

# GUIDE FOR TENURE REVIEW RECOMMENDATIONS

Last Updated: March 2019

*Note: In the event there is a conflict between the contents of this Guide and a collective agreement provision, the collective agreement provision is the authoritative source for the information.*

Article 5A applies to pre-tenure faculty members who are hired on July 1, 2015 or later and pre-tenure faculty members who are hired before July 1, 2015 and who elect prior to April 1, 2017 to have their tenure review conducted under the terms of Article 5A. These faculty members are subject to the “New Tenure Review System” found in Article 5A.10 and 5A.11.

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## PURPOSE

The purpose of this guide is to provide pre-tenure faculty members with a tool to assist them with understanding the recommendations available to DEC's, FTCs and the VPFA as it relates to the Intermediate Review, the Normal Tenure Review and Final Tenure review.

In the event there is a conflict between the contents of this Guide and a collective agreement provision, the collective agreement provision is the authoritative source for the information.

## INTERMEDIATE REVIEW (ARTICLE 5.A.9)

- The intermediate review is a substantive assessment of the pre-tenure faculty members' performance during the probationary period to date and provides the member with constructive feedback on how they are progressing towards satisfying the criteria for tenure. (There is no longer a recommendation for tenure at this stage.)
- The purpose of this intermediate review is to provide clear and constructive feedback to pre-tenure faculty members on their progress towards tenure in a timely enough fashion so that they can make final adjustments to their performance in the remaining terms before tenure. For this reason, the intermediate review report should make a clear statement as to whether the pre-tenure member is on track for tenure and should also describe clearly areas of concern with recommendations for how they should be addressed. Any deficiencies shall be identified in writing and explained in specific terms and supported by concrete examples.
- The intermediate review will be carried out in the same manner as the year end assessment, and Articles 5A.6.B., C., D., and E. shall apply. The review shall include an assessment of their third year as well as an overall assessment of their performance over the first three years.
- The intermediate review report will be submitted by the Chair of the DEC by June 15<sup>th</sup> of the third probationary year. This report will be given to the pre-tenure faculty member, and copied to their PCF, the Dean, the Chair/Director and the Secretary of the Association.
- The pre-tenure faculty member may respond to the DEC in writing with their comments within six weeks of receiving the report.

## NORMAL TENURE REVIEW (ARTICLE 5A.10)

- The normal tenure review will commence May 1<sup>st</sup> of the fifth probationary year (the member can elect to be reviewed for tenure commencing May 1<sup>st</sup> of the fourth probationary year). The DEC is required to conduct the normal tenure review at the end of the first term of the final probationary year after the teaching assessments have been completed.

- The pre-tenure faculty member has the right to address the DEC concerning his/her record of employment prior to the DEC conducting its normal tenure review, but this is an entirely voluntary process that can only be initiated by the pre-tenure faculty member and not the DEC.
- If the Intermediate Review is not provided to the DEC, the DEC may find these documents in the member's PCF. The DEC can find any missing documents that are not included in the pre-tenure faculty member's dossier submission in the member's PCF.
- The pre-tenure faculty member submits their tenure application dossier (contents of material outlined in section 5A.8) by May 17<sup>th</sup>.
- Pre-tenure faculty members are required to include in their tenure dossier the names of five potential external referees who are tenured faculty members and/or experts in the pre-tenure faculty member's discipline. Evaluative letters will be solicited from three external referees. They will be asked to evaluate only the pre-tenure faculty member's performance in SRC and their letters will be included in the tenure file.
- The DEC shall assess the faculty member using the following criteria:

Demonstrated capacity for, achievements in and commitment to these components of the duties and responsibilities described in Article 10.12 A, 10.13 and 10.14 of the RFA Collective Agreement:

- Teaching
- SRC
- Service

In addition, and as appropriate, the DEC may assess:

- The faculty member's obligations as per Article 7.3 of the RFA Collective Agreement.
- Satisfaction of conditions of probation as specified in the faculty member's letter of appointment.
- The faculty member's progress in overcoming weaknesses identified in their year-end assessments.

The DEC is expected to identify any deficiencies which should be explained in specific terms, supported by concrete examples, and conveyed in writing in such a way that the pre-tenure faculty member can formulate a response or rebuttal if he/she desires.

