS(ES)

State the name(s) and position(s) of any witness(es) you intend to call if a hearing is held.



4. ADVISOR

You have a right to be assisted by an Advisor. An Advisor must be an active member of the University community who is a member of academic staff and who has agreed to act in an advisory capacity throughout the appeal procedures, without financial compensation or any other remuneration. Your Advisor may accompany you to any hearing.

I will be assisted by an Advisor. My Advisor is:

Advisor's email:

I will not be assisted by an Advisor.

5. PREFERENCE FOR IN-PERSON OR REMOTE HEARING

Indicate whether you prefer that any hearing proceed in person on McGill's downtown campus, or by remote participation (via videoconference). In general, remote hearings tend to be easier to schedule in a timely fashion.

In-Person

Remote (via videoconference)

6. COMMUNICATION

The Secretariat communicates only with the Appellant unless directed otherwise. Check the box below if you would like correspondence relating to your appeal to be copied to your Advisor.

I authorize McGill University to include my Advisor.

7. FINAL CHECKS

I have appended a copy of the letter constituting the final decision of the President against tenure, together with any supporting documentation.

I have appended the Confidential Nomination Form found on the Secretariat website.

I have reviewed the *Regulations on Appeals of Tenure Decisions* and the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff* (or, if applicable, the *Regulations Relating to the Employment of Librarian Staff*).

I hereby lodge an appeal in accordance with the *Regulations on Appeals of Tenure Decisions*.

Signature

Date