

**ARTICLE 9
DISCRIMINATION AND ACCOMMODATION**

ARTICLE 9 – DISCRIMINATION AND ACCOMMODATION

9.1 NO REPRISAL

9.1.1 Every Member has a right to claim and enforce their rights under this Article without reprisal or threat of reprisal for so doing.

9.2 DISCRIMINATION

9.2.1 The University is subject to the requirements of the OHRC, including a prohibition on discrimination in employment on the enumerated grounds, and a duty to accommodate to the point of undue hardship.

9.2.2 There shall be no discrimination exercised or practised on the basis of political affiliation or because of membership or participation in the Association.

9.3 DUTY TO ACCOMMODATE

9.3.1 The University's duty to accommodate as per Article 9.2.1 may include, but is not limited to, any necessary adjustments to physical work space, modification of a Member's work assignment and modification of the time requirements for tenure, promotion and continuing decisions as per Articles 30 and 31 in order to remove barriers that limit the Member's ability to meet the accepted standards.

9.3.2 The duty to accommodate, when triggered, may require the modification of measurements and indicators normally used in the assessment of a Member's work for merit, and for tenure, promotion or continuing decisions as per Articles 30 and 31, to enable the Member's full participation and recognition in the workplace.

9.3.3 The University shall engage (at the University's expense), the services of individuals having appropriate expertise (either internal or external to the University) to assess the need for accommodation and to advise on an appropriate plan. Members seeking accommodation of disability shall contact the University's Return to Work and Accommodation Services and participate in developing an accommodation plan.

9.3.4 If the University reasonably requires medical evidence to establish the need for accommodation, the Associate Vice-Principal (Faculty Relations) or delegate shall request that the Member provide a medical certificate outlining the medical limitations affecting the Member's ability to perform their responsibilities at work. If the Associate Vice-Principal (Faculty Relations) or delegate has reason not to be satisfied, a second opinion may be sought from a physician agreed to by the University and the Member,

ARTICLE 9
DISCRIMINATION AND ACCOMMODATION

and the expenses reasonably incurred to establish the need for accommodation will be paid by the University. This Article 9.3 shall not apply to a request of a Member to participate in an independent medical examination (IME) made by a disability insurer of the Workplace Safety and Insurance Board.

**ARTICLE 18
CONFLICT OF INTEREST, CONFLICT OF COMMITMENT AND REASONABLE
APPREHENSION OF BIAS**

**ARTICLE 18 – CONFLICT OF INTEREST, CONFLICT OF COMMITMENT AND
REASONABLE APPREHENSION OF BIAS**

18.1 Conflict of Interest

18.1.1 General

18.1.1.1 For the purposes of this Article, “immediate family member” means a spouse, partner, parent, child or sibling.

18.1.1.2 An actual or apparent conflict of interest arises when a Member is placed in a situation where their personal interest, financial or other, or that of an immediate family member or of a person with whom there exists, or has recently existed, either a personal, sexual, or otherwise intimate relationship or financial relationship, conflicts, or appears to conflict, with the Member’s academic responsibilities as defined in Article 15. Members are expected to avoid actual conflicts and apparent conflicts of interest.

18.1.1.3 No Member shall knowingly participate in any decision in which they or any person described in Article 18.1.1.2 have an actual or apparent conflict of interest, except in accordance with the provisions of Article 18.1.1.4.

18.1.1.4 The existence of an actual or apparent conflict of interest does not necessarily preclude the involvement of the individual in the situation where the conflict has arisen, or may arise, but it does require that the conflict be formally disclosed in writing to the person to whom the Member reports before any action or decision is taken. Where the person to whom the Member reports also has an interest in the matter, the disclosure shall be made in writing to the person at the next level of authority.

18.1.1.5 Unless specified otherwise in Article 18.1.2.1 (a), the person to whom the Member reports, following the receipt of the disclosure under Article 18.1.1.4, and after consultation with the Member and any other appropriate persons, shall determine whether a conflict, actual or apparent, exists, and determine an appropriate way to address the actual or apparent conflict of interest and determine whether a disciplinary measure for any violation of Article 15 could be warranted.

18.1.1.6 The resolution of the matter by the individual to whom the person reports shall be made in writing. Where no resolution of the matter is made at this level, the matter will be referred to the next higher level of authority for decision.

**ARTICLE 18
CONFLICT OF INTEREST, CONFLICT OF COMMITMENT AND REASONABLE
APPREHENSION OF BIAS**

18.1.2 Relations with Students

18.1.2.1 Without limiting the generality of the above, a Member

- (a) shall immediately disclose to their Unit Head in writing, and where their Unit Head is not the Dean also to the Dean, any personal, sexual or otherwise intimate relationship or communications with a student with whom the Member has a supervisory or evaluative relationship, or with respect to whom the Member may exercise any authority or ability to confer or refuse benefits of a financial or academic nature, and their Dean shall forthwith consult and make determinations as contemplated in per Article 18.1.1.5.
- (b) shall not accept additional remuneration for tutoring any student enrolled in the University where such tutoring relates to the student's course or program at the University;
- (c) who has an evaluative relationship with a student shall not employ that student in certain capacities (e.g. under contract, as a consultant, as an employee of a company in which the Member has a financial interest), without disclosure per Article 18.1.1.4 and the prior approval of the Unit Head per Article 18.1.1.5 and Article 18.1.1.6. Members are not obligated to disclose the employment of a student as a research or teaching assistant; and
- (d) should not assign students to research projects sponsored by a business in which the Member or a member of their family has a financial interest without disclosure to the student, and disclosure per Article 18.1.1.4 and the prior approval of the Unit Head per Article 18.1.1.5 and Article 18.1.1.6.

18.1.2.2 A Member shall not survey students with respect to their performance of teaching responsibilities other than in accordance with Article 29.1.7 or 29.4. Further, a Member shall not solicit testimonials from students.

18.1.3 Contractual and Financial Matters

18.1.3.1 Notwithstanding Article 18.1.1.4, a Member who has any interest, direct or indirect, in any contract, transaction, proposed contract or proposed transaction under consideration by the University and is part of the decision-making process shall

- (a) declare the nature and extent of the interest as soon as possible and no later than the meeting at which the matter is to be considered;

**ARTICLE 18
CONFLICT OF INTEREST, CONFLICT OF COMMITMENT AND REASONABLE
APPREHENSION OF BIAS**

- (b) refrain from taking part in any discussion or voting in relation to the matter; and
- (c) withdraw from the meeting when the matter is being discussed.

18.1.3.2 In particular, and without limiting the generality of the foregoing, unless specifically authorized by the Provost and Vice-Principal (Academic) or designate, after full written disclosure of the conflict, a Member shall not

- (a) with University funds or with funds administered by the University, knowingly authorize the purchase of equipment, supplies, services or real property from a source with which the Member, or any individual with whom they have an immediate familial, sexual or financial relationship, has a material financial interest; or
- (b) engage any individual with whom the Member has an immediate familial, sexual or financial relationship in any capacity for which remuneration comes from University funds or from funds administered by the University.

18.2 Conflict of Commitment

18.2.1 Article 18.2 applies to Members whose FTE is greater than, or equal to, eighty (80) percent.

18.2.2 With the acceptance of an appointment of greater than, or equal to, eighty (80) percent FTE at the University, a Member makes a professional commitment to the University. Such Members are expected to direct the primacy of their professional commitment to the University. Recognizing that external professional and academic activities (herein referred to as “external activities” for the purposes of Article 18.2) can bring benefits to and enhance the reputation of the University and the capacity of Members, the University agrees that Members may engage in part-time external activities, paid or unpaid, provided that such external activities do not conflict or interfere with the Member’s responsibilities to the University as defined at Article 15 of this Agreement.

18.2.3 An exception to the prohibition set out at Article 18.2.2 against a Member’s external activities conflicting or interfering with the Member’s responsibilities to the University may be granted by the Dean subject to the process set out at Articles 18.2.4 through 18.2.6.

18.2.4 Where a Member wishes to undertake an external activity that has the potential to interfere with any of the Member’s responsibilities to the University as defined at Article 15 of the Agreement, the Member must seek approval from the Dean to undertake the

**ARTICLE 18
CONFLICT OF INTEREST, CONFLICT OF COMMITMENT AND REASONABLE
APPREHENSION OF BIAS**

external activity prior to making a commitment to undertake such activity. The request for approval shall be in writing and shall be provided to the Dean at least thirty (30) days before the external activity is to commence, and shall include

- (a) a full description of the nature of the external activity;
- (b) an estimate of the time required or the time period to perform the external activity (number of hours per week over a period of time, number of weeks, the term or terms when the majority of the external activity is scheduled to take place, etc.);
- (c) the extent of the use, if any, of University facilities, supplies, or employees;
- (d) any other external activities that have already been approved in that year or that are continuing from an earlier year; and
- (e) the impact the activity will have on teaching, research, and service responsibilities.

18.2.5 The Dean shall consider the request for approval as soon as possible and shall render a decision in writing within ten (10) working days. The decision must reflect consistency of treatment among the Members in the Unit. If approval is denied, or offered only on conditions, the Member shall be provided with reasons in writing for the decision.

18.2.6 If the external activity would substantially detract from the fulfillment of the Member's responsibilities, the Dean may require, as a condition of granting approval, that the Member take full or partial release time without pay; moreover, if a Member wishes to continue such external activity beyond the time period approved as per Article 18.2.4 (b), the Member may be required to relinquish their status as a full-time appointee.

18.2.7 Whenever the external activities of a Member change materially so as to create or increase a conflict or interference with the Member's responsibilities to the University, the process set out in Articles 18.2.4 through 18.2.6 must be followed.

18.2.8 All information or reports disclosed in accordance with this Article will be confidential.

18.2.9 For any external activity:

- (a) When a Member's external activities involve the use of the University's facilities, supplies, employees and/or services, their use shall be subject to the

**ARTICLE 18
CONFLICT OF INTEREST, CONFLICT OF COMMITMENT AND REASONABLE
APPREHENSION OF BIAS**

prior approval of the University. A request for such approval must be made in writing by the Member to the Unit Head, who shall approve or deny the request in writing. Where the request is approved, costs for the use of such facilities, supplies, employees and/or services shall be borne by the Member at prevailing rates set by the University, unless the Unit Head (with the agreement of a Dean in a departmentalized Faculty) agrees, in writing, to waive all or part of such costs;

- (b) The name of the University shall not be used in any external activity unless agreed, in writing, by the Provost and Vice-Principal (Academic) or Dean, although nothing shall prevent the Member from stating the nature and place of their University employment, rank and title(s) in connection with related external activities, provided that they shall not purport to represent the University or speak for it without prior authorization, or to have the University's approval unless that approval has been given in writing;
- (c) A description of the nature and scope of all significant external activity shall be included in the Member's annual report. Examples of significant external activities to be described in the Member's annual report include, but are not limited to, the following:
 - (i) Any external activity that either alone, or in combination with other activities, exceeds twenty (20) percent of the time required by the Member's full-time academic duties;
 - (ii) Any external activity for which approval has been granted as per Article 18.2.5;
 - (iii) Teaching at another university or institution;
 - (iv) Consulting and entrepreneurial activities.

18.3 Reasonable Apprehension of Bias

- 18.3.1 For purposes of Articles 25.5.2(b), 30.2.5, 31.2.5 and 41.1.6(a), a reasonable apprehension of bias arises when a reasonable person, informed of interactions between a Committee member and a Member who is or will be the subject of the Committee's deliberations or recommendations, would consider it likely that the Committee member would not be able to decide the matter impartially because of either a positive or negative bias. Where such a person:

**ARTICLE 18
CONFLICT OF INTEREST, CONFLICT OF COMMITMENT AND REASONABLE
APPREHENSION OF BIAS**

- (a) is not a person in receipt of a recommendation from the Committee in question, that person may express their concern of reasonable apprehension of bias in writing to the individual to whom the Committee member reports and this individual shall determine whether the expression of concern is well-founded. Such a determination shall not mean that the Committee member is, in fact, biased. If the individual to whom the Committee member reports concludes that the expression of concern is well-founded, and if the Committee member has participated in the Committee's deliberations or recommendations, they shall inform the Faculty Relations Office which shall consult with the Association in fashioning an appropriate remedy; or
- (b) is in receipt of a recommendation from the Committee in question, such person, if they believe their concern is well-founded, shall inform the Faculty Relations Office which shall consult with the Association in fashioning an appropriate remedy.

ARTICLE 24 EMPLOYMENT EQUITY

ARTICLE 24 – EMPLOYMENT EQUITY

24.1 General

- 24.1.1 In this Article, “equity-deserving groups” includes the Designated Groups in the *Employment Equity Act* (“the Act”), and people who identify as 2SLGBTQ+.
- 24.1.2 In accordance with the University’s equity goals, the Parties’ commitment to non-discrimination under the OHRC and as contained in Article 9 of this Agreement, and to the principles of employment equity under the Act, the University and the Association recognize the responsibility and the need to promote equity in the employment of people from equity-deserving groups.
- 24.1.3 Consistent with Article 24.1.2, the University shall act to eliminate or modify those policies, practices, and systems, whether formal or informal, shown to have an adverse impact on the hiring, retention, and promotion of members of equity-deserving groups, and to recognize the value that diversity adds to the academic activities of the University.
- 24.1.4 Consistent with Article 24.1.2, the Parties agree that for appointment to positions to the University,
- (a) the primary criterion is academic and professional excellence, and intrinsic to this are the diverse experiences of applicants and the many forms that scholarship can take;
 - (b) the criteria and evaluative processes adopted in an appointment process must not directly, indirectly, and/or systemically discriminate against members of equity-deserving groups; and
 - (c) applicants shall not be disadvantaged by reason of career interruptions caused by family responsibilities or by reason of career interruptions caused by disability;
- 24.1.5 Consistent with Article 24.1.2, , the Parties agree that in the evaluation of applicants for renewal, tenure and promotion:
- (a) the application of the criteria must not directly, indirectly, and/or systemically discriminate against members of equity-deserving groups, and the criteria shall not undervalue work which may be performed disproportionately by members of the equity-deserving groups;

ARTICLE 24 EMPLOYMENT EQUITY

(b) applicants shall not be disadvantaged by reason of career interruptions caused by family responsibilities or by reason of career interruptions caused by disability; and

(c) efforts will be made to ensure these processes and practices are accessible, and applicants will be notified of the confidential avenues through which they can request accommodations on grounds protected by the OHRC.

24.1.6 In any evaluative process, Members may include activities that advance I-EDIAA, and such information will be considered in the evaluation.

24.2 Appointments and Personnel Committees

24.2.1 Persons (excluding students) chosen to serve on Appointments Committees for Faculty, Librarian or Archivist positions, or on Personnel (Renewal/Reappointment, Tenure/Continuing Appointment and Promotion) Committees and administrators with a recommendatory or decision-making role in an appointments or personnel process may only carry out such functions after successfully completing within the previous five (5) years, a familiarization and training workshop which shall cover the principles, objectives, recent history, best practices, and rules and institutional expectations with respect to employment equity. The program of such workshops shall be agreed between the Parties, with advice from the HREO.

24.2.2 While all Appointments Committee and Personnel Committee members shall adhere to the principles of employment equity, one (1) Member (normally with tenure) of each such Committee shall be designated as the Equity Representative and shall have explicit responsibility for the Committee adhering to the rules and expected practices that assure equity, and for data collection and reporting per Article 24.4. The Committee member charged with this responsibility shall be selected by the Committee, and shall be a person who understands and is sympathetic to the objectives of this Article. Persons with this responsibility will require training in excess of that foreseen in Article 24.2.1 unless waived by the Parties.

