FACULTY OF ARTS AND SCIENCE
SUPPLEMENTAL GUIDELINES FOR TENURE REVIEWS
UNDER AMENDED PPAA

Tenure Timetable

- Written notification to candidates that their tenure review will take place in the following spring should be issued no later than June 30.

- Candidates to be considered for tenure should normally receive written notification in the fall of the proposed membership of the Tenure Committee. Any objection to the membership of their committee should be received in writing, including reasons for the objection, within one week of receiving the notification.

- 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.

- Following receipt of the Dean’s approval of the membership, letters should be sent inviting individuals 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).

- 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.

- Tenure committees begin their deliberations in February and March. Ideally, completed dossiers will be submitted to Faculty Human Resources Office by April 1.

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