Tenure-Track Faculty Appointments

PROcedures

Tenure-track faculty (including tenured appointments) are research faculty and comprise the following ranks: Instructor, Assistant Professor, Associate Professor, and Professor.

Tenure-track faculty appointments are concluded by the President.

Relevant Collective Agreement Articles:

| Article 23 | Continuing Academic Appointments |

For additional information and to read the full Articles, please refer to the SFUFA/SFU Collective Agreement.

No contract exists until the candidate has signed and returned a copy of the letter from the President.

Recruitment

1. **Position Approval** Prior to recruitment positions must be approved according to the annual Faculty Hiring Plan by the SFU Board of Governors, or under discretionary position approval by the Vice-President, Academic.

2. **Search Committee (Article 23 Sections 7 – 12)** The Search Committee is responsible to carry out the hiring process within their program or academic unit. The Chair/Director (normally, Chair of the committee) will submit the structure of the proposed Search Committee to the Dean for approval prior to establishing the Search Committee.

   The Search Committee Chair is a voting member.

   Recruitment and hiring practices vary among academic units; however, the following principles apply to all:
   - The search process will be open and transparent.
   - Members of the unit will be kept informed of the progress of the search by the Search Committee.
   - The Search Committee will seek input from Members of the unit on all short-listed candidates.
   - The Search Committee will not make a formal recommendation for appointment to the Dean without the demonstrated support of the unit.

3. **Advertising (Article 23 Section 50)** Before posting (externally or internally), advertisements must first be reviewed and approved by Faculty Relations to ensure that all standard information is included, and that the ad complies with specific employment equity considerations and immigration regulations. Advertisements must also include the “Collection Notice” (or reference to it). See “Mandatory Statements” below.
All searches for Continuing Academic Positions will be advertised on the Vice-President, Academic website. Except as allowed in Article 23.6 (Non-Advertised Positions), notices of all positions in these categories will be circulated to Canadian universities, and be advertised for a reasonable period of time (at least two months) in relevant publications including Universities Canada's University Affairs and the CAUT Bulletin (print and/or online) to ensure broad exposure of the vacancy.

Departments will employ appropriate strategies (and include an appropriate statement in advertisements (see example below)) to encourage application by and consideration of individuals from designated groups that are under-represented. Departments should contact Faculty Relations if they need assistance in this area.

MANDATORY STATEMENTS TO BE INCLUDED IN ADVERTISEMENTS:


“All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.”

**Employment Equity Statement – Example:**

“Simon Fraser University is committed to employment equity and welcomes applications from all qualified women and men, including visible minorities, persons of aboriginal heritage, persons with disabilities, and LGBTQ-identified persons.”

**Collection Notice – Advertisements may use full or abbreviated version as provided below:**

**Full Collection Notice:** "Personal information which is included with an application for an academic appointment is collected under the authority of the University Act (R.S.B.C. 1996, c.468, s. 27 (4) (a)), University Policy A10.01 Academic Appointments and the Agreement on the Framework for Collective Bargaining and Consultation Between Simon Fraser University and the Faculty Association of Simon Fraser University. The information is related directly to and needed by the University to operate its academic personnel management program and appointment competitions. The information will be used to process applications for academic appointments, assess an applicant's qualifications, determine if a recommendation to appoint an applicant has the demonstrated support of the department and make a final appointment decision. Each academic department has its own internal search procedures which means the information may be disclosed to some or all of the following groups within a department: Chairs, Directors, Search Committee members, all faculty members, students and administrative staff. If you have any questions about the collection and use of this information under the University's appointments policy, please contact the Director of Faculty Relations, Office of the Vice President Academic, 778.782.4715. If you have any questions about the collection and use of this information by the department to which you have applied, please contact the department Chair or Director.”

**Abbreviated Collection Notice:** “Under the authority of the University Act personal information that is required by the University for academic appointment competitions will be collected. For further details see: http://www.sfu.ca/vpacademic/Faculty_Openings/Collection_Notice.html.”