24.3 Appointment Processes

24.3.1 For the term of this Agreement the University agrees to utilize search procedures in Units that require an active search for qualified members of equity-deserving groups, including the following:

(a) When the University intends to follow its Targeted Hiring Policy and Procedures, and as soon as practicable prior to posting a position, the rationale

ARTICLE 24 EMPLOYMENT EQUITY

for the process shall be shared with QUFA, in addition to the data that supports the need for the targeted hire, subject to any restrictions on sharing that data per applicable policies, procedures, and legislation.

- (b) Advertisements and postings for appointments other than those for a targeted hiring process shall include the following statement: “The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity, and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous people, women, persons with disabilities, and 2SLGBTQ+ persons”;
- (c) Advertisements placed in venues intended to reach prospective candidates from equity-deserving groups, in addition to those placed on the University and Unit websites, and in appropriate professional journals;
- (d) Copies of all advertisements shall be transmitted to the HREO and to QUFA;
- (e) The appropriate Dean and/or Unit Head or Director, or University Librarian, as applicable, shall communicate to their counterparts in other Canadian universities that Queen's is strongly committed to employment equity, diversity, and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous people, women, persons with disabilities, and 2SLGBTQ+ persons, and invites qualified candidates to apply;
- (f) Other measures as authorized by the Dean or University Librarian, in consultation with the Unit Head or Director or equivalent representative of Members of the Department or Unit, and/or the HREO; and
- (g) Other measures as recommended by either Party or by the HREO, and agreed to by the Parties.

The Parties further agree that with regard to any grievance arising from an alleged failure to meet Article 24.3.1(d), the overturning of an appointment process cannot be a remedy to the grievance.

- 24.3.2 The primary criterion for appointment to positions at the University is academic and professional excellence, which encompasses the diverse experience of applicants and the many forms that scholarship can take. To address the employment equity goals of the University to adequately reflect the diversity of Canadian society, Appointments Committees shall take special care to interview potentially strong candidates from equity-deserving groups.

ARTICLE 24
EMPLOYMENT EQUITY

- 24.3.3 Unless there is a demonstrably superior candidate, the following decision-tree shall be used by Appointments Committees in distinguishing between two or more equally-ranked leading candidates who have been interviewed and who fulfill the position requirements:
- (a) A leading candidate who is a Canadian citizen or permanent resident of Canada shall be recommended for the appointment;
 - (b) If Article 24.3.3(a) does not distinguish a leading candidate because more than one of the leading candidates are Canadian citizens or permanent residents of Canada,
 - (i) a leading candidate (who is a Canadian citizen or permanent resident of Canada) who is from the Designated Group that is most under-represented in the Unit from among the Designated Groups that one or more of the leading candidates are member(s) of (according to the Unit's equity profile provided by the HREO pursuant to Article 24.4.1) shall be recommended for the appointment.
 - (ii) if Article 24.3.3(b)(i) does not distinguish a leading candidate because more than one of the leading candidates who are Canadian citizens or permanent residents are from the same under-represented Designated Group, a leading candidate (who is a Canadian citizen or permanent resident of Canada) who is also a member of one of the next most under-represented Designated Groups in the Unit shall be recommended for the appointment;
 - (iii) if Article 24.3.3(b)(ii) does not distinguish a leading candidate then the Appointments Committee may select a leading candidate to recommend for the position in accordance with Article 24.1.4(a) and 24.3.3(a).
 - (c) If Article 24.3.3(a) does not distinguish a leading candidate because none of the leading candidates is a Canadian citizen or permanent resident of Canada,
 - (i) a leading candidate from the Designated Group that is most under-represented in the Unit from among the Designated Groups that one or more of the leading candidates are member(s) of shall be recommended for the appointment;

ARTICLE 24 EMPLOYMENT EQUITY

(ii) if Article 24.3.3(c)(i) does not distinguish the leading candidate because more than one of the leading candidates are from the same under-represented Designated Group, the leading candidate who is also a member of one of the next most under-represented Designated Groups in the Unit shall be recommended for the appointment.

(iii) if Article 24.3.3(c)(ii) does not distinguish a leading candidate then the Appointments Committee may select a leading candidate to recommend for the position in accordance with Article 24.1.4(a).

24.3.4 For the purpose of determining whether Designated Groups are under-represented in Tenure-track, Tenure, Continuing-track or Continuing Appointment positions, joint appointments are counted in conformity with the fraction of their appointment in each Unit. Seconded or cross-appointed faculty are counted only in their home Unit.

24.4 **Data Collection, Monitoring and Reporting**

24.4.1 When notified that an Appointment Committee is commencing a search process under this Agreement, the HREO will provide an updated report of the number of faculty Members who have self-identified as a member of a Designated Group in the Unit to the Appointments Committee member designated as the Equity Representative pursuant to Article 24.2.2. The report will also identify which Designated Groups are under-represented (using the diversity of the populations of Canada as the benchmark) so that Committees may comply with Articles 24.3.3 through 24.3.4.

24.4.2 The Committee's Equity Representative shall have explicit responsibility for the Committee adhering to the rules and expected practices that assure equity, data collection, and submitting requisite information to the HREO. When an Appointments Committee has not submitted this information, the HREO will include data on this noncompliance in its report and identify the Units that have not complied.

24.4.3 The form of data collection and reporting on process of Appointments Committees for Faculty, Librarian and Archivist positions, or on Personnel Committees (at each stage) shall be agreed upon by the Parties within six (6) months following ratification of this Agreement, but should be detailed enough to allow a monitoring function by the Parties.

24.4.4 The HREO shall monitor the progress made in employment equity in the Bargaining Unit and report its findings every year to the Parties. It will post these reports on its website and inform the Parties when it has done so. The report of the HREO will document the progress made in meeting the goals of Article 24.1 and Article 9. The JCAA shall review the report of the HREO and shall (i) discuss means for improving employment equity,

ARTICLE 24
EMPLOYMENT EQUITY

and (ii) report any recommendations for improving employment equity to the Faculty and Staff Recruitment, Retention and Support Sub-Council, the Deans of Faculties, the University Librarian, and the Senate.

ARTICLE 25 APPOINTMENTS

ARTICLE 25 – APPOINTMENTS

25.1 General

25.1.1 Types of Appointments

25.1.1.1 All Members shall have an appointment corresponding to one of the types described in Article 25.1 or Article 25.2.

25.1.2 Tenure or Tenure-Track Faculty Appointments

25.1.2.1 An Initial Tenure-track appointment is a faculty appointment of not less than two (2) years and ten (10) months and not more than three (3) years and ten (10) months less one (1) day, but normally being three (3) years. All such contracts shall end on June 30. This type of appointment is with appropriate rank and a full range of academic responsibilities. The Member is normally expected to apply for a Renewed Tenure-track appointment in the final year of an Initial Tenure-track appointment.

25.1.2.2 A Renewed Tenure-track appointment is a faculty appointment, normally of three (3) years duration, with appropriate rank and a full range of academic responsibilities. The Member is normally expected to apply for a Tenured appointment in the final year of a Renewed Tenure-track appointment.

25.1.2.3 A Tenured appointment is a faculty appointment with rank and a full range of academic responsibilities that can be terminated only by retirement, resignation, dismissal for cause, or layoff pursuant to this Agreement.

25.1.3 Adjunct Faculty Appointments

25.1.3.1 A Term Adjunct appointment is a limited-term adjunct faculty appointment of up to three (3) years duration, with appropriate rank and a limited range of academic responsibilities. Term Adjuncts are appointed to instruct and evaluate, for pay, individually or jointly, one or more degree credit course(s) or course section(s) (or parts thereof) as set out in their letter of appointment, or to perform Course Development or Major Revision work as per Appendix S.

25.1.3.2 A Continuing Adjunct appointment is an adjunct faculty appointment with appropriate rank and a limited range of academic responsibilities that can be terminated only by retirement, resignation, dismissal for cause, or layoff pursuant to this Agreement.

ARTICLE 25 APPOINTMENTS

25.1.3.3 Any Member holding an appointment described in Article 25.1.3 may apply for an advertised Tenure-track position at the University. Consistent with the principles of employment equity, the Parties agree that the primary criterion for appointment to positions at the University is academic and professional excellence and that no candidate shall be recommended who does not meet the criteria for the appointment in question.

25.1.4 **Non-Renewable and Special Appointments**

25.1.4.1 A Non-Renewable appointment is a non-renewable limited-term faculty appointment with appropriate rank and a full range of academic responsibilities for a period of not more than three (3) years. The letter of appointment shall expressly state that the appointment is non-renewable. If a faculty Member is reappointed (effective on or after July 1, 2008) as a Non-Renewable appointment, after a Non-Renewable appointment, then the Member shall be deemed to have been granted a Tenure-track appointment.

25.1.4.2 A Non-Renewable Replacement appointment is a non-renewable limited-term faculty appointment where the appointee replaces another Member who is on leave, holds an administrative post, or has been seconded to another function, and who is expected to return within five (5) years. This appointment is with appropriate rank and a full range of academic responsibilities, and shall be for a period of not more than three (3) years. The term may be extended for not more than two (2) additional years, where

(a) the probability of the return of the person being replaced is very high; and

(b) the Appointments Committee of the Unit considers the extension preferable to seeking a new replacement.

25.1.4.3 A Special appointment is a faculty/librarian/archivist appointment that is funded at least fifty (50) percent from sources external to Queen's. Special appointments are made for a limited term that corresponds with the duration of the external funding and have an appropriate rank and a range of responsibilities agreed upon between the University and the appointee.

25.1.4.4 Reappointment of a Special Appointee is subject to the requirements of and continued funding by the external funding agency. Special Appointees may be reappointed using the procedures and appropriately modified criteria for the renewal of Tenure-track faculty. Subsequent to two (2) such reappointments, or any number of reappointments, which when added to the term of the original appointment equals six (6) years or more, any further reappointment shall occur if there is continued funding by the external

ARTICLE 25 APPOINTMENTS

funding agency and shall not require the application of these procedures and criteria. If the current term of a Special appointment is longer than twelve (12) months, the Member shall either be reappointed or given notice of non-appointment no later than the commencement of the final year of their appointment. Failure to provide notice shall result in an extension of the appointment for twelve (12) months.

25.1.4.5 The Association shall be advised in advance of the particulars of any Special appointments to be made.

25.1.4.6 Subject to Article 25.1.4.3 or except as otherwise limited by this Agreement, Special appointees shall have all the rights and privileges of Tenure-track Members.

25.1.4.7 Any Member holding an appointment described in Article 25.1.4 may apply for an advertised Tenure-track position at the University. Consistent with the principles of employment equity, the Parties agree that the primary criterion for appointment to positions at the University is academic and professional excellence and that no candidate shall be recommended who does not meet the criteria for the appointment in question.

25.1.5 Librarian and Archivist Appointments

25.1.5.1 An Initial Continuing-track appointment is a librarian or archivist appointment of not less than two (2) years and ten (10) months and not more than three (3) years and ten (10) months less one (1) day, but normally being three (3) years. All such contracts shall end on June 30. This appointment is with appropriate rank and a full range of librarian/archivist responsibilities. The Member is normally expected to apply for a Renewed Continuing-track appointment in the final year of an Initial Continuing-track appointment.

25.1.5.2 A Renewed Continuing-track appointment is a librarian or archivist appointment, normally of three (3) years duration, with appropriate rank and a full range of librarian/archivist responsibilities. The Member is normally expected to apply for a Continuing Appointment in the final year of a Renewed Continuing-track appointment.

25.1.5.3 A Continuing Appointment is a librarian or archivist appointment with rank and a full range of librarian or archivist responsibilities which can be terminated only by retirement, resignation, dismissal for cause, or layoff pursuant to this Agreement.

25.1.5.4 A Limited-Term Librarian/Archivist appointment is a limited term librarian or archivist appointment with appropriate rank and a full range of responsibilities for a period of

ARTICLE 25 APPOINTMENTS

not more than three (3) years with a possibility of renewals for a total period of not more than six (6) years.

25.2 Other Types of Appointments

25.2.1 Joint Appointment

25.2.1.1 A joint appointment is shared by two (2) or more Units. Financing is arranged among the Units, and approved by the respective Deans or their delegates, or the University Librarian. The allocation of responsibilities among the respective Units shall be set out in the letter of appointment. Decision-making pursuant to this Agreement shall, where appropriate, be divided according to this allocation. Procedures to be used for personnel decisions shall be agreed to in writing between the appointee and the Units concerned at the time of appointment.

25.2.2 Cross-Appointment

25.2.2.1 Any appointment type may be the subject of cross-appointment. A cross appointed Member is based in a home Unit at the University but has prescribed and limited responsibilities in another Unit, as agreed to by the appointee and the respective Dean(s) (and Heads if applicable), or the University Librarian. The filing of annual reports and applications for renewal, tenure, and promotion are directed to and handled through the home Unit.

25.2.2.2 Materials that the Member provides regarding the responsibilities undertaken in the Cross-Appointed Unit as part of the Member's Annual Report (Article 28.2) or as part of a Member's renewal, tenure or promotion file (Article 30.9.1), shall be taken into account in the assessment of the Member as part of the annual performance review or renewal, tenure and promotion process, respectively.

25.2.2.3 Notwithstanding Article 25.2.2.1, individuals holding faculty appointments at the Royal Military College of Canada may hold cross-appointments at Queen's University.

25.2.3 Named Chairs and Professorships

25.2.3.1 Persons appointed to named chairs or professorships may be current faculty Members or new appointments to the University. All new appointments shall be subject to recommendation by the appropriate Appointments Committee.

25.2.3.2 Such a named chair or professorship may last as long as the Member remains at Queen's, or may be for a defined term. All Members holding such chairs or

ARTICLE 25 APPOINTMENTS

professorships shall be on Tenure-track, Tenured, or Non-Renewable appointments, or a Special appointment. Notwithstanding Article 25.1.4.1, Members may hold a Non-Renewable appointment for a maximum of five (5) years if the Member holds a named chair or professorship.

25.2.3.3 Named chairs or professorships may provide the salary, in whole or in part, for an individual named to the chair or professorship.

25.2.3.4 If the named chair or professorship provides for a salary supplement in addition to the Member's Regular Salary, the Regular Salary shall not be so low as to create an anomaly. The Regular Salary shall change from year to year in accordance with the salary policy for all faculty Members. If the named chair or professorship provides the entire salary, the entire salary shall change from year to year in accordance with the salary policy for all faculty Members.

25.2.3.5 If the named chair or professorship is intended to provide the entire salary, and if the endowment or other funding source is insufficient to yield an appropriate salary, it shall be supplemented from operating funds in the Unit.

25.2.3.6 If a Member holds a named chair or professorship for a defined period, and continues thereafter to be a Member after they no longer hold the named chair or professorship, the Member's Regular Salary shall be a salary which shall be not less than is appropriate for the Member's accomplishments and experience.

25.3 Ranks

25.3.1 Full-responsibility faculty Members shall be appointed at one of the following ranks:

- (a) Lecturer;
- (b) Assistant Professor;
- (c) Associate Professor; or
- (d) Professor.

25.3.2 Faculty Members will normally be appointed at the rank of Lecturer if they have not yet earned a degree that is considered a prerequisite for a tenure-track appointment in the discipline.

ARTICLE 25 APPOINTMENTS

- 25.3.3 Faculty Members who have earned a degree, usually a doctorate, that is considered a prerequisite for a tenure-track appointment in the discipline shall not be appointed below the rank of Assistant Professor.
- 25.3.4 Term Adjuncts shall normally be appointed at the rank of:
- (a) Lecturer if they have not yet earned a degree that is considered a prerequisite for a Tenure-track appointment in the discipline.
 - (b) Assistant Professor if they have earned a degree, usually a doctorate that is considered a prerequisite for a Tenure-track appointment in the discipline.
 - (c) Associate Professor if they qualify for appointment at the Assistant Professor rank and meet the following criteria:
 - (i) A record as a very good teacher committed to academic and pedagogical excellence; and
 - (ii) A record of high quality and expert peer-assessed scholarly or creative work which is normally demonstrated by presentation or publication in a suitable academic or artistic forum. Writing and research on pedagogy and innovative teaching shall be assessed as scholarly activity. The diverse backgrounds of Members and the type of scholarship appropriate to their research areas shall be taken into account when assessing the quality of scholarly or creative work.
 - (d) Professor if they meet one of the following criteria:
 - (i) Combined scholarly or creative work or professional experience judged to be distinguished with very good teaching; or
 - (ii) Combined continuing high-quality scholarly work or professional experience with exceptional contributions in teaching.
 - (e) Professor Emeritus.
- 25.3.5 Only the Principal or delegate can approve a Term Adjunct's first appointment at the rank of Associate Professor or Professor.

