

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Tenure and Promotion:          Information Sheet for          Candidates</b>	<i>Policy Sponsor:</i>  Dean	<i>Approval Date:</i> April 30, 1992 – Full Faculty
	<i>Responsible Unit:</i>  Dean’s Office	<i>Amendments:</i> June 2009, Full Faculty Updates by Dean’s Office in: 1998, 2000, 2002, 2004, 2005 Formatting Update March 2018 Merged Information Sheet and File Checklist March 2019

### **GENERAL INFORMATION**

The terms and conditions for tenure and promotion are defined by the Collective Agreement.<sup>1</sup> There are five general criteria which are applicable to both tenure and promotion. These are: academic and professional qualifications, teaching effectiveness, contributions to an academic discipline, ability and willingness to work with colleagues and personal integrity.

The Collective Agreement also establishes a review mechanism which includes a committee and the Director at the School/College level, and a committee and the Dean at the Faculty level (CA 15.20, 15.21, 16.01, 16.02); and it sets out the grounds and procedures for appeal (CA 15.30 (a), 16.13 to 16.17).

If you are about to undergo a tenure or promotion review, you will probably want to familiarize yourself with the following documents:

1. The current collective agreement, especially Articles 15, 16, and 36, and any other clauses referred to herein;
2. The Faculty of Health Terms of Reference for the Committee on Tenure and Promotion;
3. The Faculty of Health Guidelines for the Preparation of a Complete File for Tenure and/or Promotion Consideration, and the Faculty of Health Tenure and Promotion File Check List
4. Faculty Guidelines and Criteria for Tenure
5. Faculty Guidelines and Criteria for Promotion
6. Two statements published by the Canadian Association of University Teachers (CAUT):

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<sup>1</sup> The Collective Agreement between the Dalhousie Board of Governors and the Dalhousie Faculty Association. In this document, references to clauses in the Collective Agreement will be identified by “CA”.

- (i) “What is Fair?”;
  - (ii) “The Teaching Dossier: A Guide to its Preparation and Use”.
- (Current versions of both are available from the DFA Office).

If you do not have the above documents, you can request them. As well, all updated tenure and promotion policies and procedures are on the FH website: [www.dal.ca/health](http://www.dal.ca/health).

By August 15th each year, the Dean will notify faculty members who are due to be considered for tenure, or who are eligible to apply for promotion (CA 16.10, 16.11).

In general, the procedure for both tenure and promotion within the Faculty involves four separate reviews of your application; (1) by an elected committee within your unit; (2) by your Director; (3) by an elected Committee at the Faculty level; and (4) by the Dean (CA 15.20, 15.21, 16.01, 16.02). The Dean’s recommendation to the President will be accompanied by any dissenting opinion at the other three stages (CA 15.24, 16.02). A successful application will take effect on July 1st of the year following review (CA 15.19 (a), and 16.05).

The information contained on this sheet is intended only to give you a broad picture of what tenure and promotion entail. It is not, and cannot be, complete in a document of this kind. It should not, therefore, be considered a substitute for thoroughly reviewing the documents listed above.

## **A. TENURE**

1. Timing of Consideration: refer to Article 15 of the Collective Agreement between the Board of Governors of Dalhousie College and University and the Dalhousie Faculty Association.
  - If you are an Assistant Professor with three years full-time university teaching experience before joining Dalhousie, or if you are an Associate or Full Professor, you will be considered after two years of service at Dalhousie, i.e., in the fall term of your third year (CA 15.11);
  - If you are a Lecturer, or if you are an Assistant Professor without the requisite teaching experience before joining Dalhousie, you will be considered after four years of service, i.e., in the fall term of the fifth year (CA 15.12);
  - Under exceptional circumstances you may be able to apply for early consideration of tenure (CA 15.10). This may have been spelled out in your letter of appointment (CA 14.14). Otherwise, the Collective Agreement does not define “exceptional”, so if you want to apply early you should consult your Director or Dean.
  - If you are on parental leave you are entitled to have consideration deferred for one year, but you must advise your director of your intention not to proceed (CA 15.14).
  - Please note your School/College’s deadline for file submission.

