

# Procedural Guidelines for Unit-level Reappointment, Tenure and Promotion Committee

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# Unit-level Reappointment, Tenure, and Promotion Committee Procedural Guidelines

## ***Introduction***

It is the purpose of this document to aid unit-level Reappointment, Tenure and Promotion Committees to execute procedures that are clear to all committee members and that are consistently applied to all candidates.

The Collective Agreement between the Board of Governors of Dalhousie University and the Dalhousie Faculty Association (hereinafter referred to as the CA) is the final authority on reappointment, tenure and promotion issues. Nevertheless, the Faculty of Health is free to add criteria (CA, Clause 15.04) and establish procedures that complement and are not inconsistent with those outlined in the CA. The Faculty Guidelines and Criteria for Tenure and the Faculty Guidelines and Criteria for Promotion can be found on the Faculty of Health website ([www.dal.ca/health](http://www.dal.ca/health)).

## **Reappointment, Tenure, Promotion, and joint appointments**

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### **◆REAPPOINTMENT**

Timing of notification - **Reappointment** notification depends on when the candidate was appointed and dates are usually set out in the letter of appointment (Clause 14.13; 14.15). Consideration for reappointment from a probationary tenure track to a tenure track appointment normally takes place in the fall term of the third year (Clause 14.15(a)). Please note that regarding reappointment, limited term appointments with finite contracts and no expectations for reappointment are excluded.

#### Dates and Deadlines

**October 31 (for fall consideration)/April 30 (for spring consideration)** – The President’s decision shall be reported to the Member by 31 October of that year if there is fall consideration and, **30 April** if there is spring consideration.

**October 1** - For **reappointment**, the CA does not specify deadlines for submission of documentation. However, the Faculty has set a deadline of **October 1** for submission to the Dean and if there are unit-level deadlines, these must be adhered to.

The Chair of the Unit-level Committee shall post all unit-specific deadlines in a timely fashion for the submission of candidates’ application materials.

Guidelines and Criteria - According to the CA, evidence must be provided that relevant provisions of the previous appointment have been respected and fulfilled; that the required activities of teaching, research/scholarship, professional and administrative service have been satisfactory; and that program and budgetary considerations have been satisfied (see Clause 14.15 (i), (ii), (iii)). The Faculty of Health in terms of reappointment of tenure-stream faculty members who are, by Faculty regulation, reviewed by the unit-level Reappointment, Tenure and

Promotion Committee rather than by an Appointments committee, are to seek guidance in the preparation of their reappointment file using Faculty Guidelines and Criteria for Tenure in order to advise the candidate for reappointment on her/his progress. This has generally led to reappointment assessments using all five criteria for tenure as sub-headings for committee comments.

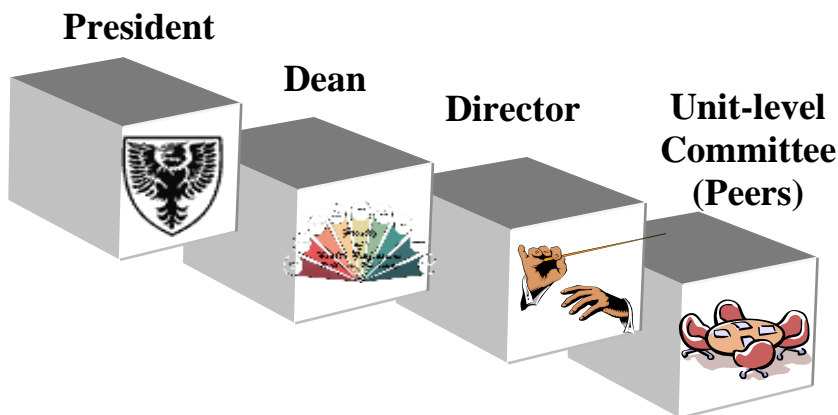
Recommendation - In cases of **reappointment**, if a candidate's work is considered satisfactory, then a positive recommendation results.