ARTICLE 25 APPOINTMENTS

25.3.6 Following a Term Adjunct's first appointment with the University, their rank shall only change as a result of having received promotion through the process set out in Article 32.6.

25.4 Equity

25.4.1 Appointment procedures and practices shall conform to the requirements of Article 24 (Employment Equity).

25.5 Appointments Committee and Procedures for All Appointments Other Than Term Adjunct Appointments

25.5.1 An Appointments Committee shall be established in each Unit, excluding Units in the School of Medicine in which the majority of members of the Academic Staff are excluded from the Bargaining Unit, by no later than May 1 in each year as follows:

- (a) The Appointments Committee may be the standing Renewal, Tenure/Continuing Appointment and Promotion (RTP/RCP) Committee as established by Article 30 or Article 31, or may be constituted separately by a separate election. In either case, up to two (2) student representatives (which in this context shall include residents in the Faculty of Health Sciences) may be members of the Appointments Committee. The Appointments Committee shall be chaired by the Unit Head or their respective delegate. The Head of a Unit that is too small to form a representative committee (fewer than three (3) Members) should invite representatives from related Units to serve as members;
- (b) When a search is to be conducted to fill a joint appointment, the Appointments Committee shall be constituted in accordance with Article 25.5.1(a), with the exception that the elected Members shall be elected in equal numbers from among and by the Members in the several Units that will jointly host the appointment. The Chair of the Appointments Committee shall be a Unit Head (or delegate) of one of these Units;
- (c) When a search is to be conducted to fill a joint appointment to be hosted by an identified primary Unit and another Unit, the identity of which depends on the disciplinary expertise of the successful candidate, a composite Appointments Committee shall be constituted as follows: three elected Members shall be drawn from the primary Unit; an additional Member shall be elected by each of the potential partner Units. The Unit Head (or delegate) of the primary Unit shall serve as Chair of the Appointments Committee;

ARTICLE 25 APPOINTMENTS

- (d) When a search is to be conducted to fill an interdisciplinary appointment (such as an appointment that is to be connected with an established interdisciplinary research group) and the eventual appointee's home Unit cannot be identified at the time, the members of a composite Appointments Committee shall be elected by and from among the Members of the interdisciplinary group. An additional member may be elected to the Appointments Committee by each of the Units that are most likely to host the appointment. The Appointments Committee shall elect its own Chair;
- (e) When a search is to be conducted in an area of specialization not represented on the Appointments Committee as defined in Article 25.5.1(a), the Appointments Committee may expand to include a Member with appropriate expertise. The expert Member shall be a regular voting member of the Appointments Committee but shall only participate in deliberations for that specific appointment.
- (f) When a search is to be conducted to fill a Librarian/Archivist appointment, if a Member of the Library department in which the appointment is being made is not amongst elected Members on the Appointments Committee, the Library department shall elect a Member to the Appointments Committee if there is a Member who can serve. The Member shall be a regular voting member of the Appointments Committee but shall only participate in deliberations for that specific appointment.
- (g) Exceptions to Appointments Committee structures shall be made only with the approval of the JCAA; and
- (h) For Units in the School of Medicine in which the majority of members of the academic staff are excluded from the Bargaining Unit, an Appointments Committee shall be established when the need for an Appointments Committee is identified.

25.5.2 For all Appointments Committees under Article 25.5,

- (a) the Chair shall be a voting member of the Appointments Committee;
- (b) members of the Appointments Committee shall familiarize themselves with Article 18 (Conflict of Interest, Conflict of Commitment and Reasonable Apprehension of Bias) and shall not participate in the deliberations or recommendations relating to any search where they are in a conflict of interest

ARTICLE 25 APPOINTMENTS

or where there may be a reasonable apprehension of bias with respect to any applicant(s);

(c) members of the Appointments Committees shall maintain confidentiality regarding the Appointments Committee's deliberations and decisions. Any member who knowingly violates this requirement of confidentiality shall be removed from the Appointments Committee;

(d) members of the Appointments Committees who have a concern about conformity with Article 24 of this Agreement should consult with the Equity Representative on the Committee; and

(e) notwithstanding Article 25.5.2(c), Appointments Committee members must disclose concerns about potential violations of the Collective Agreement, including Article 24, to the QUFA Grievance Officer and the Faculty Relations Office as soon as they become aware of them.

25.5.3 If, for any reason, a Department has failed to follow the procedures stipulated in Article 25.5.1 and Article 25.5.2, remedial measures may be taken as approved by the JCAA. Remedial processes for Appointments Committees are outlined in Appendix D.

25.6 **Appointments Procedures for All Appointments Other Than Term Adjunct Appointments**

25.6.1 When the Unit Head has received approval to advertise a position, the Appointments Committee shall:

(a) recommend the academic and/or professional qualifications and experience required for the position to be filled, after consultation with the other Members of the Unit(s) concerned;

(b) recommend on the content of any advertisement or notice of the position, recommend on the placement of such advertisements or notices, and assist in seeking and finding qualified individuals who are interested in applying for the position;

(c) review and assess on sound academic and professional grounds and in accordance with Article 24, all materials provided by applicants, taking into account diverse backgrounds and experiences of applicants and the many forms scholarship can take;

ARTICLE 25 APPOINTMENTS

- (d) prepare a short list of applicants, which along with the file for each short-listed applicant, shall be made available in the Unit office(s) for review by Members of the Unit(s). Members of the Unit(s) may submit written opinions to the Appointments Committee on the worthiness of the applicants. A short list must consist of more than one (1) applicant unless the Appointments Committee, after reviewing each applicant's file, is satisfied that only one (1) applicant has met the minimum qualifications for the position as determined by the Appointments Committee and reflected in the advertisement, and the Appointments Committee does not decide to re-advertise;
- (e) evaluate short-listed candidates through interviews and, where appropriate, other relevant means of evaluation, and invite all Members in the Unit(s) to meet the short-listed applicants and submit written opinions to the Appointments Committee when the candidates visit the campus to be interviewed and to make presentations; and
- (f) make written recommendations on appointments, with reasons given and taking into account only the complete file.

25.6.2 Once an Appointments Committee has commenced the Article 25.6.1(c) stage, if it has not made a recommendation by the time a succeeding Appointments Committee is constituted pursuant to Article 25.5.1, the original Appointments Committee shall remain seized of the process that it commenced. The succeeding Appointments Committee shall deal with all new appointment matters.

25.6.3 The Dean or University Librarian is responsible for ensuring that any file forwarded to the Provost and Vice-Principal (Academic) or delegate for decision includes

- (a) all materials provided by the applicant;
- (b) all letters of assessment, including written submissions from Unit Members pursuant to Article 25.6.1(e);
- (c) the Appointments Committee's equity report; and
- (d) the written recommendation with reasons of
 - (i) the Appointments Committee, including any written dissenting recommendation with reasons provided by any Appointments Committee member;

ARTICLE 25 APPOINTMENTS

(ii) the Head (in a departmentalized faculty), who has taken into account only the complete file and any prior recommendation(s); and

(iii) the Dean or University Librarian, who has taken into account only the complete file and any prior recommendation(s).

25.7 **Exceptions to the Appointments Procedures**

25.7.1 Exceptions to the appointments procedures may not be used to circumvent Article 24 and may be made in the following circumstances:

(a) Advertising of a position may be waived in exceptional circumstances

(i) by the Provost and Vice-Principal (Academic) or delegate for Tenure-track or Tenured appointments;

(ii) by the appropriate Dean or University Librarian for all other positions except Term Adjunct faculty; and

(iii) by the Unit Head for Term Adjunct faculty positions.

(b) Assessment by an Appointments Committee is always required for Tenure-track, Tenured, or Continuing Appointments; Assessment by a Modified Appointments Committee is always required for Continuing Adjunct appointments. However, other types of appointments may be made without a recommendation from such an Appointments Committee only if a need to fill a vacancy has occurred by reason of an emergency. An emergency is an unforeseen circumstance in which there is not enough time to follow regular appointment procedures and the program requires that the course(s) be offered. Any such emergency appointment must not be for longer than one (1) year.

(c) New or vacant Library or Archivist positions may be either posted internally only or posted internally and externally at the same time, as determined by the University Librarian or delegate. Any Member who applies for a posted position shall be considered for that position. If qualified, the Member shall be short-listed for that position.

(d) If the spouse or partner of a successful candidate for an academic position at the University or the spouse or partner of a person already holding an academic appointment at the University applies for an advertised academic position at the University, the spouse's or partner's file shall be reviewed by

ARTICLE 25 APPOINTMENTS

the Appointments Committee of the Unit that has advertised the position, and if qualified, shall be short-listed for that position.

- (e) In appointments pursuant to Article 25.5.1(c) and Article 25.5.1(d), the searches shall be conducted by the composite Appointments Committees with the exception that the Appointments Committees of the respective and potential primary Units will be consulted about potential short-listed candidates, and no candidate shall be short-listed or recommended for appointment who does not have the support of the Appointments Committee of the respective primary Unit.

25.7.2 Appointments Process for Replacing Librarians or Archivists on Leave for Up to Twelve (12) Months

25.7.2.1 An Abridged Appointments Committee (“Abridged Committee”) may be established to replace a librarian or archivist on leave of up to twelve (12) months. Each Abridged Committee shall be composed of the University Librarian or delegate, the relevant Library department head, and one other librarian/archivist from that Library department elected by the Members of the Library department. In the absence of the Library department head or another Member in the relevant Library department, the Unit shall elect a librarian/archivist from another Library department to that Abridged Committee.

25.7.2.2. The Abridged Committee shall comply with Article 24, including that one Committee member shall be designated the Equity Representative as per Article 24.2.2, and with the applicable provisions of Article 25.

25.7.2.3 The Abridged Committee shall:

- (a) recommend the academic and/or professional qualifications and experience required for the position to be filled, after consultation with other Members of the Library and Archives;
- (b) recommend the content of any advertisement or notice of the position, recommend on the placement of such advertisements or notices, and assist in seeking and finding qualified individuals who are interested in applying for the position;
- (c) review and assess, on sound academic and professional grounds and in accordance with Article 24, all materials provided by applicants, taking into account diverse backgrounds and experiences of applicants and the many forms scholarship can take;
- (d) determine which candidates will be short-listed for an interview. A short list must consist of more than one (1) applicant unless the Abridged Committee, after reviewing each applicant’s file, is satisfied that only one (1) applicant has met the minimum qualifications for the position as determined by the Abridged Committee

ARTICLE 25 APPOINTMENTS

and reflected in the advertisement, and the Abridged Committee does not decide to re-advertise;

- (e) evaluate the short-listed candidates through interviews, and, where appropriate, other relevant means of evaluation; and
- (f) make a written recommendation on the appointment to the University Librarian, with reasons given and taking into account only the complete file.

25.8 **Decision-making**

25.8.1 The Provost and Vice-Principal (Academic) or delegate shall consider the recommended applicant's file and the recommendations, and shall grant or deny the appointment.

25.8.2 If the decision is to deny, the Dean, University Librarian, Department Head (if applicable) and Appointments Committee, or the Abridged Committee (if applicable), shall be promptly advised in writing, with reasons.

25.8.3 The Dean or University Librarian shall advise the recommended applicant of the decision.

25.9 **Offer and Acceptance**

25.9.1 To enable candidates to obtain advice or assistance on terms and conditions of employment,

(a) the advertisement required by Article 25.6.1(b) and Article 25.10 shall provide that the academic staff at Queen's are governed by a collective agreement between QUFA and the University which is posted on the Faculty Relations [website](#) and on the QUFA [website](#); and

(b) any offer shall be accompanied by a reference to this Agreement, information on how the Association and its representatives can be contacted and any other materials which the Parties to this Agreement feel will be useful to a new Member.

25.9.2 The successful candidate shall receive, in duplicate, a letter of appointment from the Provost and Vice-Principal (Academic) or delegate specifying the Unit(s) of appointment, rank, salary, type of appointment, starting date, date of eligibility for Renewal, Tenure or Continuing Appointment (if applicable), duration of appointment, and any other terms and conditions agreed to between the University and the appointee, as well as a statement that the appointment is subject to this Agreement.

ARTICLE 25 APPOINTMENTS

The letter of appointment shall contain no terms that are inconsistent with this Agreement.

25.9.3 Candidates for Tenured, Tenure-track, Continuing, Special and Non-renewable appointments shall not be offered a starting salary that is lower than the existing salaries in the discipline, Library or Archives at Queen's for someone with their years of experience and accomplishments. The minimum starting salary for Tenured, Tenure-track, Special and Non-renewable faculty appointments shall be the floor for Assistant Professors, except for appointments made at the rank of Lecturer. The minimum starting salary for librarian/archivist appointments shall be the floor for General Librarians/General Archivists.

25.9.4 Where a Member is appointed as a Lecturer in a discipline normally requiring a doctorate degree because they have not yet obtained a doctorate and their starting salary has been determined by the University so as to reflect that they have not yet attained a doctorate degree, and then they are subsequently promoted to Assistant Professor upon obtaining a doctorate degree, then the Member's salary will be reassessed and revised as may be required to accord with Article 25.9.3.

25.9.5 Research initiation grants or other support for teaching and research consistent with the current practice in the discipline shall be offered to all candidates on an equitable basis.

25.9.6 The candidate accepts the offer by signing and returning one copy to the Provost and Vice-Principal (Academic) or delegate. A copy of the letter of appointment signed by the Member shall be sent to the Association.

25.9.7 The Head or Dean shall advise all unsuccessful applicants that they have not been selected and the appointment shall be announced in *For the Record*.

25.10 Appointments Procedures for Term Adjuncts

25.10.1 Posting of Available Term Adjunct Appointments

25.10.1.1 A Unit Head shall post a notice of an available Term Adjunct Appointment per Article 25.10.1.2, unless the Unit Head determines that

(a) a Term Adjunct who has a Right of Reappointment per Article 32 is available to instruct and evaluate that course or course-section (or part thereof); or

(b) waiving the posting requirement for the course or course-section (or part thereof) is permitted under Article 25.10.1.5.

ARTICLE 25 APPOINTMENTS

25.10.1.2 Subject to Article 25.10.1.5, notices for available Term Adjunct Appointments shall

- (a) be posted on the Unit website on or before March 1 (for Summer Term courses); June 1 (for Fall Term and Fall-Winter Term courses); and October 15 (for Winter Term courses);
- (b) remain on the Unit website for at least ten (10) working days from the first day of posting;
- (c) be circulated internally via listserv that includes Term Adjuncts within the Unit within the first week of posting on the Unit website; and
- (d) include the following information:
 - (i) The date of the posting of the notice;
 - (ii) The Unit offering the course or course-section;
 - (iii) The course name, number, type (e.g., lecture, seminar), level (introductory undergraduate, upper-year undergraduate, graduate) and location (if not offered on the main campus);
 - (iv) The percentage responsibility for the course or course-section available (if less than 100%);
 - (v) The expected enrolment for the course or course-section available, subject to Article 25.10.1.3 and Article 25.10.1.4;
 - (vi) Any requirements for supervision of laboratory/practicum work;
 - (vii) The required qualifications;
 - (viii) The required application materials, including those specified in Article 25.10.2.4;
 - (ix) The application deadline;
 - (x) The start and end dates of the appointment; and
 - (xi) The employment equity statement per Article 24.3.1(b).

