



# Faculty Tenure Committee Brochure

## For Tenure System I

September 2009

## **Faculty Tenure Committee Brochure Tenure System I**

The Faculty Tenure Committee exists in consequence of the terms of the Collective Agreement between the Board of Governors of Mount Royal University and the Mount Royal Faculty Association. Its mandate is defined by the terms of that agreement and is subject to change.

Tenure System I shall apply to all tenurable employees whose tenurable appointment commenced prior to July 1, 2009.

Employees whose tenurable appointment commenced between July 1, 2009 and August 31, 2009, inclusive, may apply to the Faculty Tenure Committee by September 15, 2009 to have two years of term-certain appointment at Mount Royal University credited towards their probationary period under Tenure System I.

- If the Faculty Tenure Committee grants full or partial credit towards the probationary period for the period[s] of term-certain appointment, the employee's tenurable appointment shall be deemed to have commenced prior to July 1, 2009 and Tenure System I shall apply.
- If the Faculty Tenure Committee grants no credit towards the probationary period for the period[s] of term-certain appointment, the employee's tenurable appointment shall be deemed to have commenced on or after July 1, 2009 and Tenure System II shall apply.
- The Faculty Tenure Committee shall notify applicants, in writing by October 31, 2009, of the credit granted towards their probationary period and of the tenure system which shall apply.

Effective January 1, 2013, all remaining work of the Faculty Tenure committee under Tenure System I shall be transferred to the Institutional Tenure and Promotion [ITPC] of Tenure System II and the Faculty Tenure Committee shall cease to exist.

### **MEMBERSHIP**

The Faculty Tenure Committee is comprised of:

- two [2] tenured members of the Association, elected by the Association;
- the President of the University;
- the Vice-President, Academic;
- one [1] person designated by the President of the University, who is acceptable to the three other members of the Committee;
- the Association and the Board shall each name one standing proxy to replace members unable to attend for good reason.

## CONFLICT OF INTEREST

A tenure candidate may declare a conflict of interest, with a rationale, to the Chair, Faculty Tenure Committee, by October 1. Based upon substantiating information, the Chair will determine whether a conflict exists and what action is appropriate for the circumstance. The decision of the Chair, Faculty Tenure Committee, is final.

The Chair, Faculty Tenure Committee, may declare a conflict of interest at any time and undertake actions deemed appropriate.

## RESPONSIBILITIES

The Faculty Tenure Committee is responsible for:

- establishing criteria for the evaluation of all tenurable employees;
- evaluating applications for tenure in light of such criteria and recommending to the Board of Governors with respect to such applications.

## COMMUNICATIONS

All proceedings of the Faculty Tenure Committee are held *in camera*. The Committee reports decisions and recommendations in confidence to individual applicants, relevant University officers and the Board of Governors.

The Committee may invite comment from any person or organization it has reason to believe may possess relevant information or opinion with regard to an applicant or an application. Applicants are permitted access to all written documentation submitted to the Committee.

Committee decisions or recommendations are rendered in signed communication from the President of the University. Written communication to the Committee should be addressed to the President, Mount Royal University, 4825 Mount Royal Gate S.W., Calgary, AB T3E 6K6.

Questions relating to the status of applications may be addressed orally to the recording secretary of the Committee.

The President, as chief executive officer of the University, will advise each applicant in writing of the decision of the Board of Governors with respect to tenure applications.

The Committee may not alter deadlines established by the Collective Agreement. **Awareness of all deadlines is the responsibility of individual employees.**

## CONFIDENTIALITY GUIDELINE

Applicants for tenure and members of the Faculty Tenure Committee have confidentiality and privacy rights and responsibilities.