If the Committee is unable to recommend **reappointment**, then, upon request, the reasons shall be given in writing to the candidate, at the same time the candidate is informed of the decision not to reappoint (Clause 14.15 (a)). Although there is no appeal process for reappointment in the Collective Agreement, candidates may still be able to grieve the decision.

Deferral - There is **no** provision in the CA for deferral of consideration for reappointment. The Dean may consider extension of the probationary tenure track position in exceptional circumstances (eg. Leave of absence during PTT appointment).

Levels of Review - Only the unit-level Reappointment, Tenure, & Promotion Committee, Director, and the Dean shall consider reappointments. No Faculty-level committee is involved.

### Reappointment – levels of review



## ◆TENURE

Timing of Notification - According to the CA, faculty members are normally considered for tenure in the fall of their fifth year at Dalhousie (Clause 15.12). For those whose initial appointment is to a tenure-track position, they are normally considered for tenure in the fall term of their third year (Clause 15.11). A request for tenure consideration before the times specified in Clauses 15.11 and 15.12 may be initiated by the Member (15.10 (b)).

### Dates and Deadlines

**May** - In order to facilitate the process of soliciting letters of reference, candidates are urged to discuss their candidacy with their Director as early as May.

**August 15<sup>th</sup>** - To ensure the timely solicitation of references, the Faculty has suggested a deadline of August 15<sup>th</sup> for candidates to supply a list of at least three referees to the Director of the School/ College. For the solicitation of references please refer to the “Guidelines for the Preparation of a Complete File for Tenure, Promotion or Reappointment Consideration” that can be found on the Faculty of Health website ([www.dal.ca/health](http://www.dal.ca/health))

**First Day after Labour Day** - All necessary documentation, i.e., a **completed** file (two identical files – one original and one copy) must be submitted to the Director of the School/College no later than the first day after **Labour Day**.

**October 30<sup>th</sup>** - Completed **tenure** files, along with School Committee and the Director’s recommendation are due in the **Dean’s Office by October 30**.

**IMPORTANT:** If a candidate submits a file for *both* tenure and promotion in the same year, tenure deadlines prevail.

Guidelines and Criteria – As per CA 15.03 (a) general criteria assessed by the committees and administrative officers include: academic and professional qualifications, teaching effectiveness, contributions to an academic discipline, ability and willingness to work with colleagues and personal integrity. Please refer to the ‘Faculty of Health Guidelines and Criteria for Tenure’ which outline the Faculty guidelines and standards for each criterion.

Dual appointment – Clause 15.17 “When the Member concerned holds a dual appointment in more than one Department, or has classes offered by more than one Department, the Chairs, Heads or Directors of the Departments in which he or she serves shall discuss the situation before any recommendation is made by a tenure committee or Department Chair, Head or Director.”

Deferral of tenure consideration - A candidate who is eligible for deferral of a tenure decision has the right to request such deferral before or after procedures for considering tenure have commenced (Clauses 15.13 and 15.14). The process for a candidate requesting deferral of tenure consideration is set out in Clause 15.13(b) and 15.14.

Opportunity to be Heard - The member as per Clause 15.20 ‘shall have the opportunity to be heard by, and to submit a written statement to, the appropriate Departmental committee...’. If

the Member chooses not to meet it does not preclude the Committee from seeking additional information from the Member or requesting a meeting to seek further clarification regarding the tenure application. The Member should be given the opportunity to provide additional information/clarification should it be required by the Committee in their review of the file.

Recommendation - When it appears likely that there will be a recommendation that tenure be denied or that tenure consideration be deferred against the candidate's wishes, the candidate will be informed in writing in accordance with Clause 15.18(b) of the specific concerns and given an opportunity to respond in writing and to provide additional information in writing within 5 days *before* any recommendation is made.