- The assessment of a pre-tenure faculty member's SRC and teaching will take into account the principles of equity, and the diversity of the academic and professional

disciplines, including the diverse career paths, ways of knowing and forms of communicating knowledge.

- The DEC is expected to make a tentative recommendation in writing to the faculty member for comments by September 30<sup>th</sup>. This will include anonymized copies of the external referee reports. The DEC is expected to provide a detailed rationale of its recommendation. If there is disagreement within the DEC, they will provide the votes (excluding names) and an explanation of the disagreement. If the member wishes to respond they shall provide their comments in writing within two weeks of receipt of the DEC's recommendation. The DEC may modify its letter after taking into account the member's comments. Within two weeks of receiving the member's comments the DEC shall provide their final recommendation to the Dean and the FTC. The member has two weeks to comment, in writing, on the DEC's final recommendation to the Dean.
- The DEC may recommend one of the following:
  - Transfer to the tenured faculty
  - A two-year extension to the probationary period if the DEC believes that the candidate does not presently meet the criteria for transfer to the tenured faculty, but that there is a good expectation that with additional time he or she would do so with additional time.
  - In the case where a pre-tenure faculty member is being considered before the normal six-year term because the member's letter of appointment specified a shorter probationary period, and the DEC concludes that the pre-tenure faculty member does not presently meet the criteria for transfer to the tenured faculty, the DEC may recommend to the Dean (not the FTC) that the pre-tenure faculty member revert to a regular six year tenure period. If this recommendation is accepted, the next tenure review will be considered a "normal" tenure review. Refer to article 5A.10.J for details.
  - tenure be denied that could result in employment be terminated.
- The FTC may ask questions of the DEC, in writing, within three weeks of receiving the pre-tenure faculty member's comments on the DEC's final recommendation. The DEC will respond, in writing, within two weeks of receiving the questions.
- In cases where the DEC is recommending termination or an extension, the pre-tenure faculty member has the right to address the FTC concerning his/her record of employment. (Note: the FTC may not request a pre-tenure faculty member to address the FTC).
- If the DEC has recommended immediate transfer to tenure or an extension, the FTC can recommend:
  - That an extension of two years be granted, or

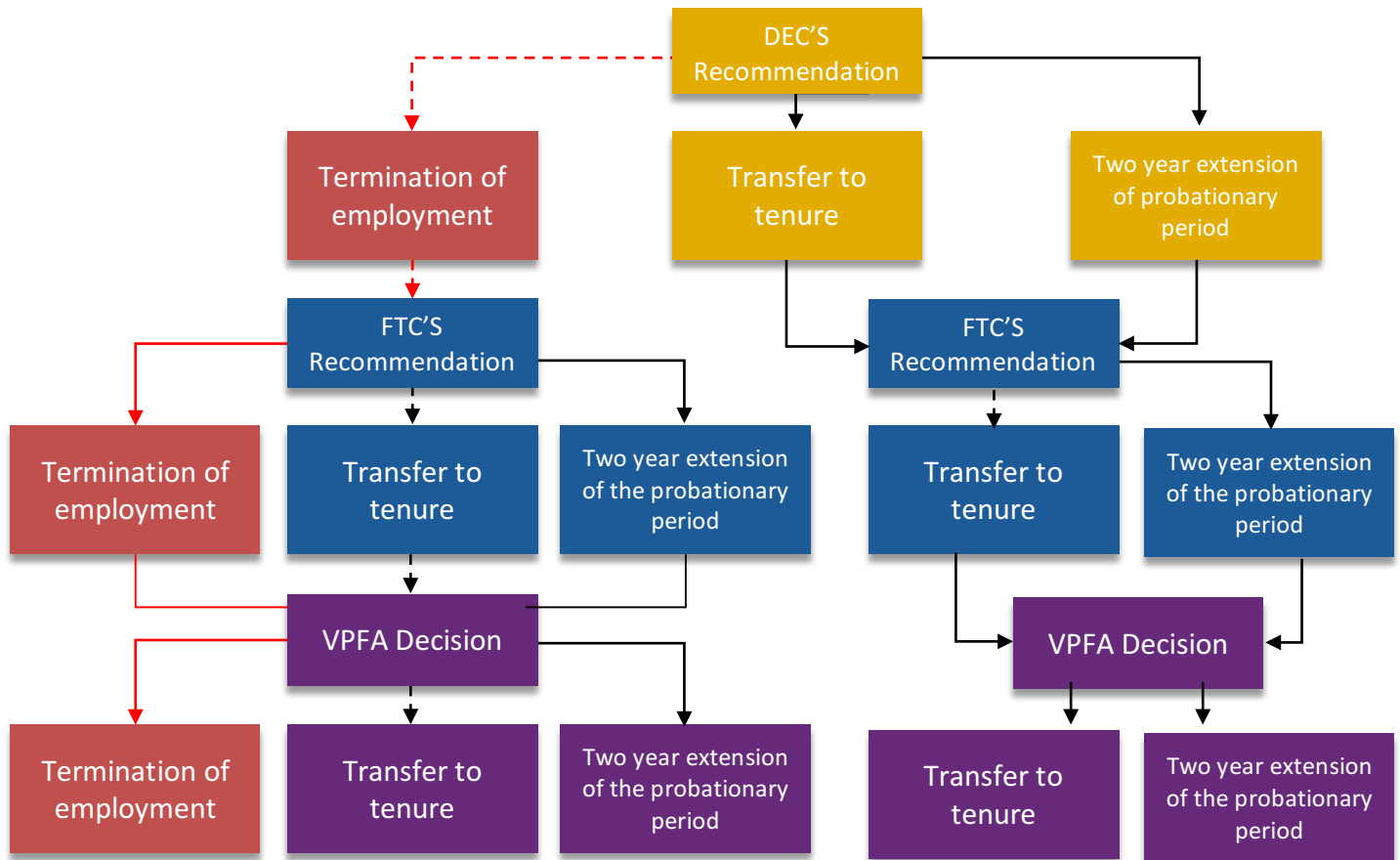
- That the member be transferred to the tenured faculty
- If the DEC has recommended that tenure be denied and that the member's employment be terminated, the FTC can recommend:
  - That the member be transferred to the tenured faculty, or
  - That an extension of two years, or
  - Terminate the faculty member's employment.
- If the DEC and FTC have both recommended termination, the VPFA may:
  - Terminate the faculty member's employment, or
  - Transfer the faculty member to the tenured faculty, or
  - Extend the probationary period for two years
- In every other scenario, the VPFA may,
  - Transfer the faculty member to the tenured faculty, or
  - Extend the probationary period for two years.

