



MEMORANDUM

To: College Deans & College Managers;
Chairs/Directors & Administrative Assistants

Cc: F. Vaccarino, President
C. Yates, Provost and Vice-President (Academic)
W. Cormack, President UGFA
S. Hubers, Executive Officer, UGFA

From: T. Jandrisits, Assistant Vice-President (Faculty & Academic Staff Relations (FASR))

Date: February 15, 2018

Re: 2018 Tenure and Promotion Elections and Schedule of Dates

I am writing to provide the schedule of dates and other relevant materials with respect to the Fall 2018 tenure, promotion, and performance assessment processes. Please also refer online to other relevant information to help guide the processes: <http://www.uoguelph.ca/vpacademic/facultyrelations/tenure.php>

Online materials include:

- The 2017-2021 UGFA Collective Agreement:
<https://www.uoguelph.ca/vpacademic/facultyrelations/pdf/UGFA-Unit-1-CA.pdf>
- The following documents can be found here:
<https://www.uoguelph.ca/vpacademic/facultyrelations/tenure.php>
 - Standard cover letter for External Assessors for Tenure and Promotion to Associate Professor
 - Standard cover letter for External Assessors for Promotion to Professor
 - Tenure, Promotion, Performance Assessment - Q&A for Committee Members
 - Sample Nomination Forms
 - Sample Election Ballot

For your guidance, you will find in this package the following:

A. Elections:

A detailed **schedule of dates** for the election of the:

- (a) Department Committee Members;
- (b) College Member (and Alternate Member) on the University Tenure and Promotion Appeals Committee.
- (c) College Member on Department Committees; and
- (d) Department Member on the College Committee.

Elections are in connection with the Tenure, Promotion and Performance Review assessment process for faculty members that will commence in Fall 2018. As in previous years, Colleges are responsible for conducting elections in accordance with the procedures outlined in the attached material, and as per the provisions of the Collective Agreement between the University and the UGFA.

B. Tenure, Promotion and Performance Review

Also included in the **2018 schedule of dates** is the complete listing of activities (including elections), deadline dates and relevant references to the UGFA Collective Agreement for the consideration of:

- Applications for the granting of tenure and conferral of promotion (including tenure-track faculty without applications in their final year of consideration);
- Annual assessment with respect to providing feedback regarding progress toward granting of Tenure and Promotion to Associate Professor for all tenure-track faculty (i.e., those without applications for tenure and /or promotion);
- Biennial assessment of performance for all Tenure-Track and Tenured Faculty Members;
- Annual assessment of performance for all Contractually Limited Faculty Members;
- Consideration of applications, if any, for Study/Research Leave;
- Consideration, if any, for Professor Emeritus status;
- Consideration, if any, for the granting of Adjunct Faculty Status.

As in previous years, dates indicated in the attached Schedule of Dates are **suggested** deadlines. Departments and Colleges may choose, based on the schedules and activities of the Department and/or College Committee members and consideration of operational requirements, to commence and end the activities earlier. However, it is imperative that scheduling be done in accordance with the current Collective Agreement and that the timing of the University Tenure and Promotion Appeals Committee not be amended.

Please ensure that tenure, promotion and performance assessment considerations are **strictly confidential** and must be based on approved Departmental Tenure and Promotion criteria, and consistent with the Collective Agreement.

C. Questions and Answers

This document is prepared by the Provost's Office in consultation with the UGFA, is available online and is intended to provide procedural guidance and clarification regarding functional aspects of the Tenure, Promotion, and Performance Review Process, which are not addressed in the Collective Agreement.

D. Sample Nomination Forms

These forms are available online if you are holding elections. Please contact FASR for clarification if you are unsure as to whether you should be conducting an election.

Please ensure that only those faculty directly affected by the decisions of the Department and College Committees are involved in the nominating and voting procedures. This includes faculty members in the following employment classifications:

- ✓ Tenure-track faculty members
- ✓ Tenured faculty members
- ✓ Full-Time or Part-Time contractually limited faculty where the appointment is for more than 12 months.

It may be helpful to advise all faculty members at the time nominations are sought of those who are not eligible for nominations. Also, please ensure that those accepting nominations are aware of the time commitment that will be involved and will therefore be able to attend all meetings.