#### ◆**PROMOTION**

Timing of Notification – By August 15<sup>th</sup> of each year, The Dean informs candidates that they are eligible for promotion in their fifth year of service (Clause 16.10; 16.11). However, as per CA Clause 16.12 there is no limit as to how often a Member may request promotion.

#### Dates and Deadlines

**August 15<sup>th</sup>** - to ensure the timely solicitation of references, the Faculty has suggested a deadline of August 15<sup>th</sup> for candidates to supply a list of at least three referees to the Director of the School/ College. In order to facilitate the process of soliciting letters of reference, candidates are encouraged to discuss their plans to submit a file for promotion consideration with their Director as early as **May**.

**September 15<sup>th</sup>** - Candidates indicate their intent to apply for promotion to the Director and submit their documentation (Clause 16.01). The Director, in turn, notifies the Dean's Office, on September 15, of those who are to be considered for promotion.

**November 30<sup>th</sup>** - Completed **promotion** files, School Committee and Director's recommendation letters are due in the Dean's Office by November 30 (Clause 16.01).

If a candidate submits a file for *both* tenure and promotion, tenure deadlines prevail.

Guidelines and Criteria - The general criteria assessed by the committees and administrative officers include: academic and professional qualifications, teaching effectiveness, contributions to an academic discipline, ability and willingness to work with colleagues and personal integrity. As per CA 16.06 (a) Promotion is based upon positive evidence of actual achievement...". Please refer to the 'Faculty of Health Guidelines and Criteria for Promotion' which outline the Faculty guidelines and standards for each criterion.

Deferral - At any stage of promotion consideration, a candidate has the right to request that their application for promotion be withdrawn, deferred or terminated (Clause 16.04(a)). No record of the proceedings shall be placed in the applicant's personal file.

Opportunity to be Heard – 'Before a Member is formally considered for promotion, both at the Departmental and Faculty level, he or she shall be informed and given the opportunity to be heard or to present a written statement'. Clause 16.04 (a). If the Member chooses not to meet it does not preclude the Committee from seeking additional information from the Member or

requesting a meeting to seek further clarification regarding the promotion application. The Member should be given the opportunity to provide additional information/clarification should it be required by the Committee in their review of the file.

Recommendation - If the candidate has not requested termination of deferral of promotion consideration but the Committee has so recommended, reasons must be provided as set out in Clause 16.04(a).

### **Joint Appointments**

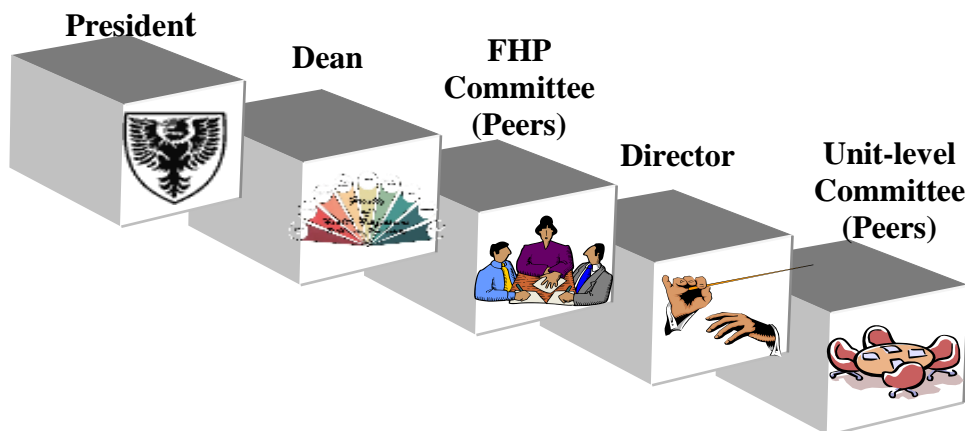
Timing of Notification - The CA states that in cases of joint appointments, a principal appointment must be stated in the letter of appointment from the Board of Governors (Clause 14.08). Furthermore, joint appointments require a **special tenure committee** consisting of members from each unit in which the member holds an appointment. The composition of this special committee shall follow established procedures of the units in which the member holds appointments (Clause 15.33 (b)).