## **Confidentiality**

The Faculty Tenure Committee has explicit confidentiality provisions. They are:

1. All recorded information is provided in confidence
2. All information, oral or written, created, gathered, received or compiled during the deliberations of the Faculty Tenure Committee is to be treated as confidential by both the applicant and the members of the Committee
3. Information may be provided to appropriate University officials on a need-to-know basis
4. Confidentiality is subject to any limits or disclosure required by law
5. Any person breaching confidentiality may be subject to disciplinary sanction

## **Freedom of Information and Protection of Privacy**

Records are created in the course of the committee work for determination of approval/disapproval of applications for tenure as described under Section 5 of the Collective Agreement between the Mount Royal Faculty Association and the Board of Governors of Mount Royal University. Such records contain highly personal information. As University records they are subject to Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. The provisions of the Act regulate collection, manner of collection, accuracy, retention, protection, use and disclosure of personal information.

Under FOIP, any individual may request access to any record held by the University. Formal access requests are handled on a case-by-case basis and document-to-document basis and information that deemed to be an unreasonable invasion of an individual's privacy will not be disclosed.

## **Collection of Personal Information Notification**

The personal information gathered throughout the Faculty Tenure Committee process is collected under the authority of the Post-secondary Learning Act and Alberta's Freedom of Information and Protection of Privacy Act section 32(c). **The information will be used to determine whether the application for tenure meets the criteria.** Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed by you upon request.

## **REFERENCE TO CHAIR**

The term *chair* refers, as appropriate, to the chair of the academic department/program/area for instructional staff, the chair of Library Services for academic staff members of the Library and the Chair, Counselling Services, for academic staff members of Counselling Services.

Only tenured department/program chairs will participate in the evaluation or interview process of tenure candidates. In cases where the chair is a tenurable employee, the dean/director is responsible for the evaluation and interview process in accordance with the chairs' requirements. The non-tenured chair may provide the dean/director with information for presentation to the Committee prior to the Committee's interview with the dean/director.

## PERSONNEL RECORDS

The office of the dean/director in the applicant's Faculty/School/Centre, Library or Campus Life will serve as the official repository for personnel files. It is the responsibility of the applicant and each administrative officer to ensure that copies of all documents relating to the performance or tenure candidacy of each tenurable or term-certain employee are submitted to the office of the dean/director.

## FACULTY TENURE COMMITTEE FORMS

Applicants, chairs, deans/directors and peers are required to submit information on approved Faculty Tenure Committee forms. The following forms are approved by the Faculty Tenure Committee for the purpose of tenure evaluation:

<b>Faculty Tenure Committee Forms</b>
<b>FTC 102: <i>Application for Tenure</i></b>
<b>FTC 103: <i>Chair and Tenured Faculty Annual Evaluation</i></b>
<b>FTC 104: <i>Faculty Class Notes</i></b>
<b>FTC 105: <i>Peer Evaluation</i></b>
<b>FTC Form 106: <i>Faculty Annual Report</i></b>
<b>Forms are available from: Office of the Provost and Vice-President, Academic or P:/Forms/Faculty Tenure Committee.</b>

## TENURE GUIDELINES AND CRITERIA

### A. General Rules

1. Applications for tenure under Tenure System I are considered within the provisions of *Article 5* of the current Agreement between the Board of Governors and the Mount Royal Faculty Association.
2. All tenurable employees shall be candidates for tenure on September 15 of the fourth year of tenurable employment at which time the chair shall submit the names of all department employees who are candidates for tenure to the Faculty Tenure Committee.