E. Cover Letter for External Assessment of Candidates

As per the Collective Agreement, external assessment (written opinion) of the Faculty Member's research and other scholarly activities by experts in the faculty Member's field are required to support a recommendation for the granting of tenure and promotion to Associate Professor and for promotion to Professor. Available online, you will find the cover letter, approved by the Provost, that will (1) accompany the Dean's request for external assessment of candidates, and (2) be available to external reviewers as a survey in Sedona.

In addition to the cover letter, the following attachments (which are also available online in Sedona) must accompany all letters to external assessors: Applicable Guidelines/Criteria for Tenure and Promotion, the Faculty Member's Curriculum Vitae, the Faculty Members Distribution of Effort, a selection of reprints of the Faculty Member's published work (chosen by the Faculty Member), and any other evidence of scholarship as determined by the Faculty Member (e.g., Teaching Dossier).

As has been the case, unless you have written approval from the Provost, you must use the Departmental Guidelines that were approved prior to the start date for this period of assessment. Consideration of service during previous years must be based on the statements of information applicable during those years. Please contact FASR if you are uncertain as to the Departmental Guidelines that your Department should be using for these deliberations.

F. Electronic CV (eCV)

Faculty members submit their assessment materials for review by the Departmental and College Committees, and external reviewers as applicable, via the eCV / Sedona system. For a summary of which eCV template is submitted when and by whom, please see: [Templates and Timelines for the Tenure, Promotion, and Review process - Biennial Year](#).

Faculty members should be strongly encouraged to take advantage of the training and support sessions provided by your College, and be referred to the “**Definitions**” tab on their Sedona home page for help materials relative to submitting their eCV. They should be encouraged to work on their eCV throughout the academic year, because, as with any web-based application, we know that high activity in Sedona can slow performance. As such, a strategy has been devised to alleviate capacity concerns during the eCV confirmation window in August. The following are the staggered eCV submission deadlines for 2018 by college:

- CBE & CSAHS: **August 15**
- CBS & CEPS: **August 21**
- COA & OAC: **August 24**
- OVC: **August 29**

There is of, course, nothing that prevents faculty members from taking advantage of the supports available and confirming their eCV prior to the above noted deadline.

Faculty questions about their eCV should first be directed to Departmental and College administrators. However, if you require support or have questions or concerns about eCV/Sedona, please contact Tammy Oakley, Senior Consultant, Faculty and Academic Staff Relations at t.oakley@exec.uoguelph.ca to discuss.

Please note the obligation of the Dean, per Article 21.4 of the Collective Agreement, to meet with each tenure-track faculty member before the end of April to discuss the member’s progress towards and the possibility of application for Tenure and Promotion. In addition, a record of the discussion must be placed in the member’s official file.

Please feel free to call me at ext. 53195 or email at t.jandrisits@exec.uoguelph.ca if you require clarification of any matters raised in this memo.



**SCHEDULE OF DATES FOR ELECTION OF
DEPARTMENT TENURE AND PROMOTION COMMITTEE,
UNIVERSITY TENURE AND PROMOTION APPEALS COMMITTEE, AND
COLLEGE TENURE AND PROMOTION COMMITTEE
FOR THE 2018 REVIEW**

Voting for all elections will be by preferential voting and the voter will indicate the ranking of the candidates of his/her choice. Refer to: [Preferential Voting Method for Senate-related Elections](#)

A. Election of Department Committee Members

Commence Nominations	Monday, February 26
Nominations Closed	Friday, March 2
Voting Commences	Monday, March 5
Voting Completed	Friday, March 9

You will need four tenured Faculty Members in the Department, elected for a two-year term by the Faculty Members in the Department.

In accordance with the Collective Agreement, the election will be conducted by the Chair or their designate and the most recently appointed Assistant Professor available within the Department.

B. Election of the College Representative (and Alternate Representative) on the University T&P Appeals Committee

Commence Nominations	Monday, March 12
Nominations Closed	Friday, March 16
Voting Commences	Monday, March 19
Voting Completed	Friday, March 23

All Members of the Appeals Committee must hold tenure and must either hold the rank of Associate Professor for a minimum of five years or the rank of Professor. Membership of the Committee shall consist of one representative and one alternate representative from each College of the University elected for a two-year term by the Members of that College.

In accordance with the Collective Agreement, the election of the College Representative and College Alternate is supervised by Assistant Vice-President (Faculty and Academic Staff Relations(FASR)) or their designate. Therefore, Colleges in which there is an election should please contact Executive Assistant (FASR) (Ext. 53378) to arrange for an enumerator to be present on Monday, March 26th for the counting of the ballots.