Tenure. Directors of the Schools/College or Chairs or Heads of the departments in which a member has a joint appointment "...shall discuss the situation before any recommendation is made by a tenure committee..." (Clause 15.17). Appointments shall be extended by the period of the deferral (Clause 15.14, 15.35)

Promotion. A member may be considered for promotion in any of the units or Faculties in which he or she holds a joint appointment. Recommendations are based on consultations with the relevant units or Faculties. Promotion cannot be denied in one unit "...merely because of failure to reach agreement" (Clause 16.07). Promotion in relevant units or Faculties is independent of each unit or Faculty (Clause 16.07). The CA further states that, in any decision "subject to the provisions of this Collective Agreement for which rank is to be a criterion, the rank in the principal appointment shall be used" (Clause 14.08).

In the promotion and tenure provisions of the CA (15.18 (c), 16.04 (b)) it is considered important that candidates who are assessed in the same academic year are evaluated consistently and that differences based on academic discipline are considered appropriately.

### **Levels of Review - Tenure & Promotion**





## ***Committee Terms of Reference***

### **Committee Functions**

Reappointment, Tenure and Promotion Committees are committees of peers. Therefore, and in accordance with the CA, the unit-level Committee is responsible for hearing a candidate's application and accepting her or his written submission for reappointment (Clause 14.11 (a), 14.15 (a), for tenure (Clause 15.20) or for promotion (Clause 16.01).

### **Committee Structure**

#### Membership

- a) The members of their School/College shall elect all Committee members.<sup>1</sup>
- b) All Committee members shall be eligible for re-election.<sup>2</sup>
- c) A candidate for that year shall not be a member of the Committee.
- d) A faculty member who serves on another Reappointment, Tenure and Promotion Committee, either at the Faculty or University levels, shall be excluded from membership of a unit-level Committee for as long as she or he serves on the other Committee.<sup>3</sup>
- e) Efforts must be made to encourage, nominate or ask a member of a designated group to serve on the Committee where possible.<sup>4</sup>
- f) Care should be taken that Committee members have the necessary expertise to make informed judgments. This is particularly important when deciding on reappointment or joint appointments.<sup>5</sup>
- g) Unit-level Committee members may consist of a combination of tenured and untenured regular faculty members. Note that only tenured faculty members may serve on the Faculty-level Committee.

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<sup>1</sup> Although the CA does not specifically require members to be elected for tenure Committees, members for promotion Committees must be elected (Clauses 16.01, 16.02). See Clauses 14.11 (a), (d) for appointments and reappointments, for tenure 15.26, 15.33 (b) and for promotion also 16.04.

<sup>2</sup> The CA does not specifically address this point.

<sup>3</sup> Clause 36.02.

<sup>4</sup> Clause 4.03

<sup>5</sup> CAUT Discussion Paper: What is fair?

- h) The Committee:
- i. Shall consist of, at a minimum, three faculty members. These members may or may not all be from the candidates' School/College.
  - ii. Shall consist of one Chair who is elected by and from Committee members.
  - iii. At the discretion of the Committee, one Committee member shall be appointed to record the recommendation of the Committee and its reasons.
  - iv. Shall seek an elected appointment of one alternate member to act when a regular member becomes unavailable (but see under resignations below).

#### Length of Service

The length of service for Committee members of a unit-level Reappointment, Tenure and Promotion Committee may be subject to annual election or may be staggered to one, two and three years' service provided that there is provision for reasonable turnover of membership.

#### Quorum

According to the CA, no decision on reappointment, tenure or promotion shall be made unless there is a quorum of two-thirds (2/3) of Committee members (Clauses 15.26; 16.01; 14.11 (d)).