**Non-Advertised Position (Article 23 Section 6)** - In exceptional circumstances, a department may seek permission to proceed other than by way of an advertised search. A written request for an exemption must be submitted to the Dean, along with a detailed recruitment plan for the position. If a candidate
has already been identified, the candidate’s curriculum vitae should accompany the request. If the Dean supports the request, they should forward their recommendation to the Vice-President, Academic. The Vice-President, Academic will notify the department, the Dean and the Association of the final decision in writing prior to the commencement of the search.

Once a non-advertised search is authorized by the Vice-President, Academic, recruitment will follow the same selection procedures described below; i.e. the candidate will submit an application, provide references and visit the University for an interview. The appointment will require demonstrated support of the department of faculty.

4. **Selection/Decision Process (Article 23 Section 12.1-4)** After the closing date for the receipt of applications which is stated in the advertisement for the Appointment, the Search Committee must:
   a. Review the applications and develop a short list which will normally consist of three candidates. A Search Committee may shortlist a different number of candidates with the prior approval of the Dean. Only those holding or those eligible to be promoted to the advertised rank for the Appointment may be included on the short list;
   b. Arrange for the shortlisted candidates to visit the University. The program for each candidate's visit to the University may include: an interview or interviews; the presentation of a seminar on the candidate's research; when feasible, a guest lecture in an undergraduate class; and meetings with members of the department; and
   c. Recommend a candidate or a ranked list of candidates for appointment to the department (according to departmental governance).
   d. Department ratification vote

**Vote (Article 23.12.4)**
Demonstrated support of the department (or faculty for non-departmentalized faculties) is required. A vote on the recommended candidate or rank-ordered list of recommended candidates will be held by secret ballot of all faculty members eligible to vote. Eligible members include: all continuing faculty members (including tenure track and teaching faculty). Those on 100% leave of absence or long term disability are NOT eligible to vote. Term faculty, faculty on post-retirement contracts, professors emeriti(ae) and visiting faculty are NOT eligible to vote.

**APPOINTMENT RECOMMENDATION**

Recommendations follow this order:

Chair (Search Committee) → Dean → VP Academic → President-concluded

**Academic Appointments with Tenure:** If an appointment with tenure is recommended, the TPC must specifically consider the criteria for tenure and make a comprehensive formal recommendation on the granting of tenure with reasons based on department criteria.

**Academic Appointments concurrent with Awards for Chairs, Fellows, and Professorships:** When an academic appointment is accompanied by an Award, the TPC must specifically consider the candidate’s fitness for the award and make a formal recommendation with reasons.

**Note:** If the academic appointment is contingent on the successful receipt of an award, this must be specified in the recommendation.
Academic Appointments with both Tenure and an Award: The TPC must consider tenure and the award separately and make distinct recommendations for each. (This can be carried out within the same meeting and the recommendations provided within the same memo.)

Academic Appointments of PhD Candidates: The rank of Instructor applies to tenure-track appointments where the faculty member is appointed prior to, but contingent on the completion of the Ph.D. or equivalent. The standard length of contract for Instructors is four years. If the Ph.D. is not completed by the end of the third year, the contract will not normally be renewed. In exceptional circumstances, however, an additional one-year contract may be offered.

- **Completion of PhD on or before start date:** If the faculty member completes their PhD on or before their start date, and provides the Faculty Relations Office with confirmation thereof, their rank will be automatically changed to Assistant Professor. The faculty member will be issued a revised contract from the VPA to confirm receipt and acceptance of their degree completion documentation and the new terms of their tenure-track appointment.

- **Completion of PhD after start date:** If the faculty member completes their PhD after their start date, they will need to apply at that time for promotion to the rank of Assistant Professor. Proof of completion of the PhD must be submitted to their Tenure and Promotion Committee (TPC) for their review and approval. The Chair of the TPC sends a memo to inform the Dean, cc’d to the VPA that the condition for promotion to Assistant Professor has been fulfilled. The Dean sends a memo to the VPA and the VPA concludes with the issuance of a revised contract. The promotion will take effect at the beginning of the month following submission of degree completion documentation to the TPC.

