

**TENURE AND PROMOTION
CRITICAL DEADLINE DATES
In Chronological Order**

	Date	Action
1	February 1	URC NOMINATIONS , Article 1.6b: OVPAR will send calls for nominations for URC for the following academic year. Must be in writing by one other tenure or TT member.
2	February 10-11	URC ADVANCE NOMINATIONS , Article 1.6b: OVPAR will announce publicly the advance nominations.
3	February 15	URC NOMINATIONS, OVPAR , Article 1.6n: Deadline for Nominations at 4:00 pm.
4	February 17-19	URC ELECTIONS FROM FEBRUARY 17 TO 19 , Article 1.6c: Where required, organized by OVPAR, and by secret ballot. See Article 1.6 on provisions for voting.
5	February 23	URC MEMBERSHIP , Article 1.6n: OVPAR will announce the members elected to URC and alternates for the following year.
6	March 1	FRC NOMINATIONS , Article 1.6n: OVPAR sends call for nominations for FRCs.
7	March 10-11	FRC ADVANCE NOMINATIONS for Article 1.6b: OVPAR will publicly announce the advanced nominations to FRCs.
8	March 15	FRC NOMINATIONS , Article 1.6n: Deadline for nominations at 4:00 pm
9	March 17-19	FRC ELECTIONS ON MARCH 17 TO 19 , Article 1.6c, n: Where required, organized by OVPAR, and by secret ballot. See Article 1.6 on provisions for voting.

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10	March 22	FRCs COMMITTEE MEMBERSHIP , Article 1.6c, n: OVPAR announces the members elected to FRCs and alternates for the following year.
11	April 1-30	APPLICATIONS & ANNOUNCEMENT RECEIVED FROM APRIL 1 TO 30 , Articles 1.7, 1.21a: Deans inform Members of deadline for early tenure and applications for promotion and inform members in penultimate year of TT appointments of requirement to apply for tenure.
12	May 1 – June 30	NOTIFICATION TO APPLY , Article 1.7g: Eligible Members may apply for early tenure by sending written notification to his/her Dean between May 1 and June 30, as long as Member will have completed at least of service in a TT appointment by the June 30 date.
13	May 1	ACCESS TO FILES , Articles 1.27-1.28: Candidates for T&P will have access to the dossier of previously successful candidates, contained in the RFTP, for consultation, but no other materials in Member's file (with written consent by Member).
14	June 30	APPLICATION DEADLINE FOR EARLY TENURE AND/OR PROMOTION , Articles 1.7g, 1.21a: Candidates advise Dean that they will be applying for early tenure and/or promotion.
15	June 30	URC/FRC ELECTIONS AND APPOINTMENTS , Article 1.6c: Members serve a two-year term of office beginning or after) and ending with the terms staggered so as to elect only one-half of the faculty members in any See Article 1.6 for complete details.
16	June 30	EXTENSION TO TT APPTMT , Article 1.7j: Member may apply to VPAR in second last year of TT appointment for an extension of no more than 2 years.

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17	June 30	DENIAL OF TENURE , URAB to Member, Article 1.19m: If decision rendered after June 30, Member will have his/her TT appointment extended by 12 months effective July 1.
18	July 1	TERM OF OFFICE FOR URC/FRC MEMBER , Article 1.6, July 1: Two-year term of office begins July 1 and ends June 30.
19	July 5	ACCESS TO FILES : OVPAR to successful candidates, Articles 1.27, 1.28: Successful candidates will be asked to sign and return a copy of Appendix III of Standards for T&P Form for Granting/Not Granting Access to Member's Dossier to give consent to qualified access to their files by URC, URAC, University President, URAB, and candidates for tenure and/or promotion pursuant to Article 1.28 on Disposal of Files.
20	July 10	WITHDRAWAL OF TENURE APPLICATION , Article 1.7h, July 10: Eligible members may apply for early tenure only once. If they receive a deferral of tenure, or they send written notice to the Dean to withdraw their application after they will next be considered for tenure in the final year of their TT appointment. An application withdrawn on or before this date will not count as an application for early tenure.
21	July 10	LISTS OF CANDIDATES , Article 1.21a: Dean sends lists to VPAR of candidates applying for tenure and/or promotion, and sends candidates' membership lists of FRC/URC and copies of official teaching evaluations.
22	July 10	EXTERNAL LETTERS OF REFERENCE , Articles 1.8 a,b, 1.21a: Candidates submit names of six external referees to Deans. Referees must be arms'-length and at least four must be Professors. See Article 1.8 for complete details.
23	July 15	ACCESS TO FILES , Candidates for T&P, Article 1.27c: Last day for consultation by candidates for tenure and/or promotion to have access to the dossiers contained in the RFTP of previously successful candidates, but no other materials in Member's files (with written consent by Member). Articles 1.27 and 1.28 for complete details.