#### Resignations

The CA also specifies that when a Committee member resigns before interviews with candidates have commenced, the vacancy shall be filled by election. If interviews with candidates have already begun, the vacancy shall remain until a recommendation has been made (Clauses 14.11 (d); 15.26; 16.01).

### **Committee Procedures**

#### Purpose and Duties

It is the purpose of the Committee to advise the Director of the School/College and to make recommendations on Reappointment, Tenure and Promotion applications after the evaluation of a candidate's performance, according to the CA and relevant Faculty of Health Guidelines and Criteria.

#### Accountability

As a standing Committee of the School/College, the unit-level Committee on Reappointment, Tenure and Promotion is responsible to make recommendations to the Director of the School/College on individual applications for Reappointment, Tenure and Promotion and on matters of policy and procedures. The Committee may choose to provide an annual report to the unit that discusses processes and procedures and provides advice on policies and procedures for Reappointment, Tenure and Promotion that may be considered by the appropriate bodies.

### Conflict of Interest

A conflict of interest does not arise from the personality of the individuals involved but rather from the particular situations individuals are involved in. Conflicts of interest must be disclosed in writing as soon as they arise. If there is reason to believe that a conflict of interest has not been disclosed, it must be reported to the Chair of the Committee (and if the Chair is involved, the matter is reported to the Director). If there is uncertainty whether a conflict of interest exists, the matter shall be discussed with the Chair of the Committee or, if a Chair has not been elected, with the Director of the unit. Failure to disclose is subject to disciplinary action. For further, more detailed information, procedures and for examples of what constitutes conflicts of interest, please refer to the Senate Policy on Conflict of Interest

([https://www.dal.ca/dept/university\\_secretariat/policies.html#](https://www.dal.ca/dept/university_secretariat/policies.html#))

- a. A faculty member who serves on another Reappointment, Tenure and Promotion Committee, either at the Faculty or University levels, shall be excluded from membership of a unit-level Committee and shall neither participate in nor submit opinions, letters or other documentation to the proceedings. Faculty members are often asked to provide a general letter of support for a colleague's file. These are best avoided if the colleague in question knows s/he is a member of the Reappointment, Tenure and Promotion Committee, however, they may not constitute an apprehension of bias unless the letter is written in consideration of all criteria and review of the file occurred prior to the letter's preparation.
- b. Any faculty member who is a candidate for reappointment, tenure or promotion shall be excluded from membership of any Reappointment, Tenure and Promotion Committee.
- c. No Committee member who has been involved as a decision-maker in a case at the unit-level Reappointment, Tenure and Promotion Committee, shall participate as a decision-maker at a later stage of that case (Clause 36.04).
- d. If a candidate requests in writing, by giving reasons, that a Committee member be removed during deliberations of a candidate's application, then the Chairperson shall consider the request. If the Chairperson finds a candidate's request reasonable, the Chairperson shall ask the Committee member to step aside during deliberations (Clause 36.02). Attempting to remove a Committee member merely because s/he is from the same School/College as the candidate is not a reasonable request. Close personal, business or financial relationships with candidates are valid reasons.
- e. Where the Director is in conflict of interest with a candidate, in the general there is no Director-level recommendation.

### Meetings

1. The Director shall convene the first meeting of the Committee in each academic year and shall inform members on matters of policy and procedure relating to the Committee's function. In addition, the Director shall ensure that the Committee elects a chairperson during the first meeting.

2. The Director shall provide Committee members with all relevant documentation that includes:
  - a) The current Collective Agreement;
  - b) These Terms of Reference for the Unit-level Reappointment, Tenure and Promotion Committee;
  - c) The approved Faculty Guidelines and Criteria for Tenure;
  - d) The approved Faculty Guidelines and Criteria for Promotion
3. The Chairperson shall convene all other meetings of the Committee.

### Workload

1. It is recommended that the work of letter preparation and revision be shared among Committee members.
2. Although they may be recorded in a single letter, the assessments on tenure and promotion shall be addressed separately in the written recommendation.