3. Before October 1, the candidate, with the assistance of the chair, shall submit all required information covering six [6] semesters to the secretary of the Faculty Tenure Committee and by October 1 shall advise the MRFA President of such application.
4. A tenurable employee may elect to extend the initial probationary period [of at least 36 months] for twelve months subject to the following:
  - the employee shall remain in the same work pattern identified in the letter of appointment;
  - the employee shall notify the chair and the MRFA President, not before receipt of the annual department evaluation and no later than June 14 of the third probationary year, that she/he is applying to extend the probationary period for one year.
5. Tenurable employees who elect to extend the probationary period shall be candidates for tenure on September 15 of the fifth year of tenurable employment, at which time the chair shall submit names of all department employees who are candidates for tenure to the Faculty Tenure Committee. Before October 1 the candidate, with the assistance of the chair, shall submit all required information covering eight [8] semesters to the secretary of the Faculty Tenure Committee and by October 1 shall advise the MRFA President of such application.
6. The Faculty Tenure Committee may, for special reasons, entertain application for tenure from an employee prior to the fourth year of tenurable appointment.
7. Applications for tenure must be made in accordance with the procedures and forms approved by the Faculty Tenure Committee.
8. The Vice-President, Academic will inform tenure candidates of any changes in tenure criteria or procedures made by the Faculty Tenure Committee.
9. Tenure candidates, with the assistance of the chair, are responsible for the submission of all information required by the Faculty Tenure Committee.
10. The chair will ensure that evaluations of tenurable and term-certain employees are performed in accordance with the requirements of the Faculty Tenure Committee. It is the responsibility of tenurable and term-certain employees to co-operate fully in the evaluation process and respond to evaluations in a timely and constructive manner.
11. The Faculty Tenure Committee may solicit information from sources other than those identified in this document. Tenure applicants will be provided with copies of documents, other than those submitted as part of their tenure dossier, which relate to their applications.
12. Student Evaluation of Instruction forms will be distributed to students under the supervision of the tenure applicant's chair.
13. An applicant for tenure:
  - shall be provided with copies of all documents submitted to the Faculty Tenure Committee pertaining to such application.

- shall be provided with such copies no less than seventy-two [72] hours prior to any meeting with the committee, and
  - shall have the right to appear before the committee prior to its decision.
14. Following final review, the Faculty Tenure committee shall recommend to the Board that the employee shall:
- be granted tenure; or
  - be released; or
  - receive an appointment of a further probationary period, no longer than an additional year.
15. By December 1 of the year of application the employee shall be advised, in writing with reasons, of the recommendation of the Faculty Tenure committee.
16. An employee who has been granted a further probationary period shall apply again for tenure by the date specified by the Faculty Tenure Committee in its recommendation to the Board.
17. If the Board recommends the release of an employee, such termination shall be effective by December 31 of the appropriate year of application.

## **B. Criteria**

The evaluation of applications for tenure by the chair, dean/director, tenured members of the department/area, or by a TPC established in accordance with Article 5 of the Collective Agreement, and the Faculty Tenure Committee will be based on the following:

1. professional qualifications and competence
2. performance of duties and responsibilities
3. professional commitment and activities
4. commitment to the University and collegial activity.
5. commitment to scholarly activity

The Faculty Tenure Committee will consider the potential of all candidates to be involved in scholarly activity and for candidates who choose the Teaching/Scholarship/Service stream, current scholarly activity will also be considered.

All criteria are of equal importance. Satisfactory performance with respect to each category is necessary for positive recommendations; weak performance in any one category may constitute sufficient reason for recommending a year of probationary appointment or against tenure.

The following list of performance indicators is illustrative of the areas which should be included in consideration of criteria:

***Professional Qualifications and Competence:***

- specific evidence of professional qualifications desired of a candidate for a tenured position
- curriculum vitae
- certification or special training, as appropriate
- status of conditions of employment related to upgrading outlined in letter of appointment
- relevant recommendations, invitations, etc.

***Performance of Duties and Responsibilities:***

- specific evidence of professional qualifications desired of a candidate for a tenured position
- factual data including list of courses developed taught; number of students enrolled and completing each; grade distribution; course preparations
- participation in activities related to the improvement of teaching, including workshops, courses, institutes, research in the area of pedagogy
- student, peer and chair evaluations
- awards, honours, recognition of students
- availability to students [*e.g. office hours*]
- other teaching activities [*e.g. guest lectures*]
- other instructional activities appropriate for non-teaching faculty members
- ethical behaviour
- co-operation with colleagues
- initiative

***Professional Commitment and Activities***

- specific evidence of professional qualifications desired of a candidate for a tenured position
- demonstration of currency in the candidate's discipline or field
- membership in professional associations
- professional development activities during the semester and intersession
- attendance at conferences
- additional course work

- presentations and lectures
- publications

#### ***University Commitment and Collegial Activity***

- evidence of commitment to the Mount Royal University mission of student success and satisfaction
- participation in the decisions and activities of the department/area
- involvement in student activities
- membership on department/area, Faculty/School/Centre and Mount Royal University committees
- involvement in community activity on behalf of Mount Royal University, as appropriate
- liaison with other institutions, business or agencies, as appropriate

