

UNIVERSITY OF TORONTO SCARBOROUGH

Supplemental Guidelines for Chairs: Tenure Timetable

NOTE: These guidelines must be read in conjunction with the section on tenure contained in the Policy and Procedures on Academic Appointments and the Provost's Memorandum on the Tenure Review Process and Tenure Checklist. These documents can be found at:

<http://www.provost.utoronto.ca/procedures/tenure.htm>

June/July

- Meet with the candidate to talk about the process, communicate what information s/he will need to supply so the candidate can start preparing the dossier. The deadline for receipt of materials from the candidate is normally no later than the October 5.
- The candidate must submit to the Chair a list of their recommended external referees.

September/Early October

- By early September, contact all prospective external referees inviting them to serve. Send confirmation to those who have agreed and give them a firm deadline for the receipt of their evaluations (normally no later than January 5)
- Send letter¹ to candidate with details of tenure process and proposed committee membership and request written response from the candidate. **Any** changes to the committee **must** be communicated in writing to the candidate and the candidate must respond in writing.
- If the candidate has no objections, send letters to individuals nominated to serve on tenure committee (deadline for response – 2 weeks)
- The Dean will write to the Dean of SGS to request a representative for each of the UTSC tenure committees and will inform the Chairs of the name of the representative.
- The Dean will inform Chairs of the name of his representative on the tenure committee.
- Send proposed membership of the tenure, reading, and teaching committees to the Dean for approval.
- Send letters to tenure, reading, and teaching committees members inviting them to serve. You must receive their written agreement to serve.
- Get emails for candidates' current and former undergraduate students from ROSI²; get a list of former graduate students from the graduate department; send requests for evaluations to students (deadline for response: early November; November 15th at the latest.)

¹ A template of this letter is provided in the Tenure Checklist, which is available on the Provost's web site at: <http://www.provost.utoronto.ca/procedures/tenure.htm>

² These can be provided by the Registrar's Office.

- All candidates must include a description about their work with collaborators. If applicable, write to collaborators requesting confirmation of extent of collaboration with candidates.

November

- By early November, candidates should have submitted all materials.
- Upon receipt of these and the student evaluations, send complete package to external referees and internal reading and teaching evaluation committees.

December

- In early December, send reminder letters to external referees with request for their evaluations by January 5th

January

- By January 25, all evaluation reports (from the reading and teaching committees and external referees) must be received.
- Set up meeting of tenure committee – aim for late February.

February

- By the beginning of the month the Chair should send to the candidate the summary of evidence and invitation to appear before committee; provide a short turnaround time for a rapid response from the candidate.
- About two weeks before the tenure meeting, dossiers are circulated to committee members.
- Committee meets.

March

- Chair composes Statement of Reasons in early March and circulates to members for comment; provide a short turnaround time for a rapid response.

April

- Dossier is submitted to the Office of the Dean by April 1.
- Candidates to be informed in writing of tenure committee recommendations to the president no later than April 15 (if applicable, send letter informing candidate of proposed negative recommendation with reasons (including evidence) and invitation to respond)