### Confidentiality

According to the CA (Clause 17.04) all persons (not just Committee members) involved in "...participation in a Committee dealing with such matters as appointment, reappointment, promotion, tenure..." must respect confidentiality. The CA contains guidelines for the confidentiality of letters that are added to a candidate's file. (Clauses 18.11(b); 18.12(d)).

### Deliberations

1. All Committee deliberations shall be confidential.
2. All Committee deliberations shall be conducted independently from a Director's, Faculty Committee's and the Dean's assessment (CA, Article 36, specifically Clauses 36.02 and 36.04.)
3. **Deliberations on a specific file shall not proceed if a candidate's submission is incomplete.** A completed Faculty of Health File Outline Checklist that is signed by the candidate must accompany each file to ensure that the file is complete.
4. All Committee members shall be present during deliberations. If a Committee member is absent during significant portions of the deliberations, then this Committee member forfeits any voting rights and may forfeit rights to continue to participate in the deliberations.
5. Directors and the Dean may aid the Committee **only** in matters of clarification on policies and procedures. The merits of individual applications shall not be discussed either with the Director or the Dean prior to formulating Committee recommendations.

6. The unit-level chair may seek guidance *first* from the secretariat to the reappointment or tenure and promotion process from the Dean's Office and then, if necessary, from the legal counsel in Faculty Relations.
7. The Committee is entitled to request from candidates, either in writing or in person, information it deems necessary to clarify material included in the candidate's file.
8. Article 18 of the CA contains provisions dealing with the contents of personal files, including the special file created for the specific purpose of consideration for Reappointment, Tenure and Promotion.
9. The Committee shall apply general criteria and procedures as outlined in the CA.
10. The Committee shall apply the following guidelines and criteria providing that they do not conflict with provisions of the CA:
  - a. Faculty of Health Guidelines and Criteria for Tenure;
  - b. Faculty of Health Guidelines and Criteria for Promotion; and,
11. The rules of fairness and the rules against bias (Natural Justice) apply to all Committee proceedings and deliberations (CA Article 36). Briefly, the rules of natural justice mean that fair play is in action and that proper procedures are followed. Fairness means:
  - Judging only on grounds that are specified in the CA and other policy documents of the university;
  - Judging on relevant and legitimate materials that are before the Committee;
  - Treating like cases alike;
  - Systematically recording all consultations; and,
  - Being familiar with and consistently apply relevant policies on non-discrimination.

#### Recommendations

1. **Before recommendations are made and the file is forwarded**, Committee members must assure that a candidate's file is complete and that the file also includes the Special File Inventory Sheet.
2. Committee recommendations are independent of those made by Directors, Faculty-level Committees and the Dean.
3. The Chairperson shall inform the relevant Director of all recommendations made by giving reasons that support applicable criteria and standards. For example, recommendations should clearly outline how the candidate measures up to criteria/standards required for tenure or promotion. As well, specific comments should address the level, reputation and impact of the dissemination of the candidate's activities.

4. Before a letter of recommendation is forwarded to the Director, all Committee members must review the letter before the Chair signs the letter on behalf of the Committee members, who should be named in the letter.
5. When forwarding recommendations to the Director of the School/College, assure that all data on which the recommendations are based are included.
6. If there is disagreement among Committee members, dissenting members may attach a written dissent or such dissent may be included in the body of the letter.

#### Delays

7. The Dalhousie Faculty Association and the Board of Governors through the Association-Board Committee must approve any delays or changes in the deadlines and times as specified in the CA for tenure and promotion. The reasons for such extensions must be demonstrated (Clauses 15.34; 14.15(b)). **Any requests for extensions are submitted through the Dean.**

#### Materials added after the deadline

1. During any stage of the process, candidates have the right to inform the Director and the Committee, through additions to the file, about developments after the submission of the completed file, such as grants received, publications accepted, awards or other exceptional developments.

