

Housekeeping Revisions to Tenure and Promotions Policy, Criteria and Procedures

The new *Tenure and Promotions Policy, Criteria and Procedures* document was approved by YUFA and the Administration and accepted by Senate in 2002. As the new document has been used over the last year, it has become evident that some minor “housekeeping” revisions need to be proposed to the *Policy, Criteria and Procedures* to make them more usable, to correct some typographical and editing errors, and in a very few instances to improve the flow of the text.

Summary of changes

General

1. *Table of Contents*

A table of contents has been added for easy reference.

2. *Re-Numbering*

The document has been re-numbered using outline numbering, so that each section is uniquely numbered. This means that those referring to the document (either while asking questions or giving advice on the procedures) can now pinpoint exactly which section they mean to reference, without ambiguity.

3. All references to committees have been capitalized for consistency.

4. All references to Department have been changed to department/division/school (formerly this was the case only in the Procedures section of the document).

Specific

5. *References made more specific*

In paragraph 4 of Section B.2 which urges a Department to describe the nature of any conflicts or divisions within a discipline, the reference to *Department* has been changed to *File Preparation Committee*, since it is the File Preparation Committee which provides contextualizing commentary for candidates' files, and the general reference to *Committee* in this paragraph has been changed to the more specific *Adjudicating Committee*, for clarity.

6. *Sub-heading B.4 added*

A new section title B.4 *Application of the Tenure and Promotion Criteria*, has been added to the section which immediately follows the description of Service in the description of T&P criteria. This section was often overlooked and was frequently assumed to be part of the Service section, while in fact it contains an explanation of the minimum standards required in order to meet the expectations for tenure and promotion.

7. *Note moved*

The explanatory note in section B.4, dealing with the Senate Committee's interpretation of the weight which should be attached to service in cases where excellence in teaching or professional contribution and standing are involved, has been moved to a footnote at the bottom of the page where it more properly belongs.

8. *Section C title changed*

“Status in” has been removed from the section title “Eligibility for ~~Status In~~ Professorial Ranks and Tenure”, since it does not amplify or clarify the heading.

9. *Sub-heading C.1 added*

A new sub-section title C.1 *Professorial Ranks* has been added for clarification to the section which describes the various definitions of Assistant, Associate and Full Professor.

10. *Section on Sabbaticals and Leaves of Absence moved*

This section has been moved to its own section E. Formerly it was an additional sub-section after the definitions of Assistant, Associate and Full Professor. Because its import is broader it has been given its own section number.

11. *Section D title changed*

Section D (formerly section C Tenure) has been changed to *Appointments Leading to Tenure* for clarity, since all of the sub-sections refer to various sorts of probationary appointments.

12. *Sub-heading D.1 added*

A new sub-section title D.1 *Classes of Full Time Appointments* has been added, since the section describes the various full-time appointments leading to tenure and full-time appointments for contractually limited terms.

13. *Section D.2 title changed*

Section D.2 (formerly *Probationary Period*) has been changed to *Probationary Appointments*, which is more general than “probationary period” and appropriately reflects the section’s contents.

14. *Clarifications added to Section D.2.2 Candidacy*

The first sentence in this section is changed to read: ...the eligibility of the person for a continuing appointment, i.e. tenure, must be determined by the adjudicating unit by 1 November **of the year in which the candidate’s file comes forward**. (additional text indicated in bold). This makes the reference clearer and more specific.

In the sentence “The complete file shall be forwarded to the Senate Committee, regardless...”, *Senate Committee* is changed to read **Review Committee**. This makes it clear that the file is forwarded to the committee which reviews the file – whether the Senate T&P Committee or a Faculty level T&P committee with the addition of two members of Senate T&P.

15. *Section D.2.3 title changed*

D.2.3 is now called Length of Probationary Period (formerly, it was called Pre-Candidacy and Candidacy) to avoid confusion, since it follows individual descriptions of Pre-Candidacy and Candidacy, and really refers to the overall length of the probationary period.

16. *Specific reference to old Section E modified in new section D.6*

Section D.6 referred to a section E from the old Senate T&P report on appointments for contractually limited terms, which has been superseded both by current practice and by the YUFA collective agreement. The reference has therefore been made more generic.

17. *General Rules, item 1 split into three segments*

Item 1 of Section F.2 *General Rules* contained three separate points: confidentiality of committee deliberations, the right of the candidate to review his/her file contents, and the candidate’s right to appear before adjudicating/reviewing bodies in the T&P process. These have been split into general rules 1, 2 and 3.

18. *Provision for 15 day waiting period moved*

The right of the candidate to add evidence or information during a 15 day waiting period has been moved to item 5 of the section on General Rules from the section on Reconsideration, since it is a general provision which applies to all stages of the T&P process.

19. *Repeated sentence deleted*

The sentence “Whenever it is required that a report or letter be copied to a candidate, it shall be sent by priority post or such alternative service as will guarantee secure delivery within two business days” has been removed from Item F.2.6, since it is also its own Item F.2.4.

20. Sub-headings in Section B *Adjudication of the File* have been adjusted to ensure consistency within the section.

21. *Section on Reconsideration revised and moved*

The general section (old Section III.C) on Reconsideration has been eliminated. Appropriate segments of this section have been moved to each stage of the process (if not already there) – Reconsideration by the Adjudicating Committee, the Dean and the Review Committee, and the General Rules (15 day waiting period). The change means that each section now better reflects the actual steps in the process.

22. *F.3.1.2 Teaching*

The name of the Senate Committee on Teaching and Learning's *Teaching Evaluation Guide* has been changed to "*Guide to Teaching Assessment and Evaluation*" to reflect a change already made to the guide's title.

23. *F.3.1.5 File Contents*

Item (j), "the candidate shall be apprised of the names of all referees solicited on all files. Referees are to be identified in the file as being nominated by the candidate or the initiating unit", has been moved to the end of the following section *Confidentiality and the Candidate's Right to Know*, since it does not refer to file contents, rather the right of the candidate to know the names of those referees solicited on his/her file.

The sentence has been changed to read: "The candidate shall be apprised of the names of all referees solicited on **his/her** file" so as to make it clear that the candidate has the right to know who has been solicited as a reference on the his or her own T&P file.

24. *F.3.3 Dean's Letter*

The sentence "The candidate shall be kept informed in writing about the progress of his/her case at each point where a recommendation is made to the next higher committee, and shall be given 15 days from the date of mailing of the notification at each point to provide additional information or evidence before the file is forwarded to the next committee" has been deleted, since it was moved to the Section on General Rules and is repeated unnecessarily in this section. Wording which is more similar to the *Reconsideration* section under *Adjudicating Committee* has been included in place of the deleted paragraph.

25. *F.3.4.5 replaced by F.3.4.8(b)*

The wording indicating what happens when material is added to a file was repeated in two sections; therefore, F.3.4.8(b) has been moved to replace the wording in F.3.4.5, and item F.3.4.8(b) has been deleted.

26. *F.3.4.7(b) Review: "departs" changed to "dissents"*

In the sentence "Where the Review Committee dissents from the recommendation of the Adjudicating Committee...", *departs from* has been changed to *dissents from* so that the terms *concur with* and *dissents from the Adjudicating Committee's recommendation* are used consistently throughout the document.

27. All references to the *Senate Tenure Appeals Committee* in Section G have been changed to *Senate Tenure and Promotion Appeals Committee*.

28. The Memorandum of Understanding between the President and the then YUFA president has been removed. It is still in the YUFA Collective Agreement.