



# Memorandum

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**TO:** Senate

**FROM:** Angela Campbell, Associate Provost (Policies, Procedures and Equity)

**SUBJECT:** Revisions to the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff* and to the *Regulations Relating to the Employment of Librarian Staff*

**DATE:** October 19, 2016

**DOCUMENT #:** D16-11

**ACTION REQUIRED:**  INFORMATION  APPROVAL/DECISION

**ISSUE** This proposal seeks to facilitate the recruitment of outstanding candidates for academic appointments with tenure or its equivalent.

**BACKGROUND & RATIONALE** Where a Department or Faculty wishes to make an academic appointment with tenure, University Regulations require that the candidate proceed via the ordinary recruitment process and through a separate assessment for tenure. In these instances, tenure approval must occur through the University Tenure Committee for Recruitment (UTCR). UTCR approval helps to ensure that only meritorious candidates are granted academic appointments with tenure. At the same time, it may in some cases unduly lengthen and complicate the academic recruitment process. Where a candidate is an associate or full professor with tenure (or the equivalent of tenure) at a peer institution, the UTCR approval procedure may not be warranted. This proposal would establish a mechanism to facilitate academic recruitment in such instances, which could be deployed exceptionally on the recommendation of an academic recruitment committee and Faculty Dean.

These resolutions are accompanied by an undertaking to report to Senate in three years (Fall 2019) on (a) the number of instances in which this exceptional new measure was deployed and (b) the institutions from which candidates for whom this mechanism was used were recruited, all while ensuring that no identifying information about these candidates is made public.

**PRIOR CONSULTATION** Faculty Deans, MAUT.

**SUSTAINABILITY CONSIDERATIONS** N/A

**IMPACT OF DECISION AND NEXT STEPS** Board of Governors' approval, communication to Faculty Deans and academic recruitment committees.

**MOTION OR  
RESOLUTION  
FOR APPROVAL**

*1) Be it resolved that Senate approve, and recommend to the Board of Governors for approval, the proposed revisions to Section 7.32 of the Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff, as detailed in Appendix A.*

*2) Be it resolved that Senate approve, and recommend to the Board of Governors for approval, the proposed revisions to Sections 3.53 to 3.57 of the Regulations Relating to the Employment of Librarian Staff, as detailed in Appendix B.*

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**APPENDICES**

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

*Appendix B: Regulations Relating to the Employment of Librarian Staff*

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## APPENDIX A – Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff

### Appointments with Tenure

- 7.32** A person holding an academic appointment at another university or scholarly institution may be appointed as Associate Professor or Professor with tenure if so approved by the Board of Governors on the recommendation of the Principal. A recommendation for appointment with Tenure shall originate from the relevant Departmental Chair(s) and Dean(s), following a recommendation from an appropriate committee.
- 7.32.1** The University Tenure Committee for Recruitment (hereafter “UTCR”) shall be a committee of Senate, chaired by the Provost, and shall consist of one tenured member from each faculty of the University, appointed by Senate for a period of three years.
- 7.32.2** Quorum for the UTCR shall be three members in addition to the chair, and shall include one member from each of the faculties in which the candidate would hold appointment.
- 7.32.3** The ~~UTCR~~ ~~University Tenure Committee for Recruitment~~ shall consider only those candidates for tenure described in Section 7.32.
- 7.32.4** The UTCR shall make its recommendation to the Principal based on a dossier, submitted by the Dean(s) of the faculty (or faculties) concerned, and evaluated on the basis of the criteria described in Section 7.11 and 7.11.1.

The dossier shall consist of:

- (i) the candidate’s curriculum vitae, including a record of the candidate’s research, scholarship and professional activities and contributions; a record of the candidate’s teaching (including graduate and professional supervision as appropriate); and a record of the candidate’s general contributions to university and scholarly communities;
- (ii) written recommendations from appropriate departmental and/or faculty committees.
- (iii) three confidential letters of reference from recognized authorities who are external to the University.

The UTCR’s recommendation shall be accompanied by reasons.