## ***Administrative Support***

### ***Election of Committee Members***

1. Elections shall be held each spring.
2. Elections may be held at other times of the year only under special circumstances. For example, when a Committee member is unable to complete her or his term (Clauses 14.11(d); 15.26; 16.01).
3. The administrator of the School/College shall circulate the names of faculty members who are eligible to serve on the unit-level Reappointment, Tenure and Promotion Committee to all members of the unit.
4. Once nominations have been received, the School/College administrator shall prepare a slate for election at the unit-level faculty meeting.
5. If nominations are below the required number, the Director shall solicit nominations from the floor at the unit-level faculty meeting.
6. If nominations exceed vacancies, elections shall be by mailed ballot.
7. If mailed ballots are required, then the School/College administrator shall distribute such ballots and receive returned ballots in the envelopes provided and by the deadline specified on the ballot sheet. Ballots shall be opened and counted by an appointed faculty member during a unit-level faculty meeting.
8. Directors are not eligible to serve on the unit-level Reappointment, Tenure and Promotion Committee.
9. Directors cannot be appointed to open and count mailed-in ballots.
10. Newly elected Committee members shall begin their term on July 1 each year.

### **Responsibilities and Rights of Candidates**

- a) A candidate has the right to and the responsibility to submit documentation in support of her or his candidacy (Clauses 15.19(a); 16.01; 17.19; 18.01(b)). This should be in accordance with the 'Guidelines for the Preparation of a Complete File for Tenure, Promotion or Reappointment Consideration'.
- b) It is the responsibility of candidates to ensure that their contribution to the special file is complete at the time of submission.

- c) If a candidate wishes to make a personal representation to the Committee, then a candidate is entitled to do so and this invitation shall be extended to the candidate (Clauses 15.20; 16.04(a); 36.03) **prior to the Committee's final recommendation.**
- d) A candidate is entitled to receive timely and reasonable notice of any hearing the Committee undertakes on her or his behalf and is entitled to attend such hearings or any proceedings involving her or his specific case, **except "...proceedings or hearings or portions thereof which are solely and exclusively deliberations of the committee"** (Clause 36.03).
- e) If a candidate requests access to her or his special file that has been created for the sole purpose of the candidate's reappointment, tenure or promotion consideration then access shall be granted within two days of the candidate's request (Clause 18.01 (b)). It is the candidate's responsibility to request copies of letters of reference **prior to the final recommendation of the Committee.**
- f) At the request of the candidate, a representative from the Dalhousie Faculty Association may examine edited and unedited letters from referees (CA 18.11(b)).
- g) Depending on the type of appointment, a candidate for reappointment, tenure and promotion has the right to know at every stage of the process what is being recommended and to receive, upon request, written reasons for the recommendation (Clause 14.15(a); 15.18(a); 16.04(a); 36.03).

### **External Referees, and feedback from Colleagues, Staff Members and Students etc.**

Please review 'Guidelines for the Preparation of a Complete File for Tenure, Promotion or Reappointment Consideration' pages 10-15 (a copy of this document can be found on the Faculty of Health website at [www.dal.ca/health](http://www.dal.ca/health) or by contacting the Dean's Office).

**Clarification regarding access to the Special file** – colleagues who are members of the Dalhousie Faculty Associate are provided with a copy of the special file as submitted by the candidate. **It does not, nor should it include**, the feedback received from staff, students, faculty members, external reviewers etc. solicited by the School Committee and/or Director as that information is only added to the special file after the closing date for feedback.



