

ENV SCHEDULE FOR TENURE/PROMOTION/REAPPOINTMENT
2024-2025

Current faculty members with three-year, first probationary-term appointments will be considered for reappointment during their third year, with at least 13-months' notice concerning reappointment. Individuals coming up for reappointment of a probationary term will go through the same procedure as for Tenure but without External Reviews.

Tenure consideration under Policy 77 will normally occur in the second year of a second probationary appointment but may be postponed by the candidate until the last year.

Please note the dates on this schedule are FIRM due to three levels of University deadlines and Policy 77. For administrative purposes units may require materials to be submitted earlier than the dates stated - check with your Unit Head.

<u>Date</u>	<u>Check Completion</u>	<u>Item</u>
By May 15	[]	The Chair invites those who wish to be considered for tenure and/or promotion to apply by June 1.
	[]	T&P Intent Forms to be distributed by unit Administrative Assistants to all eligible faculty members.
	[]	Unit Heads report by memo the elected Tenure & Promotion (T&P) Committee Membership to the Dean and to the Unit faculty members.
By June 1	[]	Candidates for tenure and/or promotion notify Unit Head using Intent Form , and shall meet with the Chair to discuss the procedure to be followed.
By June 14	[]	Chair of the Unit's T&P Committee to notify the Dean by memo the names of candidates who are expected to be reviewed, providing the signed Intent Form.
By July 2	[]	Tenure and/or promotion candidates submit supporting brief to the Chair of Unit T&P Committee which must include (as stated in Policy 77 Tenure and Promotion of Faculty Members): <ul style="list-style-type: none">• a current curriculum vitae;• candidate's statement (a summary of her/his contributions in scholarship, teaching and service) -- no more than 3 pages;• copies of relevant scholarly work (5-8 publications);• any other relevant information the candidate feels may be useful to the Unit and Faculty Committees (this is not to include letters solicited by the candidate and is subject to edit or deletion by the Unit Head and/or Dean);• the names of at least five arms-length external referees, using External Referee Information Sheets (which require full mailing address and email contact information)
		Note: additional external referees may be required as process unfolds.
By July 15	[]	Unit T&P Committees meet to recommend five additional external referees (using External Referee Information Sheets ³) for a total of 10 appropriate external referees, and to review the candidate's statement and CV for clarity, completeness and form.

List of Candidates and External Referees forwarded to the Dean for approval.

By July 22	[]	Chair will inform the candidate of the names of External Referees (by memo); candidate may challenge.
By July 26	[]	Unit Administrative Assistant submits to the Dean's Assistant, in electronic format: <ul style="list-style-type: none"> • External Referee Information Sheets (indicating candidate or DTPC choice); • Candidate's Statement; • Candidate's Curriculum Vitae; • Relevant Scholarly Work (5-8 samples); • Other Relevant Information submitted by Candidate.
By August 2	[]	Dean's Office to start contacting External Referees.
By September 13	[]	Units submit to Dean's Office, in electronic format: <ul style="list-style-type: none"> • Candidate's Annual Performance Reviews for at least the last 5 years; • Summary Table of all course evaluations for the last 5 years; • Candidate's Peer Teaching Evaluations. • Teaching and advising summaries <p>[See Tenure and Promotion Package Outline at: https://uwaterloo.ca/environment/faculty-staff/policies-procedures-terms-reference/tenure-and-promotion-package-outline and Guidelines for Promotion and Tenure Applicants -- Teaching/Advising Activities No. 1, 3, 4].</p> <p>This information will be part of the Unit and Faculty promotion and/or tenure file.</p>
By October 16	[]	External Referees' replies are to be received by the Dean's Office.
By October 23	[]	E-Files available for unit T&P meetings.
Oct 28 – Nov. 1	[]	Unit T&P meetings.
By November 15	[]	All recommendations to be rendered by units and D/STPC Chair's statement for each candidate (including Performance Review Summary Table) to be submitted to the Dean's Office, in electronic format.
By November 25	[]	E-Files distributed to Faculty T&P Committee Members.
December 4	[]	Faculty T&P Committee Meeting.
Late Feb/early March	[]	University T&P Committee Meeting.

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May 2, 2024*