ARTICLE 25 APPOINTMENTS

- 25.10.1.3 Notices for available Term Adjunct Appointments may indicate that appointments are subject to funding or enrolment criteria.
- 25.10.1.4 The expected enrolments specified in Article 25.10.1.2(d)(v) shall be provided for information only and may be subject to change.
- 25.10.1.5 Exceptions to the posting requirements may not be used to circumvent Article 24 and may be made as follows:
- (a) Notices may be posted after the dates provided in Article 25.10.1.2(a)
 - (i) if a Term Adjunct appointment becomes unexpectedly open due to the unavailability of an appointed Member or other faculty member, or due to the funding of an additional course or course-section, or other unforeseen circumstances; or
 - (ii) for available Term Adjunct appointments in the Indigenous Teacher Education Program (ITEP).
 - (b) At the discretion of the Unit Head, posting of an available Term Adjunct appointment may be waived in exceptional circumstances, should a Term Adjunct appointment become open fewer than twenty (20) working days before the first day of the Academic Term or Academic Session in which the course or course-section is to be offered.
 - (c) After considering the advice of the Term Adjunct Appointments Committee, a Unit Head may waive posting of an available Term Adjunct appointment when there is an opportunity to
 - (i) integrate a distinguished member of a professional community into the academic program of a Unit;
 - (ii) assign the course or course-section to a Post-Doctoral Fellow at Queen's; or
 - (iii) reappoint a Term Adjunct with a record of good teaching for the course, except in circumstances where a complete job search did not occur at the time of the Term Adjunct's original appointment for the course or course-section.

ARTICLE 25 APPOINTMENTS

If the Unit Head does not follow the advice of the Committee, they shall inform the Committee in writing with their reasons.

25.10.1.6 The Association shall be notified of all appointments made under Article 25.10.1.5.

25.10.2 Appointment Process for Term Adjuncts

25.10.2.1 Each Unit shall have an advisory committee on the appointments of Term Adjuncts for posted Term Adjunct positions (“Adjunct Appointments Committee”). This Adjunct Appointments Committee shall be the Unit Head (or delegate), and two elected members. One of the elected members of the Committee shall serve as the Equity Representative under the terms of Article 24.2.2. The Adjunct Appointments Committee shall make recommendations to the Dean.

25.10.2.2 A student representative from the undergraduate and/or graduate level in the Unit may also be named to the Adjunct Appointments Committee through procedures developed in the Unit.

25.10.2.3 For all Adjunct Appointments Committees:

- (a) the Chair shall be a voting member of the Adjunct Appointments Committee;
- (b) all members of the Adjunct Appointments Committee shall familiarize themselves with Article 18 (Conflict of Commitment and Reasonable Apprehension of Bias) and shall not participate in the deliberations or recommendations relating to any search where they are in a conflict of interest or where there may be a reasonable apprehension of bias with respect to any applicant(s);
- (c) all members of the Adjunct Appointments Committees shall maintain confidentiality regarding their deliberations and decisions. Any member who knowingly violates this requirement of confidentiality shall be removed from the Adjunct Appointments Committee;
- (d) members of the Adjunct Appointments Committee who have a concern about conformity with Article 24 of this Agreement should consult with the Equity Representative on the Adjunct Appointments Committee; and
- (e) notwithstanding Article 25.10.2.3 (c), Adjunct Appointments Committee members must disclose concerns about potential violations of the Collective Agreement, including Article 24, to the QUFA Grievance Officer and the Faculty Relations Office as soon as they become aware of them.

25.10.2.4 An applicant for a posted Term Adjunct appointment shall submit an application in writing to the Unit Head. The application shall include

ARTICLE 25 APPOINTMENTS

- (a) a complete and current curriculum vitae (CV);
- (b) any other materials the applicant wishes to submit (such as a teaching dossier);
and
- (c) the names of two referees who may be contacted.

25.10.2.5 Any applicant who has held an academic appointment in the Unit in the twelve (12) months preceding a posting may apply for a posted position by submitting a letter of interest and referring to relevant materials in their Official File.

25.10.2.6 The materials referred to in Article 25.10.2.4 and Article 25.10.2.5 shall be provided to the Adjunct Appointments Committee. When applicable, relevant material from an applicant's Official File, including the record of employment and teaching and other evaluations, shall be provided to the Unit's Adjunct Appointments Committee.

25.10.2.7 In reviewing applications for posted positions, the Adjunct Appointments Committee and the Dean shall ensure that the process does not have a discriminatory impact on members of equity-deserving groups, including by undervaluing work which is done predominantly by members of equity-deserving groups. The Adjunct Appointments Committee and the Dean shall assess applicants taking into account the many forms that scholarship can take and the diverse backgrounds and experiences of applicants, and any information provided per Article 24.1.6, and in accordance with the following criteria:

- (a) The applicant has the requisite academic qualifications for the position (i.e., the relevant academic degree or certificate, education in the academic specialty, other relevant qualifications including scholarship in the field) and/or relevant professional training or experience;
- (b) The applicant has a record of good teaching; and
- (c) The applicant has teaching experience in the available course or similar courses.

25.10.2.8 No offer of appointment shall be made before the application deadline posted per Article 25.10.1.2(d)(ix).

ARTICLE 25 APPOINTMENTS

25.10.3 Written Confirmation of Appointment for Term Adjuncts

25.10.3.1 The successful candidate shall receive, in duplicate, an offer of appointment from the Dean or delegate that shall include:

- (a) the Member's rank;
- (b) the start and end dates of the appointment;
- (c) the name, number, type (e.g., lecture, seminar), level (introductory undergraduate, upper-year undergraduate, graduate) and location (if not offered on the main campus) of the course(s) (or portion(s) thereof) to be taught by the Member;
- (d) the Member's percentage responsibility for the course or course-section(s) (if less than 100%);
- (e) the expected course or course-section enrolment, subject to Article 25.10.1.3 and Article 25.10.1.4;
- (f) any requirements for supervision of laboratory/practicum work or other additional duties concurrent with the appointment;
- (g) the Member's remuneration for the course(s) (or portion(s) thereof), and for any additional duties concurrent with the appointment;
- (h) arrangements to compensate the Member for eligible travel expenses associated with the appointment, per Appendix G; and
- (i) reference to the requirement per Articles 32.3.6.2 and 32.5.8.2 to inform the Member's Unit Heads of all teaching performed by the Member in other Units.

25.10.3.2 The candidate accepts the offer by signing and returning one copy to the Dean or delegate.

25.10.4 Committee to Assess General Right of Reappointment (GRoR) and Continuing Adjunct Appointment Applications

25.10.4.1 A Modified Appointments Committee shall be established in each Unit no later than January 31 for the purpose of making recommendations on the granting of a General Right of Reappointment (GRoR) and Continuing Adjunct Appointments. The Modified Appointments Committee shall be the Unit's standing Appointments Committee as

ARTICLE 25 APPOINTMENTS

described in Article 25.5.1(a), except that when the Committee is reviewing applications for GRoR or a Continuing Adjunct appointment,

- (a) it shall be chaired by someone other than the Unit Head (or delegate), and the Unit Head (or delegate) shall recuse themselves from the Committee for those applications. The Chair shall be a voting member; and
- (b) if not already elected as per Article 25.5.1 (a), a Continuing Adjunct Member in the Unit may be elected to the Committee, provided they are available and willing to serve.

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

**ARTICLE 30 – RENEWAL, TENURE AND PROMOTION FOR TENURE-TRACK AND
TENURED FACULTY**

30.1 General

30.1.1 This Article applies to Renewal, Tenure and Promotion decisions.

30.2 Renewal, Tenure and Promotion Committee

30.2.1 By May 1 of each year, each Unit shall elect a standing Renewal/Tenure/Promotion Committee. The Committee shall elect its own Chair who shall be a voting member of the Committee. Members of the Committee shall be elected following a process of nomination of individual Members. Members of the Committee may be elected for staggered terms of more than one year. Members who intend to apply for Renewal/Tenure/Promotion shall not stand for election. Elections shall be conducted by a form of secret ballot. The Department Head in a departmentalized faculty and the Dean shall be excluded from such Committees. The Committee shall have a minimum of three (3) Members of the Bargaining Unit who shall be Tenure-track or Tenured Members, and the majority of the committee members shall be Tenured Members. Units that are too small to form representative committees (fewer than three (3) Members) should invite representatives from related Units to serve as members. All other Units may invite representatives from cognate or related Units to serve on the Committee.

30.2.2 The provisions of Appendix O apply if the applicant for Renewal/Tenure/Promotion is an Indigenous person.

30.2.3 The Parties agree that the Renewal, Tenure and Promotion process shall be in accordance with the principles stated in Article 24.1. The Committee shall appoint a Tenured Member as the Committee's Equity Representative per Article 24. Where practicable, the Committee shall be reflective of differences in appointment type, rank and membership in equity-deserving groups. The Committee should always have at least one member who is at or above the highest rank being applied for by an RTP applicant, and where a Committee has no such member, remedial steps will be taken to secure such a member.

30.2.4 A student representative from the undergraduate and/or the graduate level in the Unit or a related program may also be named to the Committee through procedures developed by the Unit.

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

- 30.2.5 All members of the Committee (including students) shall familiarize themselves with Article 18 (Conflict of Interest, Conflict of Commitment and Reasonable Apprehension of Bias). Committee members shall not participate in the deliberations or recommendations of any application where they are in a conflict of interest as per Article 18 or where there may be a reasonable apprehension of bias. No student whose graduate supervisor of record is a candidate or a member of the Committee shall serve on the Committee. Committee members excluded for reasons of conflict of interest/conflict of commitment or because there is a reasonable apprehension of bias shall resign from the Committee and shall be replaced if the process of reviewing the applications has not yet commenced.
- 30.2.6 Committee members shall maintain confidentiality regarding the Committee's deliberations and decisions. Committee members who knowingly violate this requirement of confidentiality shall be removed from the Committee.
- 30.2.7 Notwithstanding Article 30.2.6, Committee members may disclose potential violations of the Agreement to the QUFA Grievance Officer or QUFA Labour Relations Officer, or to the Faculty Relations Office in the Office of the Provost and Vice-Principal (Academic).
- 30.3 **Renewal/Reappointment, Tenure and Promotion Committees for Members in Clinical Departments in the Faculty of Health Sciences**
- 30.3.1 The Renewal/Reappointment, Tenure and Promotion processes of Members in clinical Departments in the Faculty of Health Sciences shall conform to all provisions of the Agreement in all respects except the following:
- (a) The Member may suggest to their Dean the group(s), Unit(s), or office(s) that the Member regards as most competent to assess their Renewal/Reappointment, Tenure or Promotion file. Individuals in the named group(s), Unit(s) or office(s) need not necessarily be Members.
 - (b) Should there be a disagreement between the Member and the Dean regarding the named group(s), Unit(s) or office(s), the matter shall be referred to the JCAA.
 - (c) The election of an RTP Committee need only occur when a Member has notified their Unit Head of an intent to apply as per Article 30.7.3 in which case an election must occur by July 15.

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

30.4 Remedial Processes for Committees

30.4.1 If, for any reason, a Unit has failed to follow the procedures stipulated in Article 30.2 or Article 30.3, remedial measures may be taken as approved by the JCAA. Remedial processes for Committees are outlined in Appendix D.

30.5 Eligibility

30.5.1 A faculty Member in the final year of an Initial Tenure-track appointment (normally three (3) years) is entitled to be considered for Renewal of appointment for a further three (3) years.

30.5.2 In exceptional cases, the Member may be considered for Renewal earlier than the final year of the Initial Tenure-track appointment. Such consideration must be agreed to by the Member and the Dean before the assessment begins.

30.5.3 A faculty Member holding a Renewed Tenure-track appointment shall normally be considered for Tenure in the final year of their Renewed appointment.

30.5.4 In exceptional cases, the Member may be considered for Tenure and Promotion earlier than the final year of the Renewed Tenure-track appointment. Such consideration must be agreed to by the Member and the Dean before the assessment begins.

30.5.5 In the case of Members in Renewed Tenure-track appointments, applications for Tenure and Promotion to the rank of Associate Professor shall proceed together.

30.5.6 A Member who, during the Initial Tenure-track appointment, has become a parent may elect to have the Renewal decision deferred for a year for each such birth or adoption. Any such election shall be approved by the Dean and sent to the Provost and Vice-Principal (Academic) to be documented in a letter of deferral from the Provost and Vice-Principal (Academic) ("Letter of Deferral"), in the form at Schedule E. A Member who, during the Initial Tenure-track appointment, has taken Sick Leave of at least sixty (60) days (or such lesser period if the Member can demonstrate that the period of Sick Leave has had substantial impact on the Member's research capability) may elect to have the Renewal decision deferred for the same amount of time the Member was on leave (rounded up in years). Any such election shall be approved by the Dean and sent to the Provost and Vice-Principal (Academic) to be documented in a Letter of Deferral. In other exceptional cases, Members may request consideration be deferred one (1) year and, if granted by the Dean, shall be sent to the Provost and Vice-Principal (Academic) to be documented in a Letter of Deferral, and extending the Initial Tenure-track

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

appointment by one (1) year. Due consideration to such requests shall be given by the Dean.

- 30.5.7 A Member who, during the Renewed Tenure-track appointment, has become a parent may elect to have the Tenure decision postponed for a year for each such birth or adoption. Any such election shall be approved by the Dean and sent to the Provost and Vice-Principal (Academic) to be documented in a Letter of Deferral, in the form at Schedule E. A Member who, during the Renewed Tenure-track appointment, has taken Sick Leave of at least sixty (60) days (or such lesser period if the Member can demonstrate that the period of Sick Leave has had substantial impact on the Member's research capability) may elect to have the Tenure decision deferred for the same amount of time the Member was on leave (rounded up in years). Any such election shall be approved by the Dean and sent to the Provost and Vice-Principal (Academic) to be documented in a Letter of Deferral. In other exceptional cases, Members may request consideration be deferred one (1) year and, if granted by the Dean, shall be sent to the Provost and Vice-Principal (Academic) to be documented in a Letter of Deferral, and extending the Renewed Tenure-track appointment by one (1) year. Due consideration to such requests shall be given by the Dean.

30.6 Criteria

- 30.6.1 Those making recommendations with respect to renewal, tenure and promotion shall comply with Article 24.1.5.

- 30.6.2 Renewal for Tenure-track faculty shall be granted when there is clear evidence of a commitment to academic excellence, some demonstrated professional growth, and the prospect (based on the record of accomplishments to date) of future development, as reflected in the following, which may include any information provided per Article 24.1.6:

- (a) A record as a good teacher; and
- (b) Clear evidence of high quality scholarly or creative work which is normally, but not necessarily, demonstrated by presentation or publication in a suitable academic or artistic forum. Writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity. The diverse backgrounds of Members and the type of scholarship appropriate to their research areas, as well as the diverse range of scholarly methodologies and ways of measuring impact, shall be taken into account when assessing the quality of scholarly or creative work.

