FACULTY OF ARTS AND SCIENCE
SUPPLEMENTAL GUIDELINES FOR TENURE REVIEWS

Tenure Timetable

June - July

• Written notification to candidates that their tenure review will take place in the
  current academic year should be issued.

August - September

• Candidates to be considered for tenure should receive written notification of the
  proposed membership of their Tenure Committee. If no objection is received, send
  letters to individuals nominated to serve on Tenure Committees (deadline for response -
  2 weeks).

• Establish Internal Reading and Teaching Evaluation Committees for candidates being
  considered for tenure. Send letters to individuals asking them to serve (deadline for
  response - 2 weeks).

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

• A request to the Dean of the School of Graduate Studies should be sent inviting
  his/her membership or delegate on each tenure committee.

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

February – March

• Tenure committees begin their deliberations. Completed dossiers must be submitted to
  Faculty Human Resources Office no later than April 1.

April

• Candidates to be informed in writing of tenure committee recommendation to the
  President no later than April 15.