



Memorandum

Office of the Provost

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TO: Senate

FROM: Lydia White, Associate Provost (Policies, Procedures & Equity)

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

DATE: September 20, 2012

DOCUMENT #: D12-06

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE: A couple of minor issues have arisen relating to the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*, which were approved by Senate and the Board of Governors in May 2012.

BACKGROUND & RATIONALE:

1. The *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff* specify that June 1st is the date by which tenure track academic staff must inform the Provost of any decision to elect to defer tenure consideration because of an authorized leave. Formerly, this date was August 31st. There are a number of regulations relating to leaves which refer to the August 31st date. We need to change this date to June 1st in all of them.

2. The *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff* clarify criteria for determining promotion to full professor, showing that these differ from tenure criteria. In consequence of this difference, one section, namely section 8.22, should have been deleted, but was inadvertently retained. This section allows for the possibility of a Statutory Selection Committee (SSC), the committee that considers cases of promotion, to promote a tenure-track professor to full professor, granting tenure at the same time. Given the differences in expectations for tenure and for promotion, and given that the expertise of the SSC is such that determination of tenure by this committee is not necessarily appropriate, it is advisable to remove this possibility from the Regulations.

The same clause exists in the *Regulations Relating to the Employment of Librarian Staff*, as Section 4.9.

MOTION: *Be it resolved that Senate approve the following:*

- i. Wherever there is reference in existing McGill regulations to August 31st as the date for electing to defer tenure consideration on the basis of an authorized leave, this date be changed to June 1st.*
- ii. Section 8.22 of the Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff and Section 4.9 of the Regulations Relating to the Employment of Librarian Staff be revoked.*

NEXT STEPS: Approval by the Board of Governors.

APPENDICES: Appendix A: Section 7 and Section 8 of the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*



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

<i>Last revised by:</i>		
Senate	May 16, 2012	Minute IIB3
Board of Governors	May 17, 2012	Minute 12.1
<i>Full history appears at the end of this document.</i>		

SECTION 7. TENURE

Preamble

- 7.1 Staff members on tenure track appointments at McGill University and persons being appointed to tenure track positions under these regulations who already hold academic appointments at other universities or scholarly institutions are eligible for consideration for tenure in accordance with Section 7.

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Periods of Authorized Leaves

- 7.5 The staff member shall elect whether to include or exclude periods of authorized leave as periods of service for tenure consideration, provided that:
- (i) such leaves are longer than 3 consecutive months;
 - (ii) such leaves have been taken prior to the year of tenure consideration.
- 7.5.1 A staff member's election shall be communicated in writing to the Provost, with a copy to the Departmental Chair and Dean, no later than June 1 of the year in which the staff member would normally be subject to mandatory tenure consideration.
- 7.5.2 The staff member's appointment may be extended for a maximum of one year per authorized leave, provided that such leaves occurred in different years. Nevertheless, a staff member shall be entitled to no more than two extensions of tenure consideration in total. The period of extension shall be confirmed in writing by the Provost.

SECTION 8. PROMOTION TO PROFESSOR

Timing of Consideration

- 8.1 With a staff member's consent, a Departmental Chair may, at any time, recommend the Staff member to the departmental promotion committee for consideration for promotion to the rank of Professor.
- 8.2 A staff member who has held the rank of Associate Professor for a minimum of 5 years may, at any time, request the departmental promotion committee for consideration for promotion to the rank of Professor.
- 8.3 A staff member who has held the rank of Associate Professor for a minimum of 10 years and who reasonably believes that the departmental promotion committee may not be the appropriate body to consider his or her case for promotion may apply once to the Principal for consideration by a Statutory Selection Committee.

Due Diligence

- 8.4 It is the responsibility of candidates to prepare and pursue their case for promotion.

