**PRIVATE AND CONFIDENTIAL**

**TO: SECRETARY-GENERAL**

McGill University

James Administration Building

845 Sherbrooke, West

Montreal, Quebec, H3A 0G4

**FROM: (Name of Appellant)**

McGill University

**DATE:**

**SUBJECT: NOTICE OF APPEAL OF THE FINAL DECISION OF THE PRINCIPAL AGAINST TENURE**

**Appellant’s rank:**

**Appellant’s department/school/institute and Faculty:**

In accordance with the *Regulations on Appeals of Tenure Decisions*, the Appellant hereby files a Notice of Appeal with the Secretary-General of McGill University.

In accordance with the *Regulations on Appeals of Tenure Decisions*, the Appellant has the necessary qualifications to formulate the Appeal:

The Appellant is a member of the tenure track academic staff of McGill University appointed under either:

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

or

* the *Regulations Relating to the Employment of Librarian Staff*
* This Notice of Appeal is filed within 20 working days from receipt of the written decision of the Principal or Principal’s delegate

Date of receipt of the decision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach a copy of the written decision.

**GROUNDS OF APPEAL**

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

1. 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.

Indicate which grounds form the basis of your appeal.

* i. Procedural error or bias
* ii. Decision unreasonable in light of the dossier and inconsistent with University standards

Please set out succinctly the grounds for appeal in this case, outlining the facts and providing complete and substantive reasons as to how each stated ground may have affected the decision against tenure.

In accordance with section 10.1.4 of the *Regulations on Appeals of Tenure Decisions*, the name of a member of the Appeals Committee, other than the Chair or Vice-Chair, that the Appellant selects to serve on the Hearing Subcommittee for the appeal is attached in a sealed envelope labelled “Appellant’s Confidential Nomination”.

**In filing this appeal, I understand and acknowledge that any decision of a Hearing Subcommittee or an Ad Hoc UTC is final and binding and not subject to further appeal.**

**Appellant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note that the Appellant has the right to an Advisor, defined as in section 2.2 of the** *Regulations on Appeals of Tenure Decisions***.**

**Advisor’s name (if already known):**

**APPENDICES**

Be sure to include:

* written decision of the Principal/Principal’s delegate
* Appellant’s confidential nomination

Please list other appendices, if any.