#### ***Commitment to Scholarly Activity***

- scholarship leading to a peer reviewed outcome
- authoring or contributing to a published textbook
- conference presentations
- applications for research funding
- evidence of research activity
- graduate degree

#### ***Please do not include the following in tenure dossiers:***

- photocopies of certificates, degrees, diplomas or awards if these are denoted in curriculum vitae
- photocopies of membership in professional associations, organizations or agencies if these are denoted in curriculum vitae
- letters of support not requested in Faculty Tenure Committee guidelines
- invitations, greeting cards, thank you notes

## **APPLICATION FOR TENURE**

1. Individuals who have served no less than three years of tenurable appointment at Mount Royal University will apply for tenure. Evaluations, in accordance with Faculty Tenure Committee requirements, will have been performed.
2. The Provost and Vice-President, Academic will inform the Faculty Tenure committee of any conditions of employment accepted by academic staff members at the time of initial appointment. Progress in meeting those conditions will be reported on an annual basis to the Provost and Vice-President, Academic by the chair and dean/director.
3. Required documentation submitted to the Faculty Tenure Committee for the period of tenurable appointment will be complete, conform to the requirements of the Faculty Tenure Committee and be adequate, in the view of the Faculty Tenure Committee, to permit the Committee to form a judgment.
4. All tenured department members, or where appropriate, members of the TPC, will convene under the supervision of the chair to assess the application for tenure and the adequacy of the documentation, and will write a final evaluation and recommendation, with reasons, by August 31 of the year of application for tenure. The document will be signed by the applicant and tenured members of the department or by a TPC established in accordance with Article 5 of the Collective Agreement. Copies will be provided to the applicant and the dean/director.
5. The chair will assess the application for tenure and the adequacy of the documentation, and will write a final evaluation and recommendation, with reasons, by August 31 of the year of application for tenure. The applicant and the chair will sign the document. The chair will forward copies of the signed document to the applicant and the dean/director.
6. The dean/director will assess the application for tenure and the adequacy of the documentation and will submit a written recommendation, by September 22 of the year of application for tenure. The dean/director will forward signed copies of the document to the applicant and chair.
7. The Faculty Tenure Committee will convene, during October – November to consider the application for tenure and the adequacy of the documentation and to meet with tenure applicants, deans/directors and others who may be invited.
8. Applicants will be notified in writing, no later than December 1, of the recommendations of the Faculty Tenure Committee to the Board of Governors.
9. Applicants will be notified in writing of the decision of the Board of Governors.

### ***Applicability of Term-certain Periods of Appointment***

In normal circumstances, individuals will serve no less than three years of tenurable appointment at Mount Royal University prior to applying for tenure. However, individuals may apply to have periods of term-certain appointment credited toward their application for tenure. In such instances the Faculty Tenure Committee will use the following criteria and procedures for assessing the eligibility of term-certain appointment towards tenure:

1. Applicants will have completed:

- no less than one full year of tenurable appointment at Mount Royal University with two or more periods of term-certain appointment at Mount Royal University and evaluations, in accordance with Faculty Tenure Committee requirements, will have been performed;

or

- two years of tenurable appointment at Mount Royal University with one or more periods of term-certain appointment at Mount Royal University and evaluations, in accordance with Faculty Tenure Committee requirements, will have been performed.

2. The Provost and Vice-President, Academic will inform the Faculty Tenure Committee of any conditions of employment accepted by academic staff members at the time of initial appointment. Progress in meeting those conditions will be reported on an annual basis to the Vice-President, Academic by the chair and dean/director.

3. Required documentation submitted to the Faculty Tenure Committee for the periods of tenurable and term-certain appointment will be complete, conform to the requirements of the Faculty Tenure Committee and be adequate, in the view of the Faculty Tenure Committee, to permit the Committee to form a judgment. Accordingly, the applicant will submit a complete tenure dossier to the Faculty Tenure Committee by October 1.