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

- 30.6.3 In a decision about Renewal, there shall be a presumption in favour of Renewal. In order to refuse an appointment, the University must be able to demonstrate that the weight of evidence is in favour of non-Renewal.
- 30.6.4 Tenure as defined in Article 25.1.2.3 shall be granted when there is clear evidence of demonstrated professional growth and the promise of future development as reflected in the following, which may include any information provided per Article 24.1.6:
- (a) A record as a very good teacher committed to academic and pedagogical excellence;
 - (b) A record of high quality and expert peer-assessed scholarly or creative work which is normally demonstrated by presentation or publication in a suitable academic or artistic forum; writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity; the diverse backgrounds of Members and the type of scholarship appropriate to their research areas, as well as the diverse range of scholarly methodologies and ways of measuring impact, shall be taken into account when assessing the quality of scholarly or creative work; and
 - (c) A record of professional, University or community service which has contributed to the Department, Unit, Faculty, University or broader academic community.
- 30.6.5 In order to be granted Tenure as defined in Article 25.1.2.3, the Member must show that the evidence favours granting Tenure.
- 30.6.6 Promotion is the recognition by academic peers and the University of increased status of the Member in their discipline. A faculty Member will be assessed for Promotion on their contributions to teaching, research and scholarship, and service to the Department, Unit, Faculty, University, and the broader academic community. In their assessment, the Committee shall consider the diverse range of scholarly methodologies and ways of measuring impact.
- 30.6.7 In order to be promoted to the rank of Professor, the Member must show that the evidence favours granting the promotion.
- 30.6.8 Subject to Article 30.6.6, the normal expectations for Promotion to the following faculty ranks are as follows, which may include any information provided per Article 24.1.6:

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

- (a) **Assistant Professor:** The Member must be a good teacher. In those disciplines where a Ph.D. is usually required, the Member normally will have completed the doctorate. Otherwise, evidence of the successful initiation of research and scholarly work or comparable professional or creative work is required. Writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity. The Member's participation in the operation of the Department, Unit, Faculty or University or contributions to their profession may be taken into consideration. Any tenure track Member who was initially appointed with the rank of Lecturer because they have not yet obtained their Ph.D. shall be appointed with the rank of Assistant Professor upon obtaining this degree without the need to apply for promotion under this Article.
- (b) **Associate Professor:** For Members in Tenure-track appointments the criteria for the granting of Tenure shall apply. Article 30.6.4 outlines the expectations for Tenure.
- (c) **Professor:** The Member must either combine:
- (i) scholarly or creative work judged to be distinguished with very good teaching; or
 - (ii) continuing high quality scholarly work with exceptional contributions in teaching; or
 - (iii) scholarly or creative work judged to be distinguished with exceptional contributions in teaching.

The Member is also expected to have made a contribution to the successful operation of the Department, Unit, Faculty or University via their administrative service responsibilities. Contributions to their profession and community also are relevant. Writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity.

Any positive recommendation with regard to promotion to the rank of Professor shall clearly indicate whether the recommendation is made on the basis of the criteria described at Article 30.6.8 (c)(i) or 30.6.8 (c)(ii) or 30.6.8 (c)(iii).

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

30.6.9 Extraordinary contributions in either

- (a) teaching, or
- (b) research, scholarly and/or creative activity,

shall compensate for a lesser involvement in the other area or service, provided that there has been a satisfactory level of contribution in all areas.

30.6.10 In cases where the applicant's required responsibilities in teaching (as noted in the letter of appointment) are minimal, primary emphasis shall be placed on scholarship/research. Teaching that is undertaken shall be assessed on the basis of whatever information as to quality is available.

30.6.11 In cases where the applicant's required responsibilities in scholarship/research (as noted in the letter of appointment) are minimal, primary emphasis shall be placed on teaching. Scholarship/research that is undertaken shall be assessed on the basis of whatever information as to quality is available.

30.7 Notification

30.7.1 By May 1, a notice shall be placed in *For the Record* by the Office of the Provost and Vice-Principal (Academic) announcing an July 15 deadline for applications for Renewal, Tenure or Promotion and referring to the procedures in this Article.

30.7.2 By May 15, the Unit Head shall

- (a) notify all Members of the Unit of the Promotion deadlines for the coming year;
- (b) provide written notification of the notice of the Provost and Vice-Principal (Academic) to all Members within the Unit; and
- (c) notify all Members eligible for Renewal or Tenure in writing of their eligibility, and in that notice draw their attention to Appendix O.

30.7.3 By June 1, the Member must notify the Unit Head of their intent to apply for Renewal, Tenure or Promotion, and if so whether the Member wishes to invoke the provisions of Appendix O.

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

30.7.4 The Unit Head shall notify the Renewal/Tenure/Promotion Committee of any application for Renewal, Tenure or Promotion as soon as possible so that the Committee can schedule its deliberations and begin the process of selecting and soliciting the views of students and referees. The Unit Head shall also advise the Committee whether the Applicant has invoked the provisions of Appendix O.

30.8 Referees

30.8.1 For Renewal or Promotion to Assistant Professor, per Article 32.6.2 (c), there shall be three (3) referees, at least one (1) of whom shall be external to the University.

30.8.2 For Tenure or Promotion to Associate Professor, there shall be four (4) referees, at least three (3) of whom shall be external to the University.

30.8.3 For Promotion to Professor, there shall be five (5) referees, at least four (4) of whom shall be external to the University.

30.8.4 Referees must be suitably qualified with expertise in the candidate's discipline, impartial, appropriate, and capable of making an assessment. Where appropriate, referees should also have international stature. The referee shall be at arm's length from the candidate.

30.8.5 Within a reasonable time of receiving notification of the Member's application, and no later than June 15, the Unit Head shall arrange a meeting with the Member to give advice on the preparation of the application and to discuss the suitability of potential referees. At this time, the Member shall disclose to the Unit Head, without providing any detail, any deferral(s) of an application previously approved by the University and documented in a Letter of Deferral from the Provost and Vice-Principal (Academic) (in the form at Schedule E).

30.8.6 The Member shall provide a list of prospective referees to the Committee no later than June 30. The total number of referees proposed by the Member must be greater than the number of letters from referees required pursuant to Article 30.8.1, Article 30.8.2 or Article 30.8.3.

30.8.7 The Committee shall also suggest names of prospective referees who are at arm's length from members of the Committee.

30.8.8 At least half the required number of referees selected per Article 30.8.1, Article 30.8.2 or Article 30.8.3 shall come from the list of names proposed by the Member and at least

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

one (1) shall be proposed by the Committee pursuant to Articles 30.8.7 and Article 30.8.9.

30.8.9 If the Committee cannot choose at least half the required number of referees from the Member's list, it shall ask the Member to submit the names of additional prospective referees to the Committee.

30.8.10 The Member shall inform the Committee in writing of the nature of the relationship they have with all individuals nominated to be referees.

30.8.11 By August 1, the Unit Head shall request reports from the referees, outlining the process and offering guidance regarding the assessment being sought. The Unit Head shall also advise them of their option of remaining anonymous. The referees shall be sent the candidate's full curriculum vitae and teaching dossier (if applicable). The Member shall select significant scholarly work or examples of creative work which shall be sent to the referees. If relevant, the Member will provide a description of their contributions in the case of collaborative scholarly/creative work, including co-authorship. Referees shall be informed that they may request any additional pieces of work that appear on the curriculum vitae if they need those materials to make an informed evaluation of the candidate's scholarly/creative work. The Member shall provide any requested materials. If the Member has disclosed any deferral(s) pursuant to Article 30.8.5, the Unit Head shall ensure that a Notice to Assessors and Referees, in the form at Schedule F, is prepared, signed by the Member and the Unit Head, and made available to all Referees and Assessors through inclusion in the Member's Application File.

30.8.12 Referees must submit their letters to the Unit Head's office staff. The Unit Head shall only access referee letters upon receipt of a recommendation from the Committee in accordance with Article 30.14.6. If a selected referee does not submit a letter, the Unit Head shall solicit a letter from another referee on the proposed list of referees developed pursuant to Articles 30.8.6 through 30.8.9. Should a letter from the previously selected referee be subsequently received, whichever letter arrives first shall be placed in the file and the other letter shall be excluded from the file.

30.9 Member's Application File

30.9.1 By July 15, the Member shall provide the following materials to the Committee:

- (a) An up-to-date curriculum vitae;

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

- (b) A separate summary of teaching experience for faculty Members (which may be in the form of a teaching dossier and which may include surveys prepared pursuant to Article 29.4);
- (c) Copies (if feasible) of all relevant scholarly or creative work (or at least citations for such work) and a description of any work in progress;
- (d) A summary of the Member's administrative service responsibilities and professional service; and
- (e) A copy of any Letter(s) of Deferral and Notice(s) to Assessors and Referees.

The Member at their discretion may also provide a letter of introduction to their materials and may address any career interruptions.

30.9.2 The Unit shall reimburse the Member for the costs of the preparation of duplicate copies on a receipted basis.

30.10 Students

30.10.1 The Committee shall develop a list of the Member's students and former students who may be contacted to solicit their views on the Member. The Member shall be shown the list of students and former students who may be contacted. The Member may strike out up to twenty-five (25) per cent of the names of students without having any obligation to provide reasons for so doing. The Committee shall randomly select an appropriately sized number of names from the list remaining and solicit their views in writing on the Member.

30.11 Colleagues

30.11.1 By September 15 the Member's Application File as described in Article 30.9.1 and, if the Member permits, any other material submitted for this purpose shall be made available for review within the Unit so that colleagues may submit to the Committee written and signed opinions on the merits of the application. "Colleagues" includes current Members and non-Bargaining Unit clinical faculty within the Unit but does not include members of the Committee, Department Heads, Deans, Associate Deans and students. Where the candidate has a joint appointment or cross appointment, the documentation noted above shall be made available to the relevant Units.

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

30.12 Material from the Official File

30.12.1 Prior to October 15, the Unit Head shall provide to the Member information from the Member's Official File that is relevant to the application, subject to Article 28.6.2. The Queen's Survey of Student Experience of Teaching or its predecessor tool, the University Surveys of Student Assessment of Teaching (USATs) shall be included in the Renewal/Tenure/Promotion File in any application for Renewal, Tenure or Promotion. The Member shall have ten (10) working days to respond to any material included from the Member's Official File and may provide additional relevant materials as well as a written response. The Unit Head shall forward to the Committee the material specified in this Article along with the Member's response.

30.13 Renewal/Tenure/Promotion File

30.13.1 The Renewal/Tenure/Promotion File shall consist of all materials provided by the Member pursuant to Article 30.9.1, and all other material, reports and assessments compiled under Article 30.8.11, Article 30.10.1, Article 30.11.1, and Article 30.12.1.

30.13.2 At the request of a referee submitting a report under Article 30.8.11, and automatically when a student submits an assessment under Article 30.10.1 the report or assessment shall be masked by deleting the letterhead and signature block to maintain anonymity. If it is determined that a student has identified themselves or another student in the body of an assessment, that identification will also be masked.

30.13.3 Unsolicited material from students and others shall not be included in the Renewal/Tenure/Promotion File nor be considered by the Committee except where it forms part of a teaching dossier submitted by the Member.

30.13.4 The Member shall have access to the Renewal/Tenure/Promotion File, subject to Article 30.13.2, and shall have a reasonable opportunity to respond in writing to any material in the Renewal/Tenure/Promotion File at the following points in the process:

- (a) After any new material is added to the file;
- (b) Before the file is considered by the Committee;
- (c) Before the file goes to the Department Head (if applicable);
- (d) Before the file goes to the Dean; and

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

(e) Before the file goes to the Principal.

30.13.5 After the Renewal/Tenure/Promotion File has been submitted to the Committee, the Member can only add new material to the file, other than a written response to a recommendation or to other material added pursuant to Article 30.13.4, if the new material that the Member is adding is sufficiently significant that it might affect the recommendation or decision. The Dean may also add new material to the file, other than material specified in Article 30.14.9 and Article 30.14.12, if the new material that the Dean is adding is sufficiently significant that it might affect the recommendation or decision.

30.13.6 If at any stage of the RTP process the Member submits material or a response which includes an interpretation of the Collective Agreement or past practice, the Committee/Head/Dean/Principal (as the case may be) shall immediately deliver a copy of the material or response to the Faculty Relations Office, which shall forward a copy to the Association. The Committee/Head/Dean/Principal (as the case may be) shall, before considering the RTP File, allow up to ten (10) working days for the Faculty Relations Office to submit a response, which shall be placed in the RTP File. A copy of the response submitted by the Faculty Relations Office will be provided to the Association.

30.14 Recommendations

30.14.1 All recommendations shall be made only on the basis of information in the Renewal/Tenure/Promotion File and the applicable criteria.

30.14.2 The assessment of teaching effectiveness for the purpose of Renewal, Tenure or Promotion shall be subject to Article 29.

30.14.3 By November 15, the Renewal/Tenure/Promotion File shall be available to all Committee Members. The Committee shall meet to assess all materials in the Renewal/Tenure/Promotion File. All Committee members shall review the Renewal/Tenure/Promotion File in order to participate in the formulation of the recommendation.

30.14.4 In the case of an emerging negative recommendation at the Committee level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Renewal/Tenure/Promotion File.

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

- 30.14.5 In the case of a positive recommendation, or following receipt of the Member's response to an emerging negative recommendation, the Committee shall form a recommendation in writing with reasons in accordance with the appropriate criteria. The recommendation shall clearly indicate whether the Committee supports or is opposed to the granting of Renewal/Tenure/Promotion.
- 30.14.6 By December 15 in departmentalized Faculties, and by January 15 in non-departmentalized Faculties, the Committee Chair shall forward to the Member the written recommendation of the Committee with its reasons and any dissenting view(s), and submit to the next level (the Department Head in a departmentalized Faculty or the Dean in a non-departmentalized Faculty), the Renewal/Tenure/Promotion File including the written recommendation of the Committee with its reasons and any dissenting view(s).
- 30.14.7 The following procedures apply in departmentalized Faculties only:
- (a) After receiving the recommendation of the Committee and before reviewing the Renewal/Tenure/Promotion File, the Department Head shall provide the Member with seven (7) days to respond to the Committee's recommendation.
 - (b) The Department Head shall form a recommendation on the merits of the file based on the material in Article 30.14.6 and any response made by the Member per Article 30.14.7(a). The recommendation shall clearly indicate whether the Department Head supports or is opposed to the granting of Renewal/Tenure/Promotion.
 - (c) In the case of an emerging negative recommendation at the Department Head level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Renewal/Tenure/Promotion File.
 - (d) Prior to making a recommendation that would differ from that of the Committee, and after receiving any written response or additional materials pursuant to Article 30.14.7 (c), the Department Head shall discuss their concerns with the Committee.
 - (e) In the case of a positive recommendation, or following receipt of the Member's response to an emerging negative recommendation, the Department Head

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

shall form a recommendation in writing with reasons in accordance with the appropriate criteria.

(f) By January 15, the Department Head shall forward to the Member the Department Head's written recommendation with reasons, and submit to the Dean the Renewal/Tenure/Promotion File, including

(i) the written recommendation of the Committee with its reasons and any dissenting view(s), and the Member's response to the Committee's recommendation (if any); and

(ii) the Department Head's written recommendation and reasons.

30.14.8 After receiving the recommendation from the Committee and the Department Head (if applicable) and before reviewing the Renewal/Tenure/Promotion file, the Dean shall provide the Member with ten (10) working days to respond to the Committee's recommendation (in non-departmentalized Faculties) or to the Department Head's recommendation (in departmentalized Faculties).

30.14.9 The Dean shall form a recommendation on the merits of the case based on the material in Article 30.14.6 or Article 30.14.7(f) (as applicable), and any response made by the Member per Article 30.14.8. The Dean may delegate to the appropriate Associate Dean or Vice-Dean the responsibility to make the recommendation.

30.14.10 In the case of an emerging negative recommendation at the Dean's level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Renewal/Tenure/Promotion File.

30.14.11 Prior to making a recommendation that would differ from that of the Committee or the Department Head (if applicable), and after receiving any written response or additional relevant materials pursuant to Article 30.14.10, the Dean shall discuss their concerns with the Committee and/or the Department Head (if applicable).

30.14.12 In the case of a positive recommendation, or following receipt of the Member's response to an emerging negative recommendation, the Dean shall form a recommendation in writing with reasons in accordance with the appropriate criteria.

