

COLLECTIVE AGREEMENT DATES TO REMEMBER

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

TENURE/PERMANENCY

[Note: Normally the application is initiated in the Winter Semester of the candidate's fourth year of a full-time probationary appointment]

Effective Date	Description	Article(s)
Within two months of commencement of appointment	Chair/UL meets with all new probationary Members to explain criteria and procedures of tenure/permanency consideration.	Article E2.5.2.1 Article E7.8.1 Article E7.8.2
January 5	On or before January 5, the Dean shall send a letter to each Chair with the names of the Members in the Department who are eligible for regular consideration of tenure in the next academic year. Chair then seeks confirmation from each Faculty Member that tenure file is being collated.	Article E2.5.2.2 Article E2.5.2.3 a)
February 1	A Faculty Member who seeks early consideration for tenure as an exceptional case shall so request in writing to the Dean by February 1 of the academic year prior to the one in which consideration would take place.	Article E2.4.2.4
February 1	The date by which the Faculty Member's request, or the Dean's recommendation for deferral of tenure consideration must be communicated is February 1 of the academic year prior to consideration.	Article E2.4.3.2
February 1	Prior to February 1, each Faculty Member shall send a letter to the Chair indicating plans to apply for tenure. The Chair then informs the Dean that the tenure file is in preparation.	Article E2.5.2.3 a)

February 1	Subject to exceptional circumstances set out in this Agreement, if a Faculty Member does not have tenure by February 1 of the fourth year of full-time probationary appointment at this University, and if the Faculty Member has not initiated procedures for consideration of tenure, the Chair will direct the Faculty Member to submit his or her file for tenure consideration.	Article E2.5.2.3 b)
March 1	The Dean, in consultation with the Chair, shall decide whether the Faculty Member should be considered as an exceptional case for early consideration of tenure by March 1.	Article E2.4.2.4
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	(amended by a MoA). The list of potential references for combined tenure/promotion shall be submitted to the Dean/UL by March 31.	Article E4.1.1 b)
March 31	The Chair shall assure that a properly constituted DRC will be assembled prior to March 31.	Article E2.5.2.4
April 30	The candidate shall submit a tenure file containing the required elements as specified in Articles E2.6.1 a)-d) to the Department Chair by April 30.	Article E2.5.2.5
June 30	The DRC/LRC must complete its meetings on all tenure/ permanency applications and combined tenure/promotion applications and make recommendations to the URC by June 30.	Article E2.6.2 Article E2.8.1 Article E7.8.9 Article E7.10.1
August 1	The decisions regarding deferral of tenure/ permanency must be made prior to August 1 in the year in which the candidate's consideration is to come before the URC.	Article E2.4.3.3 Article E7.8.12.3
August 15	The Dean/University Librarian shall include letter in candidate's tenure/permanency file and shall forward the complete file to the Chair of the URC before August 15.	Article E2.9.4 Article E7.11.4
October 15	Initial vote of URC sub-committee.	Article E2.10.5

November 10	Final vote of the URC sub-committee shall take place prior to November 10.	Article E2.10.7
November 15	Prior to November 15, the URC shall report their recommendations to the President.	Article E2.10.10
Prior to December Board Meeting	President makes recommendation on tenure/permanency to Board prior to the December meeting of the Board.	Article E2.11.1
Following December Board Meeting	President notifies candidate of Board's decision.	Article E2.11.2
July 1 of next academic year	Tenure/permanency takes effect.	

Note: Combined tenure/promotion applications follow same time lines as for tenure.