4. A pre-determined weighting system or equivalency standards do not exist with respect to determining the eligibility of term-certain appointments towards tenure but, rather, each request will be adjudicated on the basis of its particular merits and the following:

- professional qualifications and competence
- performance of duties and responsibilities
- professional commitment and activities
- commitment to the University and collegial activity
- commitment to scholarly activity

All criteria are of equal importance. Satisfactory performance with respect to each category is necessary for positive recommendations; weak performance in any one category may constitute sufficient reason for recommending a further year of tenurable appointment.

5. Following a review of each request for consideration of eligibility of term-certain appointment[s] towards tenure, the Faculty Tenure Committee will decide:

- whether to grant full credit for the period[s] of term-certain appointment for eligibility towards tenure;

- whether to grant partial credit for the period[s] of term-certain appointment for eligibility towards tenure;
  - whether no credit will be granted for the period[s] of term-certain appointment for eligibility towards tenure.
6. The Faculty Tenure Committee will notify applicants, in writing, of the date that they are eligible to apply for tenure. Decisions of the Faculty Tenure Committee are binding on subsequent Committees.

***Application for Early Consideration for Tenure***

In normal circumstances, individuals will serve no less than three years of tenurable appointment at Mount Royal University prior to applying for tenure and evaluations, in accordance with Faculty Tenure Committee requirements, will have been performed. In some instances, in accordance with Article 5 of the Collective Agreement, individuals who have completed less than three years of employment may be eligible for early consideration for tenure. It is the responsibility of the applicant to stipulate at the time of application that early consideration for tenure is being requested.

1. Tenurable staff members who wish early consideration for tenure in accordance with the terms of the Collective Agreement and the criteria outlined by the Faculty Tenure Committee will request the support of the chair no later than June 14 of the academic year in which early consideration is requested.
2. The Provost and Vice-President, Academic will inform the Faculty Tenure Committee of any conditions of employment accepted by academic staff members at the time of initial appointment. Progress in meeting those conditions will be reported on an annual basis to the Vice-President, Academic by the chair and dean/director.
3. Applications for early consideration for tenure will be assessed in writing by the chair and dean/director and will include reasons for either supporting or not supporting the request.
4. Required documentation submitted to the Faculty Tenure Committee for the period of employment will be complete, conform to the requirements of the Faculty Tenure Committee and be adequate, in the Faculty Tenure Committee's view, to permit the Committee to form a judgment. The applicant will submit a complete tenure dossier to the Faculty Tenure Committee by October 1.
5. In accordance with Faculty Tenure Committee guidelines and criteria, applications for early consideration for tenure will be adjudicated on the basis of the following:
  - professional qualifications and competence
  - performance of duties and responsibilities
  - professional commitment and activities
  - commitment to the University and collegial activity
  - commitment to scholarly activity

All criteria are of equal importance. Satisfactory performance with respect to each category is necessary for positive recommendations; weak performance in any one category may

constitute sufficient reason for recommending application for tenure upon completion of three years of tenurable appointment.

In addition, the Faculty Tenure Committee will take into consideration:

- professional reputation
- prior experience [*in particular, teaching, counselling or librarian work*]
- tenure at another recognized accredited post-secondary institution.

## TENURE DOSSIER

Tenure applicants, with the assistance of the chair, are responsible for assembling tenure dossiers. **Two identical dossiers will be prepared; each will contain the following:**

	Letter[s] of appointment
FTC 102	<i>Application for tenure</i>
FTC 103	<b><i>Chair and Tenured Faculty Annual Evaluation [including a chair classroom evaluation]</i></b> one for each year of tenurable or term-certain appointment
FTC 104	Student Evaluation of Instruction two classes or courses each semester of tenurable or term-certain appointment  <i>Faculty Class Notes [optional]</i>
FTC 105	<b><i>Peer Evaluation</i></b> two evaluations for each year of tenurable appointment: one by a tenured member of the candidate's department/area and another by a tenured peer from another department/area
Memorandum	<b><i>Dean/Director Evaluation</i></b> one for each year of tenurable or term-certain appointment
FTC 106	<b><i>Faculty Annual Report</i></b> one for each year of term-certain or tenurable appointment
Memorandum	<b><i>Department/Area Final Evaluation and Recommendation</i></b>
Memorandum	<b><i>Chair Final Evaluation and Recommendation</i></b>
Memorandum	<b><i>Dean/Director Final Review and Recommendation</i></b>
	Current Resume or Curriculum Vitae
	Brief Course Outlines