Promotion Criteria

- 8.5 A recommendation for promotion to Professor shall be based on the staff member's performance of Academic Duties, as outlined in Section 4.1.
- 8.5.1 Candidates for promotion must demonstrate:
- (i) a record of excellence in the area of research and/or other original scholarly activities, and professional activities, as evidenced by international recognition by peers;
 - (ii) a record of high quality teaching;
 - (iii) a substantial record of other contributions to the University and scholarly communities.

Promotion Dossier

- 8.6 The promotion dossier shall consist of:
- (i) the candidate's personal statement, covering contributions to research, teaching and other contributions to the University and scholarly communities;
 - (ii) a curriculum vitae, including list of publications;
 - (iii) at least three confidential letters of reference from recognized authorities in the candidate's field who are external to the University;
 - (iv) the written recommendation of the chair of the departmental promotion committee.
 - (v) the written recommendation of the Dean, or the chair of the faculty promotion committee, where applicable.
- 8.6.1 The dossier submitted by the candidate shall be as described in (i) to (ii) above.
- 8.6.2 A candidate may supplement the dossier at any stage of the review process prior to the completion of the relevant stage.

External Evaluators

- 8.7 The candidate and the Departmental Chair shall establish a list of 6 names of internationally recognized authorities, external to the University, who are qualified to evaluate the candidate's research and other original scholarly activities, professional activities, and other contributions to scholarly communities.
- 8.7.1 This list shall be submitted to the Dean, who shall solicit letters of reference from at least three external evaluators.
- 8.7.2 If the candidate and the Departmental Chair cannot agree on the choice of external evaluators, the Dean shall make up the list from names submitted by the candidate and Chair. The Dean shall provide the Chair and the candidate with a copy of this list.
- 8.7.3 All letters of reference solicited by the Dean shall be forwarded to the Secretary-General for inclusion in the candidate's dossier.

Process

- 8.8 The case of a candidate for promotion to the rank of Professor shall be considered by:
- (i) a departmental promotion committee;
 - (ii) the Dean, who may consult a faculty committee chosen from the Professors within the faculty, following an established procedure; and
 - (iii) a Statutory Selection Committee, established in accordance with Article 3.4.3 of the *University Statutes*, which is advisory to the Principal.

Departmental Promotion Committee

- 8.9 The members of the departmental promotion committee shall be chosen following an established procedure appropriate to the department.
- 8.9.1 The promotion committee shall normally be chaired by the Departmental Chair.
- 8.9.2 In faculties without departments there shall be an analogous promotion committee whose members shall be chosen from the members of the faculty following an established procedure.
- 8.9.2.1 The chair of the promotion committee in a faculty without departments shall be chosen by the Dean.
- 8.9.3 Where a candidate holds a joint appointment in two or more departments:
- (i) the promotion committee shall have representation from the relevant departments; and
 - (ii) the chair shall be determined by the Departmental Chairs.

Review by the Departmental Promotion Committee

- 8.10 Where the Departmental Chair wishes to propose a candidate for consideration for promotion to Professor, he or she shall:
- (i) so notify the promotion committee; and
 - (ii) request the candidate to submit his or her dossier, in electronic form.
- 8.11 Where a candidate who meets the requirements of Section 8.2 wishes to be considered for promotion to Professor she or he shall:
- (i) so notify the Departmental Chair and the promotion committee; and
 - (ii) submit his or her dossier to the promotion committee, in electronic form.
- 8.12 The promotion committee shall prepare a written report containing:
- (i) the committee's recommendation to the Dean, with supporting reasons;
 - (ii) a statement of the membership of the committee including any changes in membership that may have occurred during the consideration of the candidate's case.
- 8.12.1 Where the promotion committee's recommendation is in favour of promotion, the committee's report shall be submitted to the Dean no later than 3 months after the receipt of the candidate's dossier, with a copy to the candidate.
- 8.12.2 Where the promotion committee declines to recommend the staff member for promotion, the staff member shall be so advised in writing, together with reasons, no later than 3 months after the receipt of the candidate's dossier.