## 2. Procedures:

- If you have a joint appointment or teach classes in more than one department, the Director where you hold your principal appointment is required to ensure that a committee considering your case includes members from relevant departments (CA 15.17).
- You are required by faculty regulation to present documentation in support of your candidacy. The Faculty of Health *Guidelines for the Preparation of a Complete File for Tenure, Promotion or Reappointment Consideration* can assist you in preparing this. You are entitled, however, to present your case in “the most favourable light” (CA 15.02).
- You are entitled to make personal representation to the committee in support of your candidacy at both the unit and the Faculty level (CA 15.20, 15.21).
- The Tenure Committee at the Faculty level is entitled to request specific information from you if it considers your file incomplete. It is also free to invite personal representation from the Director of your School/College Committee (CA 15.22).
- At every stage in the tenure process, at the departmental and faculty levels, you have the right to know what is being recommended (CA 15.18). If the recommendation is that tenure not be granted, or that it be deferred contrary to your wishes, you are entitled to the reasons in writing, specified in terms of the criteria.
- Before, or at any stage after consideration for tenure has commenced, you may request deferral of consideration. If the Faculty Tenure Committee and the Dean support your request, deferral for up to two years may be granted (CA 15.13).
- The Dean will advise you of her/his recommendation normally by December 31st and no later than January 15th (CA 15.11 & 15.12).
- The President’s decision on your application will normally be communicated to you by February 28th, and no later than March 15th (CA 15.19 (a)).

## 3. Appeals and Grievance

- If the Faculty Committee recommends in your favour and the Dean’s recommendation to the President is unfavorable, you have the right to initiate reconsideration by a University Tenure Committee (CA 15.27). The procedures for establishing such a committee are set out in the CA Clause 15.29 and 15.30 (a). You must apply in writing no earlier than 14 days and no later than 21 days after notification of the Dean’s recommendation.
- The President may not reject a favorable recommendation from the Dean for tenure or deferral without consulting with a University Tenure Committee. You will have the right to be heard by such a committee and to participate in choosing its membership (CA 15.29).
- If you have concerns about how procedures have been carried out in your case at any stage of the tenure process, you may want to contact the Dalhousie Faculty Association

to talk over your concerns and see if there are grounds for a grievance under Article 29 of the Collective Agreement.

## **B. PROMOTION**

### **1. Timing of Consideration:**

- If you were appointed as a Lecturer because your qualifications fell short of what was required for an Assistant Professor, you will be promoted automatically to Assistant Professor when you obtain the necessary formal qualifications, effective from the beginning of the academic year in which you qualified (CA 14.05). You may also apply if you think you have acquired the equivalent of the formal qualifications for Assistant, or at other times by mutual agreement between yourself and the Dean (CA 16.09).
- If you are an instructor, you will be promoted when a probationary appointment is converted to a continuing appointment in accordance with Articles 12 and 15 of the Collective Agreement (CA 16.01).
- If you are seeking promotion to the rank of Associate or Full Professor, you, your director or the Dean may initiate consideration at any time; but failing such initiative, the Dean will notify you by August 15th of your eligibility to apply in the Fall of your fifth year at the current rank (CA 16.10 and 16.11).
- If you apply for promotion to Associate Professor in the same year as you are awarded tenure, recommendations supporting your tenure count also for promotion, and no others are required (CA 16.10).

### **2. Procedures (Promotion):**

- If you want to apply for promotion, you must make your request to your Director no later than September 15th of the year in which you want to be considered (CA 16.01). As a courtesy, your Director should be advised of your list of external referees by August 15<sup>th</sup> (Guidelines for the Preparation of a Complete File...page 10, Principle 1). To facilitate the process, candidates are encouraged to make their request and to prepare a list of external referees as early as May if at all possible.
- You are required by faculty regulation to present documentation in support of your candidacy. The Faculty of Health *Guidelines for the Preparation of a Complete File for Tenure, Promotion, or Reappointment Consideration* can assist you in preparing this.
- If you hold a joint appointment in two or more units or Faculties, you may be considered for promotion in any of these units. During consideration in one unit there will be consultation with other units in which you hold an appointment, but your promotion can not be denied merely because of failure of the units to agree (CA 16.07).
- If letters are required from external referees, you have the right to choose at least half of these (CA 16.10 and 16.11).

