Tenure and Promotion And Faculty Review Committees Policy

This Policy describes the composition and establishment of the committees that are charged with the responsibility for reviewing the performance of faculty members and making recommendations on contract renewal, tenure and promotion.

1. Establishment of Tenure and Promotion Committees

Each Department, School or non-departmentalized Faculty, will establish annually a committee to consider matters of renewal, tenure and promotion. Each committee will be known as the Tenure and Promotion Committee and shall consist of the Chair of the Department or equivalent, who will be the Chair of the Committee, plus six full-time tenure track faculty members elected each April by the faculty of the Department or equivalent. All members will serve one year terms. Procedures for selection of the Chair of the Tenure and Promotion Committee in non-departmentalized Faculties are set out in Appendix I. The term of the Tenure and Promotion Committee is May 1 to April 30 of the following year.

2. Composition of Tenure and Promotion Committee

2.1 All members of the Committee shall be voting members. Academic administrators above the level of Department Chair and members of Faculty Review Committees are not eligible for membership on a Tenure and Promotion Committee. A faculty member whose case for contract renewal, tenure and/or promotion will be considered by the Committee is not eligible for membership on a Tenure and Promotion Committee. However, if a Chair of the Department is to be considered by the Tenure and Promotion Committee, he/she shall not take any part in the consideration of his/her case.

2.2 Each department, school or non-departmentalized Faculty must approve a method for electing or ratifying members of the Tenure and Promotion Committee.

2.3 Full participation by all members of the Tenure and Promotion Committee is essential given the gravity of the matters to be considered. Consequently, a faculty member who is on study leave, sick leave, long term disability leave, parental leave or other leave of absence is not normally eligible to serve on the Committee.

2.4 The six elected faculty members of the Tenure and Promotion Committee will normally be comprised of:

a. At least one and no more than three Professors;
b. At least one and no more that three Associate Professors; and
c. One Assistant Professor elected from within the department.

Both genders must be represented.

2.5 If this composition is not possible, the Department Chair shall submit to the Dean of the Faculty for his/her approval a proposal for the formation of the Tenure and Promotion Committee that may include faculty members from another department or an alternative representation by rank from within the department.

2.6 When an election is not needed in the selection of a member or members of the Tenure and Promotion Committee, a ratification vote shall be held. Ratification requires more than fifty percent
of the votes cast in the ratification ballot. In the absence of the Chair of the Tenure and Promotion Committee, the remaining members shall elect an ad hoc Chair.

2.7 The quorum for a Tenure and Promotion Committee shall be four members and the Chair.

3. Review By the Dean

3.1 On or before April 30th of each year the Chair of the Tenure and Promotion Committee shall forward to the Dean a report on the composition of the Tenure and Promotion Committee for the upcoming year, the procedure for electing its members and the operating protocol and criteria that have been adopted by the Committee.

3.2 The Dean of the Faculty will determine whether the composition, election and the operating protocol and criteria are satisfactory and consistent with this Policy. If satisfactory, he/she shall notify the Chair of the Department, by May 15, to proceed with the Committee deliberations specified in this document. If not satisfactory, he/she shall state, within two weeks of receipt, his/her objections in writing to the Department Chair, with a copy to the Vice-President, Academic and request that the Department modify all or any of the composition, election and the operating protocol and criteria.

3.3 If the Dean of the Faculty has not approved the composition, method of election and procedures of a Tenure and Promotion Committee by June1, the Dean shall recommend an appropriate Committee composition, method of election or selection, and procedures to the Vice-President, Academic and shall so inform the Department Chair.

3.4 Within one week of receipt of the Dean's recommendation under Section 3.3 the Vice-President, Academic will determine whether the recommendation is satisfactory. If it is satisfactory, he/she will notify the Dean to proceed, following the Dean's recommendation. If the Dean's recommendation is not satisfactory, the Vice-President, Academic shall modify the recommendation and instruct the Dean to implement the modified recommendation.

4. Establishment of Faculty Review Committees

4.1 Faculty Review Committees are drawn from tenured faculty members across the University and have University-wide jurisdiction. Individual committees shall consist of the Vice President, Academic (or delegate), who will be the Chair of the Committee, plus an even number of faculty members drawn from the Faculty College.

4.2 The Faculty College is an elected body whose members serve two-year terms. The election of faculty will be conducted in accordance with the procedures for electing faculty to Senate. Each year, by the end of June, two faculty members will be elected from each of the Faculties: Applied Sciences; Business; Communication, Art and Technology; Education; Environment; Health Sciences; and Science. Three tenured faculty members will be elected each year from the Faculty of Arts and Social Sciences. Their term of office commences September 1. Both genders must be represented among the representatives from each Faculty. Academic administrators above the level of Chair and members of Tenure and Promotion Committees are not eligible for membership of the Faculty College. A candidate for promotion to Professor is also ineligible for membership.

4.3 Faculty Review Committees carrying out responsibilities under the terms of A11.03 are established either to deal with an individual case or to deal with all the cases from one Faculty. These Faculty Review Committees shall have four faculty members. At least two, but no more than three of the faculty members must come from the Faculty in which the case originates. The quorum is the full membership.

4.4 In addition to the role set out in A11.03, members of the Faculty College will also assume the role of the University Appointments Committee as described in A10.01 and A10.06 and the role of the University Salary Appeals Committee as described in A20.01. Each September, a University Appointments Committee and a University Salary Appeals Committee will be established for the academic year. These Committees shall have six faculty members, at least one from each Faculty.

4.5 For each Faculty Review Committee, the University nominates half the faculty members; the Faculty Association nominates the other half. The composition of each Faculty Review Committee
should reflect the nature of the case(s) to be reviewed by that Committee. Both genders must be represented on a Faculty Review Committee.

5. Committee Procedures

Tenure and Promotion Committees and Faculty Review Committees shall keep minutes. At a minimum the minutes shall record the date of the meeting, attendance and the action of the Committee, e.g. motions and votes. All members present have an obligation to form an opinion and to express it by voting. Motions should be framed in positive terms. In the event of a tie vote, the recommendation shall be forwarded as unfavourable to the case of the faculty member.

INTERPRETATION Section 14.1 of the Faculty Association Framework Agreement deals with matters of interpretation of this Policy.

APPENDIX I

Selection of the Chair of a Tenure And Promotion Committee in a Non-Departmentalized Faculty

1. The Chair must be either a tenured Associate Professor or tenured Professor who has been a faculty member at Simon Fraser University at least five years. He/she will normally be appointed for a three year term.
2. Candidates for Chair of the Tenure and Promotion Committee may be nominated by another tenure track faculty member or be self-nominated. Five other tenure track faculty members in the Faculty must sign the nomination form.
3. The Office of the Dean will conduct a ratification vote if there is only one nominee and an election if there is more than one nominee. All faculty members are eligible to vote.
4. To be appointed Chair of a Tenure and Promotion Committee, a nominee must receive a majority of the votes cast, whether the vote is a ratification or an election.