30.14.13 By March 1, the Dean shall forward to the Member the written recommendation of the Dean with reasons and submit to the Principal the Renewal/Tenure/Promotion File, including

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

- (a) the written recommendation of the Committee with its reasons and any dissenting view(s), and the Member's response to the Committee's recommendation (if any);
- (b) if applicable, the Department Head's written recommendation and reasons and the Member's response to the Department Head's recommendation (if any); and
- (c) the Dean's written recommendation and reasons.

30.15 Decision-Making

- 30.15.1 After receiving the recommendation from the Dean and before reviewing the Renewal/Tenure/Promotion File, the Principal shall provide the Member with ten (10) days to respond to the Dean's recommendation.
- 30.15.2 The University Promotion Advisory Committee as described in Article 30.16 shall provide written advice to the Principal as to whether, on the basis of the file, an applicant has met the criteria for Promotion to Professor. This advice shall be placed in the Promotion file.
- 30.15.3 The Principal shall consider the Renewal/Tenure/Promotion File, including all recommendations and all responses from the Member. The decision shall be made only on the basis of information in the Renewal/Tenure/Promotion File, the applicable criteria, and in cases of Promotion to Professor the advice of the University Promotion Advisory Committee.
- 30.15.4 The Principal shall grant or deny Renewal, Tenure or Promotion and shall inform the Member of the decision in writing, including reasons for any denial, by April 1 for Renewal, by April 15 for Tenure or Promotion to Associate Professor and by May 15 for Promotion to Professor.
- 30.15.5 If the decision of the Principal differs from the recommendation of the Committee, Head, or Dean, the Principal must explain to them in writing the reasons for the disagreement.
- 30.15.6 Subject to the above, any Renewal, Tenure or Promotion decision may be delegated to the Provost and Vice-Principal (Academic).

**ARTICLE 30
RENEWAL, TENURE AND PROMOTION
FOR TENURE-TRACK AND TENURED FACULTY**

30.15.7 Successful applications for Renewal, Tenure and/or Promotion shall be announced by the Provost's Office in *For the Record*.

30.16 The University Promotion Advisory Committee

30.16.1 The University Promotion Advisory Committee shall be chaired by the Provost and Vice-Principal (Academic) or delegate and composed of six (6) Professors and the University Advisor on Equity. The six (6) Professors shall be selected in the following way:

(a) Two (2) Professors who are Deans or their delegates;

(b) Two (2) Professors elected by the Senate; and

(c) Two (2) Professors who are Members selected by the Association.

30.16.2 Members of the University Promotion Advisory Committee shall familiarize themselves with Article 18 (Conflict of Interest, Conflict of Commitment and Reasonable Apprehension of Bias). Members shall not participate in the deliberations or recommendations of any application where they are in a conflict of interest or where there may be a reasonable apprehension of bias. Members of the Committee shall not participate in any matter in which they have had a prior involvement.

30.16.3 Members who serve on the University Promotion Advisory Committee shall maintain confidentiality regarding the Committee's deliberations and decisions. Members who knowingly violate this requirement of confidentiality shall be removed from the Committee.

30.16.4 Notwithstanding Article 30.16.3, University Promotion Advisory Committee Members may disclose potential violations of the Agreement to the QUFA Grievance Officer or the Faculty Relations Office.

30.17 Terminal Appointment

30.17.1 A Member who is not granted tenure shall automatically receive a terminal appointment of one (1) year beyond the expiration of their current appointment.

30.18 Renewal, Tenure and Promotion Decisions

30.18.1 A negative decision is grievable pursuant to Step 2, Article 19.

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

**ARTICLE 31 – RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

- 31.1 This Article applies to Renewal, Continuing Appointment and Promotion decisions for librarian and archivist Members.
- 31.2 **Renewal, Continuing Appointment and Promotion Committee**
- 31.2.1 By May 1 of each year, the librarian Members shall elect a standing Renewal/Continuing Appointment/Promotion Committee, and archivist Members shall elect a standing Renewal/Continuing Appointment/Promotion Committee. Each Committee shall elect its own Chair who shall be a voting member of the Committee. Members of the Committee shall be elected following a process of nomination of individual Members. Members of the Committee may be elected for staggered terms of more than one year. Members who intend to apply for Renewal, Continuing Appointment or Promotion shall not stand for election. Elections shall be conducted by a form of secret ballot. The University Librarian, Associate University Librarian and University Archivist shall be excluded from such Committees. The Committee shall have a minimum of three (3) Members of the Bargaining Unit who shall be Continuing-track or Continuing Members, and the majority of Committee members shall be Continuing Members. Archivist Members may elect Librarian Members from the cognate Library 'departments' to the Archives RCAP Committee, but a majority of the Archives RCAP Committee shall be Archivist Members.
- 31.2.2 The provisions of Appendix O apply if the applicant for Renewal, Continuing Appointment or Promotion is an Indigenous person.
- 31.2.3 The Parties agree that Renewal, Continuing and Promotion process shall be in accordance with the principles stated in Article 24.1. The Committee shall appoint a Member as the Committee's Equity Representative per Article 24. Where practicable, the Committee shall be reflective of differences in rank and membership in equity-deserving groups. The Committee shall have at least one member who is at or above the highest rank being applied for by an RCAP applicant and where a Committee has no such member, remedial steps will be taken to secure such a member.
- 31.2.4 The Committee, as defined in Article 31.2.1, shall make recommendations on all Renewal, Continuing Appointment, and Promotion applications.
- 31.2.5 Members of the Committee shall familiarize themselves with Article 18 (Conflict of Interest, Conflict of Commitment and Reasonable Apprehension of Bias). Committee members shall not participate in the deliberations or recommendations of any

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

application where they are in a conflict of interest or where there may be a reasonable apprehension of bias. Committee members excluded for reasons of conflict of interest or because there is a reasonable apprehension of bias shall resign from the Committee and shall be replaced if the process of reviewing the applications has not yet commenced.

31.2.6 Committee members shall maintain confidentiality regarding the Committee's deliberations and decisions. Committee members who knowingly violate this requirement of confidentiality shall be removed from the Committee.

31.2.7 Notwithstanding Article 31.2.6, Committee members may disclose potential violations of the Agreement to the QUFA Grievance Officer or the Faculty Relations Office in the Office of the Provost and Vice-Principal (Academic).

31.3 Remedial Processes for Committees

31.3.1 If, for any reason, the Library/Archives has failed to follow the procedures stipulated in Articles 31.2, remedial measures may be taken as approved by the JCAA. Remedial processes for Committees are outlined in Appendix D.

31.4 Eligibility

31.4.1 A librarian/archivist Member in the final year of an Initial Continuing-track appointment (normally three (3) years) is entitled to be considered for Renewal of appointment for a further three (3) years.

31.4.2 In exceptional cases, the Member may be considered for Renewal earlier than the final year of the Initial Continuing-track appointment. Such consideration must be agreed to by the University Librarian before the assessment begins.

31.4.3 A librarian/archivist Member applying for Renewal may apply for promotion at the same time as provided for in this Agreement. A single application file shall be used for both assessments. If Members choose not to apply for Promotion at the same time, they must make their decision known in writing to the Committee at the start of the assessment.

31.4.4 A librarian/archivist Member holding a Renewed Continuing-track appointment shall normally be considered for Continuing Appointment in the final year of their Renewed Continuing-track appointment.

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

- 31.4.5 In exceptional cases, the Member may be considered for Continuing Appointment earlier than the final year of the Renewed Continuing-track appointment. Such consideration must be agreed to by the Member and the University Librarian before the assessment begins.
- 31.4.6 A librarian/archivist Member applying for Continuing Appointment may apply for Promotion at the same time as provided for in this Agreement. A single application file shall be used for both assessments. If Members choose not to apply for promotion at the same time, they must make their decision known in writing to the Committee at the start of the assessment.
- 31.4.7 A Member who, during the Initial Continuing-track appointment, has become a parent may elect to have the Renewal decision deferred for a year for each such birth or adoption. Any such election shall be approved by the Vice-Provost and University Librarian and sent to the Provost and Vice-Principal (Academic) to be documented in a letter of deferral from the Provost and Vice-Principal (Academic) ("Letter of Deferral"), in the form at Schedule E. A Member who, during the Initial Continuing-track appointment, has taken Sick Leave of sixty (60) days or more may elect to have the Renewal decision deferred for the same amount of time they were on leave (rounded up in years). Any such election shall be approved by the Vice-Provost and University Librarian and sent to the Provost and Vice-Principal (Academic) to be documented in a Letter of Deferral. In other exceptional cases, Members may request consideration be deferred one (1) year and, if granted by the Vice-Provost and University Librarian, shall be sent to the Provost and Vice-Principal (Academic) to be documented in a Letter of Deferral, extending the Initial Continuing-track appointment by one (1) year. Due consideration to such requests shall be given by the Vice-Provost and University Librarian.
- 31.4.8 A Member who, during the Renewed Continuing-track appointment, has become a parent may elect to have the Continuing Appointment decision deferred for a year for each such birth or adoption. Any such election shall be approved by the Vice-Provost and University Librarian and sent to the Provost and Vice-Principal (Academic) to be documented in a Letter of Deferral from the Provost and Vice-Principal (Academic), in the form at Schedule E. A Member who, during the Renewed Continuing-track appointment, has taken Sick Leave of sixty (60) days or more may elect to have the Continuing Appointment decision deferred for the same amount of time they were on leave (rounded up in years). Any such election shall be approved by the Vice-Provost and University Librarian and sent to the Provost and Vice-Principal (Academic) to be documented in a Letter of Deferral. In other exceptional cases, Members may request consideration be deferred one (1) year and, if granted by the Vice-Provost and

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

University Librarian, shall be sent to the Provost and Vice-Principal (Academic) to be documented in a Letter of Deferral, extending the Renewed Continuing-track appointment by one (1) year. Due consideration to such requests shall be given by the Vice-Provost and University Librarian.

31.5 Criteria

31.5.1 Those making recommendations with respect to renewal, continuing appointment and promotion shall comply with Article 24.1.5.

31.5.2 Renewal for Continuing-track librarians/archivists shall be granted when there is clear evidence of a commitment to academic excellence, some demonstrated professional growth, and the prospect (based on the record of accomplishments to date) of future development, as reflected in the following criteria, which may include any information provided per Article 24.1.6:

(a) A record as a good librarian/archivist, who has demonstrated the ability to assume assigned responsibilities; and

(b) Some evidence of high quality academic and/or professional development which is normally, but not necessarily, demonstrated by presentation or publication in a suitable professional, academic or artistic forum.

In their assessment of the criteria, the Committee shall consider the diverse experiences of Members and the many forms of academic activity, professional practice, and measuring impact.

31.5.3 In a decision about Renewal, there shall be a presumption in favour of Renewal. In order to refuse an appointment, the University must be able to demonstrate that the weight of evidence is in favour of non-Renewal.

31.5.4 Continuing Appointment as defined in Article 25.1.5.3 shall be granted when there is clear evidence of demonstrated professional growth and the promise of future development as reflected in the following criteria, which may include any information provided per Article 24.1.6:

(a) A record as a good librarian/archivist who has demonstrated the ability to assume responsibility and to perform assigned duties successfully;

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

- (b) Evidence of high quality academic and/or professional development which is normally but not necessarily demonstrated by presentation or publication in a suitable professional, academic or artistic forum; and
- (c) A record of professional, university or community service which has contributed to the Library/Archives, University or broader academic community.

In their assessment of the criteria, the Committee shall consider the diverse experiences of Members and the many forms of academic activity, professional practice, and measuring impact.

31.5.5 In order to be granted Continuing Appointment as defined in Article 25.1.5.3, the Member must show that the evidence favours granting Continuing Appointment.

31.5.6 Promotion is the recognition by academic peers and the University of increased status of the Member in their respective discipline. A librarian/archivist Member will be assessed for promotion on their professional and academic development, and their service to the Library/Archives, the University, the broader academic community and to the librarian and archivist professions. In their assessment of the criteria, the Committee shall consider the diverse experiences of Members and the many forms of academic activity, professional practice, and measuring impact.

31.5.7 In order to be promoted to the rank of Librarian/Archivist, the Member must show that the evidence favours granting the promotion.

31.5.8 Subject to Article 31.5.6, the normal expectations for Promotion to the following librarian/archivist ranks are as follows, which may include any information provided per Article 24.1.6:

- (a) **General Librarian/General Archivist:** The Member will have a Master of Library Science, Master of Archival Studies or the equivalent and show both potential for successful performance and promise for future professional and academic activity. This is the rank at which a professional career normally begins.
- (b) **Assistant Librarian/Assistant Archivist:** The Member has demonstrated a continuing record of successful performance as a General Librarian/General Archivist and the ability to assume assigned responsibilities and has some evidence of high quality academic and/or professional development.

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

- (c) **Associate Librarian/Associate Archivist:** The Member has demonstrated successful performance of assigned duties, and demonstrated abilities to handle increased responsibilities. Evaluation of the Member's performance shall also include consideration of service to the University and professional or scholarly development.
- (d) **Librarian/Archivist:** The Member must show a continuing record of professional accomplishment and a demonstrated ability to handle increased responsibility. The Member must demonstrate scholarly and/or professional development and significant achievement in the field of service or specialization. Contributions to their profession and community are also relevant.

31.6 Notification

- 31.6.1 By May 1, a notice shall be placed in *For the Record* by the Office of the Provost and Vice-Principal (Academic) announcing an July 15 deadline for applications for Renewal, Continuing Appointment or Promotion and referring to the procedures in this Article.
- 31.6.2 By May 15, the University Librarian shall
 - (a) notify all Members of the Unit of the Promotion deadlines for the coming year;
 - (b) provide written notification of this announcement to all Members within the Unit; and
 - (c) notify all Members eligible for Renewal or Continuing Appointment in writing of their eligibility and in that notice draw their attention to Appendix O.
- 31.6.3 By June 1, the Member must notify the University Librarian of their intention to apply for Renewal, Continuing Appointment or Promotion, and if so whether the Member wishes to invoke the provisions of Appendix O.
- 31.6.4 The University Librarian shall notify the Renewal/Continuing Appointment/Promotion Committee of any application for Renewal, Continuing Appointment or Promotion as soon as possible so that the Committee can schedule its deliberations and begin the process of selecting and soliciting the views of referees. The University Librarian shall also advise the Committee whether the Applicant has invoked the provisions of Appendix O.

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

31.7 Referees

- 31.7.1 For Renewal or Promotion to Assistant Librarian/Assistant Archivist, there shall be three (3) referees, one (1) of whom may be external to the Library/Archives or the University.
- 31.7.2 For Continuing Appointment or Promotion to Associate Librarian/Associate Archivist, there shall be four (4) referees, at least two (2) of whom shall be external to the Library/Archives or the University.
- 31.7.3 For Promotion to Librarian or Archivist, there shall be five (5) referees, at least three (3) of whom shall be external to the Library/Archives or the University.
- 31.7.4 Referees must be suitably qualified with expertise in the candidate's field of service or specialization, impartial, appropriate, and capable of making an assessment. Where appropriate, referees should also have provincial, national or international stature. The referee shall be at arm's length from the candidate.
- 31.7.5 Within a reasonable time of receiving notification of the Member's application, and no later than June 15, the University Librarian, or Associate University Librarian/University Archivist shall arrange a meeting with the Member to give advice on the preparation of the application and to discuss the suitability of potential referees. At this time, the Member shall disclose to the University Librarian or Associate University Librarian/University Archivist, without providing detail, any deferral(s) of an application previously approved by the University and documented in a Letter of Deferral from the Provost and Vice-Principal (Academic), in the form at Schedule E.
- 31.7.6 The Member shall provide a list of prospective referees to the Committee no later than June 30. The total number of referees proposed by the Member must be greater than the number of letters from referees required pursuant to Article 31.7.1, Article 31.7.2 or Article 31.7.3.
- 31.7.7 The Committee shall also suggest names of prospective referees who are at arm's length from members of the Committee.
- 31.7.8 At least half the required number of referees per Article 31.7.1, Article 31.7.2 or Article 31.7.3 shall come from the list of names proposed by the Member and at least one (1) shall be proposed by the Committee pursuant to Article 31.7.7 and Article 31.7.9.