- You are entitled to make personal representations to the committee in support of your candidacy at both the unit and the Faculty level (CA 16.04).
- If the Faculty Promotion Committee requests a meeting with your Director or a representative of your School/College Committee, or with anyone else specifically in relation to your candidacy, you have the right to reasonable notice of such a meeting, and you are entitled to be present (CA 36.03). You do not have the right, however, to be present during Committee proceedings when the sole purpose is to deliberate on your case.
- If a promotion committee at either the School/College or Faculty level decides against recommending your promotion you are entitled to withdraw your application at any stage in the process (CA 16.04). If you decide to withdraw, no recommendation will be formalized. If you decide to continue, however, you are entitled to the reasons, in writing, for a negative recommendation at any stage (the School/College Committee, the Director, the Faculty Committee, the Dean or the President), specified in terms of the criteria CA 16.04.
- There is no limit to the number of times you may apply for promotion (CA 16.12).
- The School/College Committee and the Director will make a recommendation to the Dean by November 30th. The Faculty Committee will make a recommendation to the Dean by February 15th and the Dean in turn will make a recommendation to the President by March 31st. The President will advise you of her/his decision by May 31st (CA 16.02, 16.03).

### 3. Appeals and Grievance

- You do not have a right to appeal if your School/College Committee, your Director, the Faculty Committee and the Dean all recommend that promotion be denied (CA 16.14).
- In other circumstances if you have been denied promotion, you may elect either to appeal the decision or to grieve the denial under Article 29 of the Collective Agreement (CA 16.13). Once you choose the appeal route, however, you cannot then grieve the denial (CA 16.09), so you may want to consult with DFA before actually deciding on a course of action.
- If you decide to pursue appeal, you must write to the President within 21 days of the written notification of denial and your case will be submitted to a University Promotion Appeal Committee (CA 16.15). The procedures for establishing such a committee are the same as those for establishing a University Tenure Committee (CA 16.15). The decision of a University Appeal Committee is binding on you and on the President (CA 16.17).
- If you have concerns at any point about how the promotion process is being carried out in your case, you might want to consult DFA to see if a grievance under Article 29 of the Collective Agreement is indicated.

## Tenure and Promotion: File Checklist

All faculty members who are eligible for tenure, promotion, or reappointment consideration, are asked to submit a file that outlines their achievements. The purpose of the attached file check list is to ensure candidates submit a complete file, thereby avoiding delays in the review of their application.

Several relevant documents are available on the Faculty of Health web site ([www.dal.ca/health](http://www.dal.ca/health)) to assist candidates in their understanding of the reappointment/tenure and promotion review process and the preparation of their file.

- *Guidelines for the Preparation of a Complete File for Tenure and/or Promotion Consideration.*
- *Information Sheet for Candidates*
- *Guidelines & Criteria for the Granting of Tenure*
- *Guidelines and Criteria for Promotion*

Candidates are asked to familiarize themselves with these documents and with the Collective Agreement between the Board of Governors of Dalhousie University and the Dalhousie Faculty Association.

**Please complete and sign the check list and enclose with your reappointment/tenure and/or promotion file.**

**Note: Reappointment - one file required by your Director.**

**Tenure and/or Promotion—One hard copy and one electronic copy of your file to be submitted to your Director.**

**Incomplete files or files not complete in accordance with the file preparation guidelines will be returned.**

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### File Outline Check List

<input type="checkbox"/> <b>Cover Letter</b> (6 pages max.) as described in <i>Guidelines for the Preparation of a Complete File for Tenure, Promotion and Reappointment Consideration</i> .	
<input type="checkbox"/> <b>Table of Contents</b>	<input type="checkbox"/> Includes a one-page listing of items in the file

<input type="checkbox"/>	<b>Updated Curriculum Vitae</b> following the format of the Faculty of Health standardized curriculum vitae described in the document, <i>Guidelines for the Preparation of a Complete File for Tenure and/or Promotion Consideration</i> .
<input type="checkbox"/>	<p><b>Appendices</b></p> <p><input type="checkbox"/> All appendices have titles and are tabbed</p> <p><input type="checkbox"/> Appendices follow curriculum vitae order</p> <p><input type="checkbox"/> Materials included are considered relevant by the candidate</p>
<b>Do NOT include the following items</b>	
<ul style="list-style-type: none"> <li>• Letters of support written by a member of the unit or Faculty-level T&amp; P committees.</li> <li>• Any course evaluation (including students' comments) that pertains to instructors other than the candidate (i.e., delete the names of any other instructors on signed evaluations)</li> <li>• Any confidential information appearing on student evaluations of other instructors</li> <li>• Unsigned course evaluations of candidate</li> <li>• Annual reports</li> </ul>	

Date

Signature of Candidate