Candidates for Higher Degrees at SFU: A person who is a candidate for a degree at Simon Fraser University may not be appointed to a Continuing Academic Appointment until the degree requirements have been fulfilled. In exceptional cases, the Vice-President, Academic may, at their sole discretion, grant an exemption to this rule after consultation with the Dean, Graduate Studies.

Chair Recommendation to Dean:
The Chair of the search committee/department prepares a recommendation to the Dean which includes, but is not limited to: overview of the recruitment process, breakdown of applicants by gender, Canadian or non-Canadian status, a description of the short-listing process and an assessment of short-listed candidates.

The memo should also include a recommendation for salary and rank of the successful candidate; rationale for market differential (if applicable); details of support by the appointments committee, and details of demonstrated support of the department including results of the department’s ratification vote (i.e. number of votes). See the Category A Continuing Appointments Checklist for full details.

Dean Recommendation to VPA:
The Dean will consider the recommendation for appointment and if they approve, they will forward the recommendation together with their comments to the Vice-President, Academic (care of the Faculty Relations
Office). The Dean’s recommendation should indicate the rank, salary (including market differential if applicable) and start-up details for the selected candidate.

**VPA Recommendation to President:**
The VPA will consider the recommendations for appointment and if they approve, the appointment recommendations will be forwarded to the President who will make the final decision. If approved, the President will conclude the appointment under delegated authority of the Board of Governors of SFU.

**Appointment Details:**

<table>
<thead>
<tr>
<th>RANK:</th>
<th>Article 23</th>
<th>Instructor, Assistant Professor, Associate Professor, Full Professor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM:</td>
<td>Article 30</td>
<td>Instructor – initial appointment of 4 years. An additional 4 year contract may be offered if the PhD is completed. Contract renewal consideration takes place in the 3rd year of the initial appointment.</td>
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<td>Assistant Professor – initial appointment of 4 years.</td>
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<td>Associate Professor/Professor – initial appointment of 5 years.</td>
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<tr>
<td>SALARY:</td>
<td>Article 42 and Appendix C: Salary Scale</td>
<td>Normally, new Members will be appointed at minimum salaries plus the amount of one Regular Step Award (RSA) for each year of relevant and related experience after the award of the Ph.D. (or alternate highest degree requirement). For 2017 and prior (i.e. before the introduction of this step system), an RSA will be deemed to be $2500.</td>
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<tr>
<td>BENEFITS:</td>
<td>Article 43 Economic Benefits</td>
<td>See A21.02 Relocation Expenses for Tenure-Track Faculty for a full description of relocation assistance (as referred to in Section 43.65).</td>
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## Tenure-Track Appointment Timelines

Change of year: MARCH 1\textsuperscript{st}

### INSTRUCTOR
Contract – 4 years

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<thead>
<tr>
<th>Start ---------------------------------</th>
<th>1\textsuperscript{st}</th>
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<th>3\textsuperscript{rd}</th>
<th>4\textsuperscript{th}</th>
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<tbody>
<tr>
<td>Sept 1/16</td>
<td>16/17</td>
<td>17/18</td>
<td>AUG 31/19</td>
<td>AUG 31/20</td>
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<tr>
<td>Must have Ph.D by end of 3\textsuperscript{rd} yr</td>
<td>AUG 31/19</td>
<td>18/19</td>
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<tr>
<td>or will be gone by end of 4\textsuperscript{th} yr</td>
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### ASSISTANT PROFESSOR
1st Contract – 4 years

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<tr>
<td>Renewal consideration in 3\textsuperscript{rd} yr</td>
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2\textsuperscript{nd} Contract – 3 years

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### ASSOCIATE PROFESSOR (without tenure)
Contract – 5 years

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<td>20/21</td>
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<td>Tenure consideration in 4\textsuperscript{th} yr</td>
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<td>19/20</td>
<td>20/21</td>
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### PROFESSOR (without tenure)
Contract – 5 years

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