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

- 31.7.9 If the Committee cannot choose at least half the required number of referees from the Member's list, it shall ask the Member to submit the names of additional prospective referees to the Committee.
- 31.7.10 The Member shall inform the Committee in writing of the nature of the relationship they have with all individuals nominated to be referees. The Member may also file a written comment on the appropriateness of any referee proposed by the Committee.
- 31.7.11 By August 1, the University Librarian shall request reports from the referees, outlining the process and offering guidance regarding the assessment being sought. The University Librarian shall also advise them of their option of remaining anonymous. The referees shall be sent the candidate's full curriculum vitae and teaching dossier (if applicable). The Member shall select significant scholarly work or examples of creative work which shall be sent to the referees. If relevant, the Member will provide a description of their contributions in the case of collaborative scholarly/creative work, including co-authorship. Referees shall be informed that they may request any additional pieces of work that appear on the curriculum vitae if they need those materials to make an informed evaluation of the candidate's scholarly/creative work. The Member shall provide any requested materials. If the Member has disclosed any deferral(s) pursuant to Article 31.7.5, the University Librarian, or Associate University Librarian/University Archivist shall ensure that a Notice to Assessors and Referees, in the form at Schedule F, is prepared, signed by the Member and the Unit Head, and made available to all Referees and Assessors through inclusion in the Member's Application File.
- 31.7.12 If a selected referee does not submit a letter, the University Librarian shall solicit a letter from another referee on the proposed list of referees developed pursuant to Articles 31.7.6 through 31.7.9. Should a letter from the previously selected referee be subsequently received, whichever letter arrives first shall be placed in the file and the other letter shall be excluded from the file.

31.8 Member's Application File

- 31.8.1 By July 15, the Member shall provide the following materials to the Committee:
- (a) An up-to-date curriculum vitae;
 - (b) A summary of the Member's professional practice as described at Article 15.2.5;

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

- (c) Copies (if feasible) of all relevant scholarly work (or at least citations for such work) and a description of any work in progress;
- (d) A summary of the Member's administrative and professional service responsibilities; and
- (e) A copy of any Letter(s) of Deferral and Notice(s) to Assessors and Referees.

The Member at their discretion may also provide a letter of introduction to their materials and may address any career interruptions.

31.8.2 The Unit shall reimburse the Member for the costs of the preparation of duplicate copies on a receipted basis.

31.9 Colleagues

31.9.1 By September 15 the Member's Application File as described in Article 31.8.1 and, if the Member permits, any other material submitted for this purpose shall be made available for review within the Unit so that colleagues may submit to the Committee written and signed opinions on the merits of the application. "Colleagues" includes current Members within the Unit but does not include members of the Committee, the University Librarian, or Associate University Librarian/University Archivist. Where the candidate has a joint appointment or cross appointment, the documentation noted above shall be made available to the relevant Units.

31.10 Material from the Official File

31.10.1 Prior to October 15, the University Librarian, or Associate University Librarian/University Archivist shall provide to the Member information from the Member's Official File that is relevant to the application, subject to Article 28.6.2. The Member shall have ten (10) working days to respond to any material included from the Member's Official File and may provide additional relevant materials as well as a written response. The University Librarian shall forward to the Committee the material specified in this Article along with the Member's response.

31.11 Renewal/Continuing Appointment/Promotion File

31.11.1 The Renewal/Continuing Appointment/Promotion File shall consist of all materials provided by the Member pursuant to Article 31.8.1, and all other material, reports and assessments compiled under Article 31.7.11, Article 31.9.1 and Article 31.10.1.

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

- 31.11.2 At the request of a referee submitting a report under Article 31.7.11, the report or assessment shall be masked by deleting the letterhead and signature block to maintain anonymity.
- 31.11.3 Unsolicited material from students and others shall not be included in the Renewal/Continuing Appointment/Promotion File nor be considered by the Committee.
- 31.11.4 The Member shall have access to the Renewal/Continuing Appointment/Promotion File, subject to Article 31.11.2, and shall have a reasonable opportunity to respond in writing to any material in the Renewal/Continuing Appointment/Promotion File at the following points in the process:
- (a) After any new material is added to the file;
 - (b) Before the file is considered by the Committee;
 - (c) Before the file goes to the Associate University Librarian/University Archivist;
 - (d) Before the file goes to the University Librarian; and
 - (e) Before the file goes to the Principal.
- 31.11.5 After the Renewal/Continuing Appointment/Promotion File has been submitted to the Committee, the Member can only add new material to the file, other than a written response to a recommendation or to other material added pursuant to Article 31.11.4, if the new material that the Member is adding is sufficiently significant that it might affect the recommendation or decision. The University Librarian may also add new material to the file, other than material specified in Articles 31.12.14 and 31.12.17, if the new material that the University Librarian is adding is sufficiently significant that it might affect the recommendation or decision.
- 31.11.6 If at any stage of the Renewal/Continuing Appointment/Promotion process the Member submits material or a response which includes an interpretation of the Collective Agreement or past practice, the Committee/Associate University Librarian/University Archivist or University Librarian/Principal (as the case may be) shall immediately deliver a copy of the material or response to the Faculty Relations Office, which shall forward a copy to the Association. The Committee/Associate University Librarian/University Archivist or University Librarian/Principal (as the case may be) shall, before considering the Renewal/Continuing Appointment/Promotion File, allow up to ten (10) working days for the Faculty Relations Office to submit a response, which shall be placed in the

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

Renewal/Continuing Appointment/Promotion File. A copy of the response submitted by the Faculty Relations Office will be provided to the Association

31.12 Recommendations

31.12.1 All recommendations shall be made only on the basis of information in the Renewal/Continuing Appointment/Promotion File and the applicable criteria.

31.12.2 By November 15, the Renewal/Continuing Appointment/Promotion File shall be available to all Committee Members. The Committee shall meet to assess all materials in the Renewal/Continuing Appointment/Promotion File. All Committee members shall review the Renewal/Continuing Appointment/Promotion File in order to participate in the formulation of the recommendation.

31.12.3 In the case of an emerging negative recommendation at the Committee level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Renewal/Continuing Appointment/Promotion File.

31.12.4 In the case of a positive recommendation, or following receipt of the Member's response to an emerging negative recommendation, the Committee shall form a recommendation in writing with reasons in accordance with the appropriate criteria. The recommendation shall clearly indicate whether the Committee supports or is opposed to the granting of Renewal/Continuing Appointment/Promotion.

31.12.5 For librarian Members, the Committee Chair shall forward to the Member the written recommendation of the Committee with its reasons and any dissenting view(s), and submit to the Associate University Librarian by December 15 the Renewal/Continuing Appointment/Promotion File including the written recommendation of the Committee with its reasons and any dissenting view(s).

31.12.6 For archivist Members, the Committee Chair shall forward to the Member the written recommendation of the Committee with its reasons and any dissenting view(s), and submit to the University Archivist by December 15 the Renewal/Continuing Appointment/Promotion File including the written recommendation of the Committee with its reasons and any dissenting view(s).

31.12.7 After receiving the recommendation of the Committee and before reviewing the Renewal/Continuing Appointment/Promotion File, the Associate University

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

Librarian/University Archivist shall provide the Member with seven (7) days to respond to the Committee's recommendation.

- 31.12.8 The Associate University Librarian/University Archivist shall form a recommendation on the merits of the file based on the material in Article 31.12.5 and any response made by the Member per Article 31.12.7. The recommendation shall clearly indicate whether the Associate University Librarian/University Archivist supports or is opposed to the granting of Renewal/Continuing Appointment/Promotion.
- 31.12.9 In the case of an emerging negative recommendation at the Associate University Librarian/University Archivist level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material all of which shall be added to the Renewal/Continuing Appointment/Promotion File.
- 31.12.10 Prior to making a recommendation that would differ from that of the Committee and after receiving any written response or additional relevant material pursuant to Article 31.12.9, the Associate University Librarian/University Archivist shall discuss their concerns with the Committee.
- 31.12.11 In the case of a positive recommendation, or following receipt of the Member's response to an emerging negative recommendation, the Associate University Librarian/University Archivist shall form a recommendation in writing with reasons in accordance with the appropriate criteria.
- 31.12.12 By January 15, the Associate University Librarian/University Archivist shall forward to the Member the Associate University Librarian's/University Archivist's written recommendation with reasons, and submit to the University Librarian the Renewal/Continuing Appointment/Promotion File, including
- (a) the written recommendation of the Committee with its reasons and any dissenting view(s), and the Member's response to the Committee's recommendation (if any); and
 - (b) the Associate University Librarian's/University Archivist's written recommendation and reasons.
- 31.12.13 After receiving the recommendation of the Committee and the Associate University Librarian/University Archivist and before reviewing the Renewal/Continuing Appointment/Promotion File, the University Librarian shall provide the Member with ten

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

(10) days to respond to the Associate University Librarian's/University Archivist's recommendation.

31.12.14 The University Librarian shall form a recommendation on the merits of the case based on the material in Article 31.12.12 and any response made by the Member per Article 31.12.13.

31.12.15 In the case of an emerging negative recommendation at the University Librarian level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Renewal/Continuing Appointment/Promotion File.

31.12.16 Prior to making a recommendation that would differ from that of the Committee or the Associate University Librarian/University Archivist and after receiving any written response or additional relevant material pursuant to Article 31.12.15, the University Librarian shall discuss their concerns with the Committee and/or the Associate University Librarian /University Archivist.

31.12.17 In the case of a positive recommendation or following receipt of the Member's response to an emerging negative recommendation, the University Librarian shall form a recommendation in writing with reasons in accordance with the appropriate criteria.

31.12.18 By March 1, the University Librarian shall forward to the Member the written recommendation of the University Librarian and submit to the Principal the Renewal/Continuing Appointment/Promotion File, including

(a) the written recommendation of the Committee with its reasons and any dissenting view(s), and the Member's response to the Committee's recommendation (if any);

(b) the Associate University Librarian's/University Archivist's written recommendation and reasons and the Member's response to the Associate University Librarian's/University Archivist's recommendation (if any); and

(c) the University Librarian's written recommendation and reasons.

**ARTICLE 31
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

31.13 Decision-Making

- 31.13.1 After receiving the material in Article 31.12.18, and before reviewing the Renewal/Continuing Appointment/Promotion File, the Principal shall provide the Member with ten (10) days to respond to the University Librarian's recommendation.
- 31.13.2 The Principal shall consider the Renewal/Continuing Appointment/Promotion File, including all recommendations and all responses from the Member. The decision shall be made only on the basis of information in the Renewal/Continuing Appointment/Promotion File and the applicable criteria.
- 31.13.3 The Principal shall grant or deny Renewal, Continuing Appointment or Promotion and shall inform the Member of the decision in writing, including reasons for any denial, by April 1 for Renewal or Promotion to Assistant Librarian/Archivist, by April 15 for Continuing Appointment or Promotion to Associate Librarian/Archivist, and by May 15 for Promotion to Librarian/Archivist.
- 31.13.4 If the decision of the Principal differs from the recommendation of the Committee, Associate University Librarian/University Archivist, or University Librarian, the Principal must explain to them in writing the reasons for the disagreement.
- 31.13.5 Subject to the above, any Renewal, Continuing Appointment or Promotion decision may be delegated to the Provost and Vice-Principal (Academic).
- 31.13.6 Successful applications for Renewal, Continuing Appointment and/or Promotion shall be announced by the Office of the Provost and Vice-Principal (Academic) in *For the Record*.

31.14 Terminal Appointment

- 31.14.1 A Member who is not granted a Continuing Appointment shall automatically receive a terminal appointment of one (1) year beyond the expiration of the current appointment.
- 31.14.2 A negative decision is grievable pursuant to Step 2, Article 19.

**ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS**

ARTICLE 32 – REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.1 Reappointment of Term Adjuncts

- 32.1.1 No Adjunct Member shall be denied reappointment for reasons that are contrary to this Agreement, nor solely to prevent an individual from becoming eligible for reappointment or appointment as a Continuing Adjunct.
- 32.1.2 A Post-Doctoral Fellow appointed as a Term Adjunct shall accrue a maximum of one half (0.5) credit course toward the granting of a Specific Right of Reappointment irrespective of the number of degree credit courses or course-sections taught at Queen's University.
- 32.1.3 For all purposes of service and continuity, an eight (8) month Term Adjunct contract shall be viewed as a one (1) year contract. A period of authorized leave shall neither break nor be counted as part of such consecutive service. Furthermore, one (1) gap in membership in the Bargaining Unit of not more than twelve (12) months due to lack of work shall be treated as an authorized leave for the purposes of this Article.

32.2 Specific Right of Reappointment (SRoR) for Term Adjuncts

- 32.2.1 A Term Adjunct who has had full responsibility for teaching one or more course(s) at Queen's as an Adjunct at least three (3) times in three separate Academic Years over five (5) consecutive Academic Years shall have a Specific Right of Reappointment (SRoR). The SRoR is a right to teach the same specific course(s) in the same course-delivery format in subsequent Academic Years. Courses shall be deemed to be the same specific course where they are exclusive of one another for degree credit within a given Unit and are offered at the same level in a degree program. The granting of SRoR is contingent upon a record of good teaching per Article 29 and satisfactory performance of assigned duties, based on at least three (3) evaluations per Article 28.
- 32.2.2 A Term Adjunct with a SRoR shall be offered reappointment in accordance with that right unless
- (a) the course or course-section is being assigned to a Tenure-track/Tenured Member; a Continuing Adjunct; a Term Adjunct with seniority pursuant to Article 32.2.5 or a General Right of Reappointment (GRoR); or a Teaching Fellow who would not otherwise have an opportunity to teach as part of their graduate education;
 - (b) the course or course-section to which the Member has a SRoR is not being offered;

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

(c) the Term Adjunct's Right of Reappointment has expired per Article 32.4.1; or

(d) the Term Adjunct has lost their Right of Reappointment per Article 32.4.2

32.2.3 In a case where Article 32.2.2(a) or Article 32.2.2(b) applies,

(a) the Unit Head shall inform the Term Adjunct with the SRoR in writing of the reason(s) reappointment is not offered. The Unit Head shall provide the Term Adjunct with the opportunity to indicate their interest in teaching a section of the course in the same course-delivery format should Article 32.2.2(a) or Article 32.2.2(b) not apply to a section or sections of a course in a subsequent Academic Year;

(b) the Term Adjunct shall maintain their SRoR, provided that they

(i) indicate to the Unit Head in writing their interest in teaching a section of the course in the future;

(ii) keep the Unit Head informed in writing of any change in the Term Adjunct's mailing address, e-mail address, or telephone number; and

(iii) do not lose their SRoR per Article 32.4.2 or their SRoR does not expire per Article 32.4.1.

32.2.4 In the event that more sections of a course are offered than a Term Adjunct has a SRoR to teach, the Term Adjunct is not deemed to have a SRoR to any of the additional section(s) that may be offered. A Term Adjunct with a SRoR may be appointed to teach additional sections without posting.

32.2.5 In cases where two or more Term Adjuncts have earned a SRoR to the same course but fewer course-sections of the relevant course than applicants are available, the following shall apply:

(a) The Term Adjunct who has taught the course most often as an adjunct at Queen's shall be appointed, provided that they have taught the course at Queen's within the past five (5) Academic Years and have a record of good teaching per Article 29.

(b) If two or more Term Adjuncts have taught the course an equal number of times as an adjunct at Queen's, the Term Adjunct who has taught the course most recently shall be appointed provided that they have a record of good teaching per Article 29.

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

- (c) If two or more Term Adjuncts have an equally long record of teaching that course as an Adjunct at Queen's, and have taught the course equally recently, and both have a record of good teaching per Article 29, the Term Adjunct who has a superior record of teaching that course per Article 29 shall be appointed.

