

COLLECTIVE AGREEMENT DATES TO REMEMBER

*This chart is provided for the convenience of Members.
The Collective Agreement itself should be checked for actual wording.*

PROMOTION

Effective Date	Description	Article(s)
June 15	Applications for promotion shall be made, in a letter to the Chair, no later than June 15 of the year in which consideration is initiated.	Article E2.5.3.1
July 1	The Chair shall advise the Department, Dean, and the VP Academic of any application for promotion or accelerated promotion by July 1.	Article E2.5.3.1
October 1	List of potential references for promotion purposes to be submitted to the Dean/UL by October 1.	Article E4.1.1 b)
November 1	The Chair shall assure that a properly constituted Department Review Committee will be assembled prior to November 1 to consider applications for promotion.	Article E2.5.3.2
November 1	The candidate shall submit a promotion file to the Chair by November 1.	Article E2.5.3.4
December 15	The DRC/LRC must complete its meetings on all promotion applications and make recommendations to the URC by December 15.	Article E2.6.2 Article E2.8.1 b) Article E7.8.9 Article E7.10.1 b)
January 15	The Dean/University Librarian shall include letter in candidate's promotion file and shall forward the completed file to the Chair of the URC before January 15.	Article E2.9.4 Article E7.11.4
March 1	Initial vote of URC sub-committee shall normally take place prior to March 1.	Article E2.10.5
March 31	(amended by a MoA). The list of potential references for combined tenure/promotion files shall be submitted by March 31.	Article E4.1.1 b)

March 31	Elections to URC shall be completed by March 31 in any given year or as soon thereafter as is practicable with newly elected Members of the URC beginning their terms on May 1.	Article E2.10.1 f) iii)
March 31	Final vote of the URC sub-committee shall take place prior to March 31.	Article E2.10.7
April 15	Prior to April 15, the URC shall report their recommendations for promotion to the President.	Article E2.10.10
Prior to May Board Meeting	President makes recommendation on promotion to Board prior to the May meeting of the Board.	Article E2.11.1
Following May Board Meeting	President notifies candidate of Board's decision.	Article E2.11.2
July 1 of next academic year	Promotion takes effect.	