**7.32.5** Notwithstanding the fact that recommendations for appointment with Tenure shall normally proceed to the UTCR, exceptionally, in cases where a recruitment candidate already holds tenure or its equivalent at an institution considered equivalent to McGill, the Provost may, upon a request with written reasons from the Dean, exercise the discretion normally vested in the UTCR. These written reasons submitted by the Dean must include a recommendation from the relevant academic recruitment committee to appoint the candidate with tenure.

**7.32.5.1** Further, in all cases of decanal recruitment, the Principal shall exercise the discretion normally vested in the UTCR. In such cases, the Principal shall ensure that the committee charged with advising on the decanal appointment recommends that the candidate be appointed with tenure.

**7.32.6** If Where the Principal ~~decides to~~ recommends an appointment to the rank of ~~as~~ Associate Professor or Professor with ~~tenure~~ Tenure, she or he shall present the recommendation, together with the recommendation of the UTCR or Dean, as applicable, forthwith to the Board of Governors for approval.

**7.32.7** ~~6~~ Decisions of the Principal concerning appointments with tenure shall not be subject to appeal.



## APPENDIX B – Regulations Relating to the Employment of Librarian Staff

### Appointments with Tenure

- 3.53** A person holding a librarian appointment at another university or scholarly institution may be appointed as associate librarian or full librarian with tenure if so approved by the Board of Governors on the recommendation of the Principal ~~or delegate~~. A recommendation for appointment with tenure shall originate from the Director or Dean of Libraries following a recommendation from an appropriate committee.
- 3.54.1** The University Tenure Committee for Recruitment (hereafter “UTCR”) shall be a committee of Senate, chaired by the Provost ~~or delegate~~, and shall consist of one tenured member from each faculty of the University and one tenured member from the McGill University Libraries, appointed by Senate for a period of three ~~(3)~~ years.
- 3.54.2** Quorum for the ~~University Tenure Committee for Recruitment~~ UTCR shall be three members in addition to the chair, and shall include one member from the McGill University Libraries and one member from each of the faculties in which the candidate would hold appointment, if any.
- 3.55** The UTCR ~~University Tenure Committee for Recruitment~~ shall consider only those candidates for tenure described in Section 3.53.
- 3.56** The UTCR ~~University Tenure Committee for Recruitment~~ shall make its recommendation to the Principal based on a dossier, submitted by the Director or Dean of Libraries and evaluated on the basis of criteria described in Section 3.10.

The dossier shall consist of:

- (iv) the candidate’s curriculum vitae, including a record of the candidate’s position responsibilities that require the exercise of professional expertise or practice; a record of the candidate’s professional and scholarly activities; and a record of the candidate’s general contributions to university and scholarly communities;
- (v) written recommendations from the appropriate committee within the Libraries.
- (vi) three confidential letters of reference from recognized authorities who are external to the University.

~~similar to that described in Section 3.33(i) and evaluated on the basis of the criteria described in Section 3.10.~~  
The ~~Committee’s~~ UTCR’s recommendation shall be accompanied by reasons.

**3.56.1** Notwithstanding the fact that recommendations for appointment with Tenure shall normally proceed to the UTCR, exceptionally, in cases where a recruitment candidate already holds tenure or its equivalent at an institution considered equivalent to McGill, the Provost may, upon a request with written reasons from the Director or Dean of Libraries, exercise the discretion normally vested in the UTCR. These written reasons submitted by the Dean must include a recommendation from the relevant academic recruitment committee to appoint the candidate with tenure.

**3.56.1.1** Further, where recruiting a Director or Dean of Libraries, the Principal shall exercise the discretion normally vested in the UTCR. In such cases, the Principal shall ensure that the committee charged with advising on this appointment recommends that the candidate be appointed with tenure.

**3.57** ~~If~~ Where the Principal ~~or delegate decides to~~ recommends an the appointment to the rank of as associate or full librarian with tenure, she or he shall present the recommendation, together with the recommendation of the ~~University Tenure Committee for Recruitment~~ UTCR or Director or Dean of Libraries, as applicable, forthwith to the Board of Governors for approval.

**3.57.1** ~~The decision~~ Decisions of the Principal ~~or delegate~~ concerning appointments with tenure shall not be subject to appeal.