C. Election of the College Member on Department Committees

Commence Nominations	Monday, March 26
Nominations Closed	Thursday, March 29 (4-day nomination period)
Voting Commences	Monday, April 2
Voting Completed	Friday, April 6

The College member shall be elected for a two-year term by the Faculty Members in the College.

In accordance with the Collective Agreement, the election of the College Member is supervised by the Dean or their designate. Therefore, please contact Executive Assistant (FASR) (Ext. 53378) to arrange for an enumerator to be present on Monday, April 9th for the counting of the ballots.

D. Election of the Department Member on the College Committee

Commence Nominations	Monday, April 9
Nominations Closed	Friday, April 13
Voting Commences	Monday, April 16
Voting Completed	Friday, April 20

The Department Member on the College Committee shall be a tenured Member of faculty from each department, elected for a two-year term by the faculty in the Department. The Department Member cannot also be a member of the Department Tenure and Promotion Committee.

In accordance with the Collective Agreement, the election will be conducted by the Chair or their designate and the most recently appointed Assistant Professor available within the Department.



2018 Tenure, Promotion, and Performance Review: Schedule of Dates

Yellow shading indicates Department-Level Responsibility

Action		Suggested Date/Deadline	UGFA CA Article
1	Election of Department Committee Members	March 9	21.25
2	Election of College Member (and Alternate Member) on the University Tenure and Promotion Appeals Committee;	March 23	21.52, 21.53, 21.54
3	<p>Department Chair to issue a memo to all Assistant and Associate Professors, informing of the following:</p> <ul style="list-style-type: none"> a. Applications for Tenure and/or Promotion must be made in writing to the Dean, through the Department Chair, by May 15th; b. Applications will include the name and full contact information for six (6) acceptable arm's length external assessors; c. Faculty members intending to apply for Tenure and/or Promotion must therefore meet with the Chair in early April to commence the process of agreeing on a list of six acceptable external assessors. If agreement cannot be reached, the Department Committee will decide the acceptable assessors to be provided to the Dean; <p>All supporting information, including a complete electronic CV (Lifetime eCV template) to be provided electronically to the External Assessors, must be confirmed by the Faculty Member in Sedona by June 8th.</p>	April 1 st	21.43, 21.44
4	Election of College Member on Department Committees	April 6	21.33
5	Election of Department Member on the College Committee.	April 20	21.32
6	Deadline for Faculty to submit Applications for Tenure and/or Promotion (See #3 above).	May 15 th	21.43, 21.44
7	<p>Department Chair issues a memo to all Faculty Members addressing the following:</p> <ul style="list-style-type: none"> a. As all Tenure, promotion, and performance assessment deliberations will be conducted electronically using the eCV (Sedona) system, 	June 1 st	

	Action	Suggested Date/Deadline	UGFA CA Article
	<p>faculty members should start the process and take advantage of support as early as possible.</p> <p>b. Faculty Members must ensure his/her completed Progress/Performance Assessment Template(s) and all relevant documentation are confirmed in their eCV, as part of his/her Assessment File by the staggered deadline identified above for his/her College.</p> <p>c. The Chair will arrange, with each Faculty Member, a time to meet prior to the commencement of deliberations.</p> <p>d. The Dean is available to meet, upon request, with tenure-track Faculty Members.</p> <p>e. Failure to confirm the completed eCV Assessment File in Sedona (without prior approval from the Dean and Provost) will result in an 'Unsatisfactory' performance assessment and, in the final year of candidacy for Tenure, will result in the termination of the Faculty Member's appointment.</p>		<p>21.18.3</p> <p>21.26, 21.26.1</p> <p>21.40</p> <p>21.41, 21.41.1</p>
8	For faculty applying for tenure and/or promotion, all supporting information, including a complete electronic CV (Lifetime eCV template) to be provided electronically to the External Assessors must be confirmed by the Faculty Member in Sedona by June 8 th .	June 8 th	21.22, 21.43, 21.44
9	Department Chair will meet with each Tenure-track Faculty Member to review his/her eCV assessment file prior to the commencement of Committee deliberations.	Prior to the end of August	21.40
10	Dean shall, upon written request from the Tenure-track Faculty Member, and within 10 days of receipt of request, meet with the Faculty Member to review his/her eCV assessment file.	Prior to the end of August	21.40
11	Dean to communicate with external assessors. Assessors will be provided access to the Faculty Member's Assessment File (eCV), and will be required to complete the standard Assessor Survey (and will be given the option to complete their letter off line). Once three responses have been received by the Dean from the External Assessors, the Dean shall ensure the Department Committee has access to the external assessments prior to the commencement of Committee deliberations.	June through September	21.22 (c), (g), (h)
12	Department Chair will ensure that documentation pertaining to the Faculty Member's DOE and teaching/course evaluations are both included in the Faculty Member's eCV and made available to the department committee members prior to the commencement of the relevant Committee deliberations.	By August 31 st	21.28