**Tenure Procedures  
and  
Timelines**

Activity	Frequency/Deadline	Responsibility
Provision of FTC guidelines and criteria	Commencement of tenurable or term-certain appointment and as changes occur	Provost and Vice-President, Academic
Acquaintance with FTC guidelines and procedures	Commencement of tenurable appointment and as changes occur	Applicant

Annual Performance Evaluations			
Activity	Frequency/Deadline	Responsibility	Procedures
Chair and Tenured Faculty Annual Evaluation [FTC Form 103]	by June 1 of each year of tenurable or term-certain appointment	tenured peers in the department or by a TPC established in accordance with Article 5 of the Collective Agreement	<ol style="list-style-type: none"> <li>1. The chair and all tenured members of the applicant's department/area, excluding those on leave, or all members of the TPC, as appropriate, are expected to participate in the annual evaluation process including the review meeting.</li> <li>2. The dossier will be made available to each participant in the review process. The chair will inform the applicant, at the time of initial appointment, that the dossier will be reviewed annually by the tenured members of the department/area or by members of the TPC, as appropriate.</li> <li>3. The chair will meet initially with the applicant to discuss the process for conducting the annual review meeting and to provide and clarify information relating to the applicant's dossier and performance. The chair will notify the applicant of other documents deemed relevant <i>[for example, letters of commendation or reprimand, correspondence relating to conditions of appointment or special duties]</i> and will provide the applicant with copies as required.</li> <li>4. To ensure the confidentiality of all written material, copies of the dossier and other related materials will not be circulated. Rather, all tenured members of the department/area, or members of the TPC, as appropriate, will review the dossier prior to the review meeting and will have access to it during the meeting.</li> <li>5. The chair will convene and chair the review meeting[s] after everyone has reviewed the dossier but well before the June 1 deadline for submission of department annual evaluation of tenurable or term-certain faculty.</li> </ol>

			<ol style="list-style-type: none"> <li>6. The chair will meet with tenured faculty to review the process and the applicant's performance. Discussion at the review meeting will focus on the applicant's file and will be guided by Faculty Tenure Committee criteria and performance indicators. Evaluators are asked to review performance indicators that illustrate the areas to be included in a review discussion [<i>refer to Faculty Tenure Committee Brochure</i>].</li> <li>7. At the review meeting, every effort will be made to avoid discussion of extraneous information which may influence the evaluation. The tenured members of the department/area, or the TPC, as appropriate, will discuss the file without the applicant being present. The chair will keep notes of the discussion and summarize these so that tenured members of the department/area are aware of what has been said.</li> <li>8. The applicant will then be invited to attend the meeting, or subsequent meetings, to hear the views of the members as summarized. The applicant will be invited to respond fully to these views. The chair will seek responses from the tenured members, or the TPC, as appropriate, and will summarize these as well.</li> <li>9. Following the review meeting, the chair will prepare the evaluation based upon the dossier and the discussion and will request that all tenured members or TPC members sign the evaluation.</li> <li>10. Any faculty member, including the chair may submit a separate signed statement that will be appended to the evaluation.</li> <li>11. Prior to signing, the applicant will have an opportunity to respond to the report in person with the chair or in writing [<i>refer to Part III</i>].</li> <li>12. The complete report will then be retained in the applicant's tenure dossier.</li> </ol>
Chair Classroom Evaluation	One each year of tenurable or term-certain appointment	Chair	<ol style="list-style-type: none"> <li>1. The chair will become acquainted with the instructional [or, where appropriate the professional] performance of the applicant through direct observation at least once each academic year.</li> <li>2. The chair will provide evaluative information regarding this faculty member's instructional skills using either the FTC Form 105: <i>Peer Evaluation</i> or the chair's preferred format.</li> </ol>
Student Evaluation of Instruction	Two classes or courses each	Applicant, with assistance of the	<ol style="list-style-type: none"> <li>1. In accordance with POL 930-4, Student Evaluation of Instruction will be administered from the sixth week of the semester to no later than the last day</li> </ol>