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24	July 20	DOSSIER REQUIREMENTS FOR SUBMISSION , Articles 1.9, 1.21a: Candidates submit six copies of their dossier to the office of the relevant Dean. Candidates send responses to teaching evaluations to their Dean's office.
25	July 20	EXTERNAL LETTERS OF REFERENCE , Articles 1.8e, 1.21a: Deans solicits there external letters of reference from any of the six nominated referees using sample letters found in Appendix II of the Standards for T&P document.
26	July 24	FRC/URC CONFLICTS OF INTEREST , Articles 1.16, 1.21a: Candidates may indicate conflicts of interest with Members of the FRC/URC to the relevant Dean. See Article 13 of CA.
27	September 1-30	INFORMATION SESSION FOR FRC/URC MEMBERS , Article 1.29c, NUFA and OVPAR: Organize at least one information session for the purpose of familiarizing all FRC/URC committee members with their responsibilities and with the tenure and promotions procedures. OVPAR will arrange to produce an audio-visual recording of one info session and make it available to all invitees incl. those who were unable to attend.
28	September 15	FRC/URC CONFLICTS OF INTEREST , Articles 1.6, 1.21a: Candidates may indicate to the President of the University conflicts of interest with Chairs of FRC/URC. Also see Article 13 of CA.
29	September 15	EXTERNAL LETTERS OF REFERENCE , Articles 1.8f,g,h, 1.21a: Referees send in letters of reference to Deans.
30	September 20	DEAN'S RECOMMENDATIONS , Article 1.21a: Deans send written recommendations to Chairs of FRCs and to candidates and give candidates' unattributed copies of external letters of reference.

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31	September 25	RESPONSE BY CANDIDATE TO DEAN'S RECOMMENDATIONS , Article 1.21a: Candidates send to Chair of FRC response to Dean's recommendations and external letters of reference.
32	September 30	INFORMATION SESSION FOR FRC/URC MEMBERS , Article 1.29c: Last day for an information session as described in September 1, prior to the commencement of the evaluation of applications for tenure and promotion.
33	October 2	STAGE 1 BEGINS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: Chairs call first meeting of FRCs.
34	October 30	STAGE 1 RECOMMENDATIONS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: Chairs of FRCs send recommendations to URC with copies to candidates. See Article 1.15 for Decision-Making Process.
35	October 31	DENIAL OF TENURE - URAB TO MEMBER , Article 1.19m: If decision rendered after October 31 (from previous year's application), s/he will be offered an additional 12-month LT apptmt, pursuant to Article 1.29g commencing the following July 1.
36	November 7	STAGE 1 RESPONSE TO TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: Candidates send responses to recommendations of FRC Chairs.
37	November 27	STAGE 2 BEGINS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: Chairs call first meeting of URC.
38	November 27	STAGE 1 BEGINS FOR PROMOTION TO PROFESSOR , Article 1.23a: Chairs call first meeting of FRCs.
39	December 15	STAGE 2 RECOMMENDATIONS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: Chair of URC sends recommendations to President with copies to candidates.

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40	December 15	STAGE 1 RECOMMENDATIONS FOR PROMOTION TO PROFESSOR , Article 1.234a: Chairs of FRCs send recommendations to URC with copies to candidates.
41	December 22	STAGE 2 RESPONSE FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: Candidates send responses to recommendations of URC Chair.
42	December 22	STAGE 1 RESPONSE FOR PROMOTION TO PROFESSOR , Article 1.23a: Candidates send responses to recommendations of FRC Chair.
<i>Before Jan 25 - NUFA OBSERVER TO URAC AND APPOINTMENTS TO URAC, Article 1.6n: Announcement by NUFA President of appointment of NUFA Observer to URAC and announcement by the University President of the appointments to the URAC.</i>		
43	January 7	STAGE 3 APPEAL FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: Candidates with negative recommendations from the URC may notify the University President of appeal to URAC.
44	January 20	STAGE 3 BEGINS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: Chair calls first meeting of URAC.
45	January 20	STAGE 4 DECISIONS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: President informs candidates of his/her decisions in cases with no appeals to URAC.
46	Before January 25	NUFA OBSERVER TO URAC AND APPOINTMENTS TO URAC , Article 1.6n: Announcement by NUFA President of appointment of NUFA Observer to URAC and announcement by the University President of the appointments to the URAC.
47	January 27	STAGE 2 BEGINS FOR PROMOTION TO PROFESSOR , Article 1.23a: Chair calls first meeting of URC.