	Action	Suggested Date/Deadline	UGFA CA Article
	<p>Dean will ensure the Department Committee Chair is provided with a copy of all Letters of External assessment, related to Applications for Tenure and Promotion, prior to the commencement of Department Committee deliberations. Chair to ensure the Letters are available for review by the Department Committee prior to deliberations.</p> <p>Chair to ensure all members of the Committee are provided with the relevant T&P Guidelines document prior to Committee deliberations.</p>		<p>21.22 (g), (h)</p> <p>21.29</p>
13	<p>Department Committee is granted access to the relevant eCVs in Sedona and commences review for consideration of:</p> <ul style="list-style-type: none"> a. Applications for the granting of tenure and promotion to Associate Prof. and Promotion to Professor, and Tenure-track faculty without applications in their final year of consideration for Tenure (Lifetime eCV template); b. Annual assessment and feedback with respect to progress toward granting of Tenure and Promotion to Associate Professor for all Tenure-track faculty (i.e., those without applications for Tenure in this round) (Lifetime eCV template); c. annual assessment of performance for all Contractually Limited Faculty (One-Year eCV template); d. biennial assessment of performance and feedback for all Tenure-Track and Tenured Faculty Members (Two-Year eCV template); e. Consideration of applications, if any, for Study/Research Leave (Lifetime eCV template?); f. Consideration for Professor Emeritus status g. Consideration of any cases for the granting of Adjunct Faculty Status 	September 10 th	<p>21.23</p> <p>21.36, 21.37, 21.38, 21.39, 21.42, 21.43, 21.44</p> <p>21.67(2)</p> <p>21.63</p> <p>22.9</p>

	Action	Suggested Date/Deadline	UGFA CA Article
14	<p>Department Committee completes written Report(s) (signed by all members present for the relevant deliberations) for each Faculty Member considered as per 13 (a) to (d) above.</p> <p>Department Committee also provides its recommendation to the College Committee (via the Dean) with respect to each Faculty Member with an Application being considered for the granting of Tenure and/or Promotion as per 13 (a) and (b) above.</p> <p>Department Committee completes recommendations to the Dean regarding Study/Research Leave – within 20 days of receipt of the application</p> <p>Department Committee completes its recommendations regarding the granting of Professor Emeritus Status or Adjunct Faculty Status and provides to the Dean.</p>	October 12 th	<p>21.18.3, 21.18.5, 21.18.6, 21.18.7, 21.45, 21.68</p> <p>22.13</p>
15	<p>Chair is responsible to ensure access in Sedona to the complete eCV Assessment file considered at the Department Committee to the Dean, as Chair of the College Committee. The Assessment file will include the following:</p> <ol style="list-style-type: none"> a. All completed department Reports for all Faculty Members considered (signed by all members who were present for the relevant deliberations); b. Department Committee recommendations with respect to each Faculty Member with an Application for Tenure and/or Promotion; c. In addition to the eCV in Sedona, any other documents/materials considered by the Department Committee as part of the Assessment File. 	October 15 th	<p>21.34, 21.35</p>
16	<p>College Committee is granted access to the eCV assessment file in Sedona.</p> <p>The Dean is responsible to ensure that external assessment letters are included in the Faculty Member’s file prior to the commencement of the deliberations process.</p>	October 15 th	21.22 (g)
17	<p>College Committee considers and deliberates as follows:</p> <ol style="list-style-type: none"> a. Applications for the granting of tenure and promotion to Associate Prof. and Promotion to Professor, and Tenure-track faculty without applications in their final year of consideration for Tenure (Lifetime eCV template); b. Annual assessment and feedback with respect to progress toward granting of Tenure and Promotion to Associate Professor for all 	October 22 nd to November 16 th	<p>21.30 (b) (c) (d) (e)</p> <p>21.36, 21.37, 21.38</p>