<p><b>FTC 104: Faculty Class Notes [optional]</b></p>	<p>semester of tenurable or term-certain appointment, chosen by the chair in consultation with the instructor.</p> <p>The chair will ensure that the widest possible array of courses or classes is evaluated to reflect different instructional settings, different courses and different course levels taught by the instructor during the probationary period.</p> <p>Under exceptional circumstances, the dean/director may authorize the submission of more than two student evaluations of instruction in one semester.</p>	<p>chair.</p>	<p>of classes within the semester under the supervision of the chair.</p> <ol style="list-style-type: none"> <li>2. Completion of the Faculty Class Notes portion of Student Evaluation of Instruction [FTC 104] is optional. Instructors who choose to complete and submit Faculty Class Notes must do so before the last day of classes.</li> <li>3. As soon as possible after the end of the semester, the chair and the applicant will review jointly and sign the computer summary and the list of student comments. The chair will retain the signed documents in department files and will forward copies to the dean/director.</li> <li>4. Tenure applicants will include, in tenure dossiers, Student Evaluation Summaries, Faculty Class Notes [FTC 104] and student comments.</li> </ol>
<p><b>Tenured Peers [FTC 105]</b></p>	<p>Each year of tenurable or term-certain appointment.</p>	<p>chair after consultation with applicant</p>	<ol style="list-style-type: none"> <li>1. The peer, course and semester will be chosen by the chair after consultation with the applicant.</li> <li>2. Each year two peer evaluations shall be done: one by a tenured member of the applicant's department and one by a tenured peer from another department. A peer may evaluate the applicant's performance only once.</li> </ol> <p>If the department does not have a sufficient number of tenured members to comply with this requirement, the chair, after consultation with the applicant, will arrange for peer evaluations to be conducted by tenured members of other departments or by external tenured peers from other accredited universities.</p> <ol style="list-style-type: none"> <li>3. The applicant will sign each peer evaluation and forward the original of the signed document to the chair as soon as possible with copies to the dean/director.</li> </ol>

Faculty Annual Report [FTC 106]	Each year by June 1	Applicant	<ol style="list-style-type: none"> <li>1. Each instructor, librarian and counsellor shall submit an annual report regarding professional goals and accomplishments to the chair and the dean/director or the Executive Director.</li> <li>2. The instructor, chair, dean/director or Executive Director may initiate meetings to review the annual report.</li> </ol>
Dean/Director Annual Review [memorandum]	by June 15 of each year of tenurable or term-certain appointment	dean/director	1. The dean/director will meet with the applicant and chair to review the quality and contents of the available documentation and to review the applicant's performance.
	by August 15 of each year of tenurable or term-certain appointment		<ol style="list-style-type: none"> <li>2. The dean/director will prepare a memo which outlines, based on the four criteria for tenure, the progress and performance of the applicant.</li> <li>3. Both the applicant and the dean/director will sign the completed memorandum.</li> <li>4. The dean/director will retain the original signed document and will distribute copies to the applicant and the chair.</li> </ol>

Final Evaluations and Recommendations			
Activity	Frequency/Deadline	Responsibility	Procedures
Department Final Evaluation and Recommendation [memorandum]	by August 31 of year of application for tenure	tenured peers in the department or by a TPC established in accordance with Article 5 of the Collective Agreement	1. All tenured department members or members of a TPC, as appropriate, will convene under the supervision of the chair for a summative review of the applicant's performance and to formulate a written recommendation, with reasons, concerning the applicant's suitability for tenure. The document will be signed by the applicant and tenured members of the department or members of the TPC as appropriate. Copies will be provided to the applicant and the dean/director.
Chair Final Evaluation and Recommendation [memorandum]	by end of the third week of August of year of application for tenure	Chair	1. The chair will write a final evaluation and recommendation, with reasons, concerning tenure based on all available information. The applicant and the chair will sign the document. The chair will forward copies of the signed document to the applicant and dean/director.
Dean/director Final Review and Recommendation [memorandum]	by September 22 of year of application	dean/director	1. The dean/director will write a final review and recommendation, with reasons, concerning tenure based on all available information. The dean/director will forward signed copies of the document to the applicant and chair.