Note: in the case of a two-year extension, if the VPFA, on the recommendation of the DEC, has determined teaching is satisfactory and not the cause of the extension, the requirement for additional teaching assessments may be waived. Otherwise, the DEC will conduct one or two teaching assessments in each semester of the extension.

#### **Tenure Review for Pre-tenure Faculty Members with Reduced Probationary Periods**

- If the pre-tenure faculty member with a reduced probationary period is being considered for tenure, the DEC may recommend to the Dean (not the FTC) that the pre-tenure faculty member revert to the normal six-year probationary period if it concludes the candidate does not presently meet the criteria for tenure.
- If the Dean makes a decision to revert to the normal probationary period, the next review for tenure is considered a Normal Tenure Review.
- In such cases, the DEC will draft a letter to the faculty member containing a review of their progress and make recommendations to improve the members prospect for tenure.
- If the Dean makes a decision not to revert, the DEC makes a recommendation to the FTC.

## NORMAL TENURE REVIEW



## FINAL TENURE REVIEW TIMELINES (ARTICLE 5A.11)

- Final tenure review applies when a pre-tenure faculty member has been extended for two years as a result of his/her normal tenure review.
- If the Intermediate Reviews and the Normal Tenure Reviews are not provided to the DEC, the DEC may find these documents in the member's PCF. The DEC can find any missing documents that are not included in the pre-tenure faculty member's dossier submission in the member's PCF.
- If the VPFA, on the recommendation of the DEC, has determined teaching is satisfactory and not the cause of the extension, the requirement for additional teaching assessments may be waived. Otherwise, the DEC will conduct one or two teaching assessments in each semester of the extension.
- The process for consideration by the DEC, FTC and VPFA is the same as in the Normal Tenure Review, except as noted below:
  - The DEC and the FTC may not recommend an extension of employment, and the VPFA may not grant an extension.
  - The DEC and the FTC may recommend either transfer to tenure or termination of employment, and the VPFA may decide upon either.



## FINAL TENURE REVIEW

- Occurs when pre-tenure faculty member has been extended as a result of Normal Tenure Review