	Action	Suggested Date/Deadline	UGFA CA Article
	<p>Tenure-track faculty (i.e. those without applications for Tenure in this round) (Lifetime eCV template);</p> <p>c. annual assessment of performance for all Contractually Limited Faculty (One-Year eCV template);</p> <p>d. biennial assessment of performance and feedback for all Tenure-Track and Tenured Faculty Members (Two-Year eCV template);</p> <p>Dean may call Chair to appear before the College Committee as part of the deliberations process.</p>		<p>21.67(2)</p> <p>21.63</p>
18	<p>Within 15 days following completion of the College Committee’s considerations, the Dean will provide to each Faculty Member who has been considered by the Committee, a letter (signed by all members of the College Committee who were present for the relevant deliberations) the following:</p> <p>a. Those (Applications) being considered for Tenure and/or Promotion, the recommendation of the College Committee along with the reasons for the recommendation in each of the 3 areas of effort (teaching, research, service) in accordance with the Departmental Guidelines.</p> <p>b. for Tenure-track Faculty Members without an Application – an assessment of progress toward granting of Tenure and Promotion in each of the 3 areas of effort (teaching, research, service) in accordance with the Departmental Guidelines.</p> <p>c. for all Faculty, the outcome of the performance assessment (i.e. the Faculty Member’s Performance Rating – Unsatisfactory, Needs Improvement/Development, Good, Very Good, or Outstanding).</p> <p>d. The Dean will inform the Faculty Member and the Department Chair, in writing of his/her decision to approve or deny the Study/Research leave within twenty (20) days of receipt of the Departmental recommendation. Reasons for denial, or for the need to delay the commencement of such a leave, where this situation applies, will also be given in the Dean’s letter.</p> <p>e. The Dean will also write to those Faculty Members who were required but failed to confirm their eCV in Sedona, of the result of the “Unsatisfactory” performance assessment – and/or for those in the final year of consideration for Tenure – that the Faculty Appointment will be terminated.</p>	<p>By December 7th (3 weeks to prepare letters)</p>	<p>21.30(i), 21.46,</p> <p>21.47</p> <p>21.69</p> <p>22.14</p> <p>21.41.1</p>
19	<p>The Dean forwards to the Provost all College Committee recommendations with respect to the granting of Tenure and the</p>	<p>December 10th</p>	<p>21.30(h) 21.48</p>

	Action	Suggested Date/Deadline	UGFA CA Article
	<p>conferral of Promotion, along with full files and copies of all correspondence related to those recommendations.</p> <p>The Dean will also forward to the President all positive recommendations on the granting of Tenure and conferral of Promotion.</p>		21.30 (g)
20	<p>A Faculty Member wishing to appeal a negative recommendation of the College committee with respect to the granting of Tenure and the conferral of Promotion, OR a Faculty Member wishing to appeal a performance rating must do so to the Chair of the University T&P Appeals Committee (i.e., Provost) within three weeks of the date of issuance of the letter from the Dean.</p>	By January 7th at the latest	21.50, 21.51, 21.70
21	<p>University T&P Committee commences deliberations of Appeals as follows:</p> <ul style="list-style-type: none"> a. Appeals of negative recommendations with respect to applications for the granting of Tenure and/or Promotion; b. Appeals of an overall performance rating of less than “Good”. c. A Tenure-track Faculty Member may appeal to the Chair of the University Tenure and Promotion Appeals Committee any overall performance rater and/or individual performance rater. <p>The University T&P Appeals Committee will receive all the same information as the College Committee and may request the Faculty Member, the Chair, the Dean, and any other member of the Department and/or College Committees to appear before it as part of the deliberations process.</p>	February	21.52, 21.58, 21.60 21.70 21.70.1 21.57, 21.72
22	<p>Following the hearing of all appeals, the Provost shall forward the recommendations with respect to the granting of Tenure and conferral of Promotion to the President.</p> <p>The Provost, as Chair of the University T&P Appeals Committee, will provide the decision regarding appeal of performance rating to the Faculty Member within 15 days of the date the Faculty Member’s case was heard by the Committee.</p>	February/March	21.62 21.75
23	<p>The President informs the Faculty Member in writing of the decision of the University with respect to the granting of Tenure and the conferral of Promotion.</p>	December through March (dependent on appeal, as applicable)	21.49
24	<p>Grievance, if applicable, must be submitted within 30 days following receipt of the decision of the President.</p>		21.76

In Accordance with the UGFA Collective Agreement, Study/Research Leave Applications may be submitted by eligible Faculty Members at any time; the above serves as a guide only in the case where a Faculty Member applies on or near August 15th.