## Application and Procedures

Activity	Frequency/Deadline	Responsibility	Procedures
Notification to chair and MRFA President of application to extend the probationary period for one year.	No later than June 14 of the third probationary year and not before receipt of the annual department evaluation.	Applicant.	1. The employee shall notify the chair and the MRFA President, in writing, that she/he is applying to extend the probationary period for one year and shall remain in the same work pattern identified in the letter of appointment.
Assembly of Tenure Dossier for Review, including completed FTC 102: <i>Application for Tenure.</i>	by June 15 of the third year of tenurable appointment	applicant, with assistance of chair	<ol style="list-style-type: none"> <li>1. The applicant will assemble the required documents then available for the tenure dossier and will provide copies to the chair and dean/director.</li> <li>2. The tenured peers in the department, the chair and the dean/director will review this documentation as part of their final evaluation.</li> </ol>
Application, to FTC, to have two years of tenurable appointment credited towards their probationary period.	September 15, 2009	Employees whose tenurable appointment commenced between July 1, 2009 and August 31, 2009, inclusive.	<ol style="list-style-type: none"> <li>1. If the FTC grants full or partial credit towards the probationary period for the periods of term-certain appointment, then the employee's tenurable appointment shall be deemed to have commenced prior to July 1, 2009 and Tenure System I shall apply.</li> <li>2. If the FTC grants no credit towards the probationary period for the periods of term-certain appointment, then the employee's tenurable appointment shall be deemed to have commenced on or after July 1, 2009 and Tenure System II shall apply.</li> </ol>
Submission of applicant's name to the FTC [memorandum]	September 15 of fourth year of tenurable appointment	Chair	<ol style="list-style-type: none"> <li>1. The chair will provide, in writing to the FTC chair, the name of the faculty member who will apply for tenure [<i>a separate memo is required for each tenure candidate</i>]</li> <li>2. The chair will indicate, in the written communication to the FTC chair, whether the faculty member will apply under the guidelines for regular tenure, under guidelines for applicability of term-certain periods of appointment towards tenure or under guidelines for early tenure.</li> </ol>

Submission of two [2] tenure dossiers which contain all required information covering 6 semesters to the Secretary, Faculty Tenure Committee or, in cases where the probationary period has been extended, all required information covering 8 semesters.	Before October 1 of fourth year of tenurable appointment	applicant, with assistance of chair	1. Final tenure dossiers must include all—and only—documentation outlined in Faculty Tenure Committee guidelines and procedures [ <i>refer to Tenure Dossier in the Faculty Tenure Committee Brochure.</i> ]
Advise MRFA President of application for tenure	By October 1 of fourth year of tenurable appointment or, in cases where the probationary period has been extended, by October 1 of the fifth year of tenurable appointment.	Applicant	
Notification, to applicants, of the credit granted towards their probationary period	By October 31, 2009	Faculty Tenure Committee	1. The FTC shall notify applicants, in writing, of the credit granted towards their probationary period and of the tenure system that shall apply.
Interviews with applicant, chair, dean/ director and others invited by the FTC	October – November	Faculty Tenure Committee	1. The Faculty Tenure Committee will arrange interview dates and times with tenure applicants, chairs, deans/directors and others invited by the FTC.
Notice to applicant of FTC recommendation to the Board of Governors	By December 1	Faculty Tenure Committee	1. The Chair, Faculty Tenure Committee, will notify the applicant in writing, with reasons, of the Faculty Tenure Committee recommendation to the Board of Governors.
Decision	December – January	Board of Governors	1. The Chair, Faculty Tenure Committee, will notify the applicant in writing of decision of the Board of Governors.