## Special Files and Inventory Sheet

1. When candidates are considered for reappointment, tenure or promotion, a special file is created that contains materials submitted by the candidate, Director, Dean and committees as well as anybody else who has the right to contribute to this file. The special file must contain an Inventory Sheet that describes the contents of the file and serves as a record of additions and deletions from the file (Clause 18.01(b)).  
[A template of a special file inventory sheet can be obtained from the Dean's Office tenure and promotion administrator]
2. **Directors of Schools/College shall not contribute personal letters of support** to a candidate's Special File.
3. The Special File Inventory Sheet is an itemized list in sequential order of all materials that are contained in the file.
  - a. Items on the list are separated by headings that indicate the material submitted at each level.
  - b. The date and item is added should be indicated, as well as the date of the document, if the two are different.
  - c. The Inventory sheet is updated before it is delivered to the next stage in the proceedings.
  - d. Before it is delivered to the next stage, a statement should also be inserted to confirm that the file contains the items listed at the conclusion of that stage (as well as the date of inserting that statement).
  - e. Material received at each level must be listed under the heading for that level to show that it was added at that level (and was thus not considered at earlier levels).
  - f. If the candidate submits materials in a binder, the binder is itemized on the Inventory sheet and becomes part of the Special File.
  - g. All confidential materials must be handled as specified in the CA (Clauses 18.11; 18.12) by following the guidelines suggested by the Vice-President (Academic and Provost).
    - i. Copy the original letter so that identifying letterhead and signature block are removed;
    - ii. Place the original letter in an envelope labeled "Confidential Information – not to be viewed by Candidate" and place it at the back of the Special File;
    - iii. List the letter on the Inventory Sheet without revealing the author's identity;
    - iv. Place a cover page on the copy of the letter that states the following:

### **Confidential letter attached**

The author of the attached letter has requested that their identity be concealed. As provided for under Clause 18.11(b) of the Collective Agreement, the identifying letterhead and signature block have therefore been removed from the attached copy.

The original letter, showing the author's identity, is included in an envelope contained in the file. **The identity of the author is NOT to be revealed to the candidate under any circumstances.**

At the candidate's request, a DFA representative is entitled to review the original letter but shall maintain confidentiality with regard to the author's identity (see the last paragraph of Clause 18.11(b)).

- h. **Two identical** copies of the file must be submitted to the Faculty-level Tenure and Promotion Committee, one copy of which must contain all **original** copies of the correspondence.
- i. After all proceedings have been concluded, the Special File, with all its contents, must be retained in the Dean's Office for 18 months.

Timeline<sup>6</sup>

<b>Dates</b>	<b>Tenure</b>	<b>Promotion &amp; Professor Emeritus</b>	<b>Reappointment</b>
August 15 or earlier	Dean notifies those eligible for tenure	Dean notifies those eligible for promotion	
August 15	Candidates submit their list of external referees to the Director	Candidates submit their list of external referees to the Director	Director notifies those eligible for reappointment
August 25	Director provides lists of referees to candidates	Director provides lists of referees to candidates	
First day after Labour Day	Tenure files are due in the Director's office		Probationary tenure track and renewable limited term file submission due in School/College office.
September 15		Promotion files are due in Director's Office	
September 15		Director's Office confirms list of those submitting a file for promotion	
October 1			Unit Committee and Director's recommendations to the Dean
October 30	Unit Committee and Director's recommendations to the Dean		Dean's recommendation to President and Candidate October 1-30
October 31 (Clause 14.15(a))			The President advises candidates of her or his decision
November 30	Faculty T&P Committee recommendation to the Dean	Unit Committee and Director's recommendations to the Dean's Office.	
November 30			
December 31 (and in no case later than January 15)	Dean makes recommendations to President		Dean will advise candidates & the President of recommendations on re-appointment.
February 15		The Faculty-level T&P Committee makes recommendations to the Dean	President's recommendation to candidates
February 28 (and in no case later than March 15 <sup>th</sup> )	The President advises candidates of her or his decision		
March 31		Dean makes recommendations to the President	
May 31		The President advises candidates	
April 30 Clause 14.15(a))		The President advises candidates	

<sup>6</sup> Unit-specific dates may vary from the dates indicated here.