

April 12, 2013

Did you know...

...that there are specific deadlines to observe when applying for renewal, promotion, tenure, accelerated promotion or early consideration of tenure for Lecturer Stream, tenure-track faculty, and Professional Librarian?

Article 11.1.10(a) indicates that the Dean will advise the Departmental Chairperson and the VPAR of the names of faculty member(s) who will be eligible for renewal of appointment (i.e., after the first 3-year probationary contract) and/or regular tenure consideration in the ensuing academic year.

The minimum period of service for promotion, within the rank, is as follows: Lecturer is 3 years (or step 3), Assistant Professor is 5 years (or step 5), and Associate Professor is 8 years (or step 8). The minimum period of service at the University for tenure (tenure-track faculty) or permanence (for Lecturer Stream) is 5 years.

Article 11.1.10(b) indicates the different deadlines for application and submission of documents for tenure or promotion. In particular, faculty members who are required to apply for tenure or intend to apply for promotion (normal or accelerated) are required to inform the department Chairperson of their intention to apply and must provide to the Chairperson a list of potential assessors (with contact information) by April 15th. The number of potential assessors is not specified but a list of 4 to 6 would be reasonable. The Chairperson is then required to provide the Dean by May 15th with the applicants' and Department's list of potential assessors. The Dean will finalize the list of assessors by June 15th. Also, applicants are required to submit the original plus 3 copies of their application file to the Dean and one copy to the Department Chair.

Lecturer Stream members are subjected to the above-mentioned deadlines and procedures with the exception that there is no requirement to obtain external letters of assessment (i.e. no potential assessors are required). Promotion to Lecturer II carries with it permanence of employment (Article 10.1.26.10).

Article 11.1.12 describes the content of the application material for renewal, tenure and promotion. The material consists of a detailed CV (see Article 8.4.13(b) for format), teaching dossier (see Article 15.6.2, 15.6.6 and 15.6.12), statement of current scholarship, and examples of scholarship.

New Professional Librarian may be granted permanence after or during a probationary period of 18 months (Article 10.2.60). During the probationary period, progress appraisal will be performed at 3 months intervals and permanency may be granted with (or before) the fifth and last progress appraisal. In accordance with Article 11.2.14, Professional Librarian who wishes to be considered for promotion must submit their request in writing to the University Librarian by January 1st. The request must be accompanied with supporting documentation. Promotion of Professional Librarians should normally take effect on September 1st following the January 1st application deadline.

SMUFU Executive