Review by the Dean

- 8.13 On receipt of the promotion committee's report, the Dean may consult a faculty advisory committee prior to determining whether to recommend the establishment of a Statutory Selection Committee.
- 8.14 Where the Dean's recommendation is that a Statutory Selection Committee should be established, the Dean shall so recommend in writing to the Principal, including copies of the departmental and faculty promotion committee reports, with copies to the candidate and the Secretary-General.
- 8.14.1 The Dean's recommendation shall be communicated no later than 3 months from the receipt of the promotion committee report.
- 8.14.2 Where the Dean declines to recommend the establishment of a Statutory Selection Committee, the candidate shall be so advised in writing, together with reasons, no later than 3 months from the receipt of the promotion committee report.

Review by Statutory Selection Committee

- 8.15 Within 15 working days of receipt of the Dean's recommendation, the Secretary-General shall notify the Dean and the candidate in writing that a Statutory Selection Committee will be established.
- 8.15.1 The candidate shall promptly deposit with the Secretary-General:
- (i) the dossier, in electronic form;
 - (ii) any further written statement the candidate may wish to make in further support of the case for promotion.
- 8.16 Within 30 working days of receipt of the complete dossier, the Secretary General shall convene a Statutory Selection Committee.
- 8.16.1 The Statutory Selection Committee shall meet to consider the candidate's case for promotion and shall communicate its recommendation to the candidate, the Departmental Chair and Dean.
- 8.16.2 If the recommendation of the Statutory Selection Committee is negative, it shall provide written reasons to the candidate, the Departmental Chair and Dean.

Process initiated by the candidate after 10 years

- 8.17 A candidate who meets the requirements of Section 8.3 shall have the right to request the Principal directly to establish a Statutory Selection Committee to consider his or her case for promotion to Professor.
- 8.17.1 The candidate's request shall be in writing, copied to the Secretary-General, accompanied by:
- (i) the dossier, in electronic form; and
 - (ii) a statement of reasons in support of the request.
- 8.18 Within 30 working days of receipt of the candidate's request, the Principal shall notify the candidate in writing as to whether the candidate is eligible for consideration.
- 8.19 If the candidate is eligible, the Provost shall establish a list of at least six (6) internationally recognized authorities external to the University.
- 8.19.1 The Provost shall make up the list from names submitted by the Departmental Chair, the candidate and the Dean, and shall submit a copy of this list to each of the foregoing.
- 8.19.2 The Provost shall promptly solicit a minimum of three (3) letters of reference.
- 8.20 The Principal shall promptly:
- (i) forward the candidate's request and supporting documentation to the departmental promotion committee, requesting the committee's written recommendation with respect to the candidate's promotion; and
 - (ii) request the Secretary-General to establish a Statutory Selection Committee, which request shall be copied to the candidate and the Dean.
- 8.20.1 Within 3 months of receipt of the Principal's request, the promotion committee may submit a written report to the Principal containing:
- (i) the committee's recommendation, with reasons;
 - (ii) a statement of the membership of the committee, including any changes in membership that may have occurred during the consideration of the candidate's case.
- The promotion committee report shall be copied to the candidate, the Dean and the Secretary-General.
- 8.20.2 In the event that no report is received from the promotion committee within the delay provided for, the Principal shall in writing promptly request the recommendation of the Dean.
- 8.20.3 Within 3 months of receipt of the promotion committee's recommendation or the Principal's request to the Dean, the Dean shall submit to the Secretary-General a written recommendation, including reasons, with a copy to the candidate.
- 8.20.4 The Statutory Selection Committee shall meet within 2 months of the Dean's recommendation and shall communicate its recommendation to the candidate.
- 8.20.4.1 If the recommendation of the Statutory Selection Committee is negative it shall provide written reasons to the candidate.

Delays

8.21 8.21 The months of July and August shall not be taken into account in calculating the delays specified in Section 8.

Promotion and Tenure

8.22 8.22 Where a Statutory Selection Committee recommends that a candidate on a tenure track appointment be promoted to Professor, it shall also recommend a grant of tenure.