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48	February 1	STAGE 4 DECISIONS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: President informs Chair of the Board of his/her decisions with copies to candidates, in cases with no appeals to URAC.
49	February 15	STAGE 3 RECOMMENDATIONS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR : Chair of URAC sends recommendations to President with copies to candidates.
50	February 15	STAGE 2 RECOMMENDATIONS FOR PROMOTION TO PROFESSOR , Article 1.23a: Chair of URC sends recommendations to President with copies to candidates.
51	February 22	STAGE 3 RESPONSE FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: Candidates send responses to URAC recommendations to President.
52	February 22	STAGE 2 RESPONSE FOR PROMOTION TO PROFESSOR , Article 1.23a: Candidates send responses to recommendations from URC to Chair.
53	March 5	STAGE 4 DECISIONS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: President informs candidates of his/her decisions in cases with appeals to URAC.
54	March 7	STAGE 3 APPEAL FOR PROMOTION TO PROFESSOR , Article 1.23a: Candidates with negative recommendations from the URC may notify the President of appeal to URAC.
55	March 20	STAGE 4 DECISIONS FOR PROMOTION TO PROFESSOR , Article 1.23a: President informs candidates of his/her decision in cases with no appeals to URAC.
56	March 20	STAGE 3 BEGINS FOR PROMOTION TO PROFESSOR , Article 1.23a: Chair calls first meeting of URAC.

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57	April 1	STAGE 4 DECISIONS FOR PROMOTION TO PROFESSOR , Article 1.23a: President informs the Chair of the Board of his/her decisions with copies to candidates, in cases with no appeals to URAC.
58	April 3	STAGE 4 DECISIONS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: President informs the Chair of the Board of his/her decisions with copies to candidates in cases with appeals to URAC by no grievances to URAB.
59	April 15	STAGE 3 RECOMMENDATIONS FOR PROMOTION TO PROFESSOR , Article 1.23a: Chair of URAC sends recommendations to President with copies to candidates.
60	April 22	STAGE 3 RESPONSE FOR PROMOTION TO PROFESSOR , Article 1.23a: Candidates send responses to URAC recommendations to President.
61	April 22	STAGE 5 GRIEVANCE FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR , Article 1.22a: NUFA to President: Within 20 working days of a candidate receiving the letter from the President, where President has rendered a negative decision on tenure and promotion to Associate Professor, following a positive recommendation from either the URC or the URAC (date may vary depending upon the time it takes to establish the URAB), NUFA sends written notice of the grievance (stating the grounds for the grievance) to the URAB Chair with a copy to the University President. See Article 1.22a, for details on grievance deadlines.
62	May 1 and June 30	JCAA GENERAL MATTERS - REVISIONS , Article 1.29d: JCAA will meet to discuss possible revisions to this clause, and consult for recommendations.
63	May 3	STAGE 4 DECISIONS FOR PROMOTION TO PROFESSOR , Article 1.23a: President informs candidates of his/her decisions in cases with appeals to URAC.

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64	May 20	PRESIDENT'S ANNUAL REPORT , Article 1.26a: President's Annual Report on T&P appended to June Senate agenda and submitted to Board around the same time.
65	May 25	STAGE 5 GRIEVANCE FOR PROMOTION TO PROFESSOR , Article 1.23a: NUFA to President: Within 20 working days of a candidate receiving the letter from the President, where President has rendered a negative decision on promotion to Professor, following a positive recommendation from either the URC or the URAC (date may vary depending upon the time it takes to establish the URAB), NUFA may notify President of grievance to the URAB.
66	May 31	STAGE 4 DECISIONS FOR PROMOTION TO PROFESSOR , Article 1.23a: President informs the Chair of the Board of his/her decisions, with copies to candidates, in cases with appeals to URAC but no grievances to URAB.