FACULTY OF ARTS AND SCIENCE
SUPPLEMENTAL GUIDELINES FOR CONTINUING STATUS REVIEW
(FOR TEACHING STREAM FACULTY)

- Written notification to candidates that their continuing status review will take place should be issued **no later than May 1 of their fifth year.** This notification will include the proposed membership of their continuing status committee. Any objection to the membership of the committee should be received in writing, including reasons for the objection, within one week of receiving the notification.

- Candidate will prepare and submit dossier **by June 30.**

- Formal notification of the candidates to be considered for continuing status should be sent to the Dean recommending the membership of a continuing status committee for each candidate and requesting a Dean’s representative for each committee.

- Following receipt of the Dean’s approval of the membership, letters should be sent inviting individuals to serve on continuing status committees (deadline for response - 2 weeks).

- Departments will establish an Internal Teaching Evaluation Committee for each candidate being considered for continuing status review. Send letters to individuals asking them to serve (deadline for response - 2 weeks).

- External referees should be contacted, confirmed and given to understand the firm deadline for the return of their letters.

- Once the documentation has been assembled, continuing status committees will begin their deliberations **in September and October.** Completed dossiers should be submitted to the Faculty Human Resources Office **no later than October 31.**

- Candidates will be informed in writing of the outcome of their continuing status review **no later than December 31 of their sixth year.**

- An unsuccessful review will result in the extension of the candidate’s contract **until December 31 of the following year (year 7).**