32.3 General Right of Reappointment (GRoR) for Term Adjuncts

32.3.1 Eligibility for General Right of Reappointment (GRoR)

32.3.1.1 Subject to the provisions of Article 32.3.1.4, a Term Adjunct with a SRoR who has served four (4) or more consecutive years as a Term Adjunct at Queen's University and whose years of service multiplied by the cumulative total of the full-course equivalents they have successfully taught in that period equals sixteen (16) or more shall be eligible to apply for a General (i.e. not course specific) Right of Reappointment (GRoR) within a Unit. Only Term Adjuncts with a SRoR to a half (0.5) course or more shall be eligible for a GRoR. The GRoR is a right to a reappointment for a period of not less than one (1) year and not more than three (3) years to teach any course that the Member is demonstrably qualified to teach within a Unit in which they acquired the GRoR.

32.3.1.2 The Teaching Load Entitlement (TLE) of a GRoR equals the full-course equivalents (comprised of half (0.5) courses or more) to which the Member has earned a SRoR.

32.3.1.3 In instances where a Term Adjunct has become numerically eligible for a GRoR as a result of teaching performed in multiple Units, the provisions of Article 32.3.1 and Article 32.3.2 shall be modified where applicable by Article 32.3.6.

32.3.1.4 A Term Adjunct faculty Member who is numerically eligible for a GRoR shall not be reappointed if

- (a) the Member has been dismissed for cause or suspended for cause without pay for at least one (1) month; or
- (b) a financial exigency has been declared pursuant to Article 38.

32.3.1.5 A GRoR shall be granted to an eligible Term Adjunct when there is clear evidence, based on at least three (3) evaluations per Article 28, of demonstrated professional growth and the promise of future development as reflected in the following:

- (a) A record of very good teaching (per Article 29) and clear evidence of a commitment to academic and pedagogical excellence; and

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

(b) A record of high-quality performance of assigned duties.

32.3.2 Procedures for Acquiring a General Right of Reappointment (GRoR)

32.3.2.1 The Modified Appointments Committee described in Article 25.10.4 shall make recommendations regarding the granting of GRoR, subject to the stipulation in Article 32.3.6.4 (Eligibility for a General Right of Reappointment (GRoR) Across Two or More Units).

32.3.2.2 The Unit Head shall inform all Term Adjuncts who will become eligible to apply for a GRoR pursuant to Articles 32.3.1.1 in writing of their eligibility no later than the first day of the Term prior to the Term in which they become eligible. At that time the Unit Head shall also advise the Member that they may submit their application for consideration by the Modified Appointments Committee (the Committee). Within thirty (30) days, a Member must indicate to the Unit Head in writing that they wish to be considered for a GRoR.

32.3.2.3 A Term Adjunct who has indicated to the Unit Head in writing that they wish to apply for a GRoR in accordance with Article 32.3.2.2 shall, on or before the subsequent January 31, submit their application for consideration by the Modified Appointments Committee. The application shall include:

- (a) an up-to-date curriculum vitae;
- (b) a teaching dossier which includes student evaluations and/or surveys pursuant to Article 29;
- (c) a list of all courses or subject areas within the Unit the Member believes they are demonstrably qualified to teach; and
- (d) any other materials relevant to the courses within the Unit that the Member is demonstrably qualified to teach (in addition to those courses for which the Member has been appointed in the past).

The Member may also choose to include other material they believe is relevant to the criteria at Article 32.3.1.5.

32.3.2.4 Prior to February 15, the Unit Head shall

- (a) inform the Modified Appointments Committee of the Member's application;

ARTICLE 32

REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

(b) make available to the Committee information from the Member's Official File that is relevant to the application (including the Member's Appointment Reports and teaching evaluations); and

(c) make available to the Committee the Member's materials submitted pursuant to Article 32.3.2.3.

32.3.3 Application File

32.3.3.1 The Application File shall consist of all materials provided by the Member pursuant to Article 32.3.2.3, and all other material, reports and assessments compiled under Article 32.3.2.4.

32.3.4 Recommendations

32.3.4.1 By March 15 the Modified Appointments Committee shall meet to assess all materials in the Application File in order to determine

(a) if the Member has met the criteria set out at Article 32.3.1.5; and

(b) which courses the Member is demonstrably qualified to teach in the Unit. If a course is one which the Member has previously taught with satisfactory assessment, it shall be presumed that the Member is demonstrably qualified to teach it unless evidence to the contrary is contained within the application file in which case the Committee must assess rather than presume that the Member is qualified to teach the course in question.

32.3.4.2 In the case of an emerging negative recommendation on the question of whether to grant a GRoR at the Modified Appointments Committee level, the Chair of the Committee must inform the Member within ten (10) working days with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Application File.

32.3.4.3 The Modified Appointments Committee shall form a recommendation in writing with reasons in accordance with the appropriate criteria. The recommendation shall clearly indicate whether the Committee is providing a positive or negative recommendation with regard to the granting of a GRoR.

32.3.4.4 By May 1, the Chair of the Modified Appointments Committee shall forward to the Member the written recommendation of the Committee on the question of whether to grant a GRoR with its reasons, and submit to the Unit Head, the Application File

ARTICLE 32

REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

including the written recommendation of the Committee with its reasons. The Committee shall also compile a list of the courses the Member is demonstrably qualified to teach within the Unit.

32.3.4.5 For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Unit Head shall recommend granting a GRoR unless the Unit Head is not persuaded that the Member has met the criteria set out at Article 32.3.1.5.

32.3.4.6 For a departmentalized faculty, by May 15, the Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File, including

- (a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and
- (b) the Department Head's written recommendation and reasons.

32.3.5 Decision

32.3.5.1 For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee and the Unit Head (if applicable), the Dean shall grant the GRoR, effective July 1 of the year in which it is granted. However, if the Unit Head and the Committee cannot agree on a recommendation, the Dean shall decide the matter.

32.3.5.2 For a non-departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Dean shall grant a GRoR unless the Dean is not persuaded that the Member has met the criteria set out at Article 32.3.1.5.

32.3.5.3 The Dean shall inform the Member of the decision in writing, including reasons for any denial, by July 1. In the case of a positive recommendation, the Dean's notification letter shall state that the GRoR becomes effective on July 1 of the year in which it is granted, the Member's Teaching Load Entitlement (TLE), the list of courses the Member is demonstrably qualified to teach and it shall refer to Article 32.4 regarding the loss or expiration of a right of reappointment.

32.3.5.4 In the case of a negative decision, the Member shall retain any right of reappointment they held at the time of application for a GRoR.

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.3.6 Eligibility for a General Right of Reappointment (GRoR) Across Two or More Units

32.3.6.1 Article 32.3.6 applies to Term Adjuncts who have taught in more than one Unit and who wish to apply teaching experience in one Unit to their eligibility for GRoR in another Unit. To the extent applicable, Article 32.3.6 modifies the other provisions of Article 32.3.

32.3.6.2 A Term Adjunct with a SRoR who wishes to apply teaching experience in one Unit to their eligibility for GRoR in another Unit shall inform the Heads of all such Units in writing of all teaching performed in other Units by October 31 in the Fall Term, or February 15 in the Winter Term if they are only teaching in that Term. The Letter of Appointment for all Term Adjuncts will identify the need for a Term Adjunct to provide Unit Heads with this information.

32.3.6.3 The University shall consider teaching performed in multiple Units in the calculation of numerical eligibility for a GRoR only if the conditions of Article 32.3.6.2 are met.

32.3.6.4 The Head of the Unit for which the Term Adjunct has a SRoR or, if the Term Adjunct has a SRoR in more than one Unit, the Head of the Unit in which the greatest amount of teaching has been performed by the Term Adjunct shall initiate the procedures as set out at Article 32.3.2.2. Heads of Units in which the Term Adjunct subsequently earns a SRoR will initiate the procedures in Article 32.3.2.2 at that time. All Units in which the Term Adjunct has taught shall be copied on the correspondence prescribed by Article 32.3.2.2. For the purpose of making recommendations on the granting of GRoR, the composition of the Appointments Committee may be modified, as determined by the Chair, to include at least one (1) member from each Unit or program in which the Term Adjunct has taught.

32.3.6.5 A Term Adjunct is eligible for a GRoR only in the Units in which they have a SRoR. Teaching Load Entitlement (TLE) as per Article 32.3.1.2 shall be on a Unit-specific basis.

32.3.6.6 If a Unit's needs change over time, a portion or all of the Member's TLE in one of the Units may be transferred to another Unit in which the Member has a TLE after consultation with the Member. A Member may request that a portion or all of the Member's TLE in one of the Units be transferred to another Unit in which the Member has a TLE.

32.3.6.7 Each Unit in which a Term Adjunct applies for a GRoR shall independently complete the procedures as set out at Article 32.3.2.

ARTICLE 32 REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.3.6.8 Where a Dean is required to make a decision per Article 32.3.5 with regard to a Term Adjunct's applications for GRoR in more than one Unit, the Dean shall decide each application independently.

32.3.6.9 Where a Term Adjunct acquires a GRoR in multiple Units, Article 32.4.1 applies on a Unit specific basis.

32.3.7 Reappointment of Term Adjuncts with a General Right of Reappointment

32.3.7.1 A Term Adjunct faculty Member who holds a GRoR per Article 32.3.1.1 shall be reappointed for a period of not less than one year and not more than three years provided there is a record of good teaching and satisfactory performance of other assigned duties, unless

- (a) the Member's teaching or other assigned duties are being assigned to a Tenure-track/Tenured faculty Member or to a Continuing Adjunct faculty Member, or the courses which the Member is qualified to teach are not being offered and/or the assigned duties are to be discontinued and there are no other courses offered that the Member is demonstrably qualified to teach; or
- (b) the Term Adjunct's Right of Reappointment has expired per Article 32.4.1; or
- (c) the Term Adjunct has lost their Right of Reappointment per Article 32.4.2; or
- (d) a financial exigency has been declared pursuant to Article 38.

32.3.7.2 For Term Adjuncts with a General Right of Reappointment who are reappointed, the appointment letter shall include the information required by Article 25.10.3.1. The appointment letter shall also specify the total length of appointment in accordance with Article 32.3.1.1 and the duties for the first year of the appointment, and it shall give an indication of expected duties for subsequent years, if applicable.

32.3.7.3 In the event the available courses which the Member is demonstrably qualified to teach will be of insufficient number to fulfill their GRoR Teaching Load Entitlement (TLE), the Member shall be offered reappointment to teach only such courses as are available to them. An appointment at a teaching load that is less than the Member's TLE shall not diminish their GRoR or TLE.

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.3.8 Bumping Rights Amongst Term Adjuncts with a General Right of Reappointment

32.3.8.1 In cases where two (2) or more Term Adjuncts with a GRoR may be demonstrably qualified to teach a course or courses which they have not previously taught, and the assignment of the course or courses is necessary for reappointment of at least one (1) of the Term Adjuncts, the Unit Head shall notify the Members and the Modified Appointments Committee. The Unit shall seek the recommendation of the Committee on the respective qualifications of the Term Adjuncts prior to assigning the course or courses and prior to determining the issue of reappointment.

32.3.8.2 In cases where two (2) or more Term Adjuncts have a GRoR, but fewer courses than equally qualified applicants are available, the following shall apply:

- (a) The Term Adjunct with the longest record of employment as an Adjunct in the Bargaining Unit shall be appointed; and
- (b) If two (2) or more Term Adjuncts have equally long records of employment as Adjuncts in the Bargaining Unit, the Adjunct who has taught the course(s) to be assigned most recently shall be appointed.

32.3.9 Addition(s) to the List of Courses a Term Adjunct is Demonstrably Qualified to Teach

32.3.9.1 Where a Term Adjunct has been granted a GRoR with a list of courses they are demonstrably qualified to teach within the Unit as per Article 32.3.4.4, the Term Adjunct, no sooner than eighteen (18) months after being granted a GRoR and every two (2) years thereafter, may apply to add to the list of courses they are demonstrably qualified to teach.

32.3.9.2 The list of courses shall be expanded where there is clear evidence of the following:

- (a) A continued record of very good teaching (per Article 29) and clear evidence of a continued commitment to academic and pedagogical excellence;
- (b) A continued record of high-quality performance of assigned duties; and
- (c) The applicant is qualified to teach the courses they wish to add to their list of courses they are demonstrably qualified to teach.

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.3.9.3 A Term Adjunct who wishes to apply to add to the list of courses they are demonstrably qualified to teach shall, on or before January 31, submit their application for consideration by the Modified Appointments Committee. The application shall include:

- (a) an up-to-date curriculum vitae;
- (b) a teaching dossier which includes student evaluations and/or surveys pursuant to Article 29;
- (c) a list of the additional courses within the applicable Unit the Member believes they are demonstrably qualified to teach and evidence as to why; and
- (d) any other materials relevant to the courses within the Unit that the Member is demonstrably qualified to teach (in addition to those courses for which the Member has been appointed in the past).

The Member may also choose to include other material they believe is relevant to the criteria at Article 32.3.9.2.

The Application File shall consist of all materials submitted pursuant to this Article.

Each Unit in which a Term Adjunct has a GROR and where they would like to apply to add to the list of courses they are demonstrably qualified to teach shall independently complete the procedures as set out at Article 32.3.9.

32.3.9.4 Prior to February 15, the Unit Head shall

- (a) inform the Modified Appointments Committee of the Member's application;
- (b) make available to the Committee the Member's Application File submitted pursuant to Article 32.3.9.3;
- (c) make available to the Committee the positive recommendation from the Modified Appointments Committee granting the Member GROR pursuant to Article 32.3.4.4; and
- (d) make available to the Committee the Dean's GROR notification letter pursuant to Article 32.3.5.2

32.3.9.5 By March 15, the Modified Appointments committee shall meet to assess all materials in the Application File in order to determine

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

(a) if the Member has met the criteria set out at Article 32.3.9.2; and if so,

(b) which additional courses the Member is demonstrably qualified to teach in the applicable Unit. If a course is one which the Member has previously taught with satisfactory assessment, it shall be presumed that the Member is demonstrably qualified to teach it unless evidence to the contrary is contained within the Application File in which case the Committee must assess rather than presume that the Member is qualified to teach the course in question.

32.3.9.6 In the case of an emerging negative recommendation at the Modified Appointments Committee level on the question of whether to expand the list of courses the Member is demonstrably qualified to teach, the Chair of the Committee must inform the Member within ten (10) working days with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Application File.

32.3.9.7 The Modified Appointments Committee shall form a recommendation in writing with reasons in accordance with the appropriate criteria. The recommendation shall clearly indicate whether the Committee is providing a positive or negative recommendation with regard to adding the course(s) to the existing list of courses the Member is demonstrably qualified to teach.

32.3.9.8 By May 1, the Chair of the Modified Appointments Committee shall forward to the Member the written recommendation of the Committee with its reasons, and submit to the Unit Head, the Application File including the written recommendation of the Committee with its reasons. In the case of a positive recommendation, the Committee's recommendation shall include a list of the additional courses the Member is demonstrably qualified to teach within the Unit.

32.3.9.9 For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Unit Head shall recommend expanding the list of courses the Member is demonstrably qualified to teach to include the additional courses listed in the Committee's positive recommendation pursuant to Article 32.3.9.8, unless the Unit Head is not persuaded that the Member has met the criteria set out at Article 32.3.9.2.

32.3.9.10 For a departmentalized faculty, by May 15, the Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File, including

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

(a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and

(b) the Department Head's written recommendation and reasons.

32.3.9.11 For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee and the Unit Head, the Dean shall amend the list of courses the Member is demonstrably qualified to teach to include the additional courses listed in the Committee's positive recommendation. The amended list shall be effective on July 1 of the year in which the positive recommendation was granted. However, if the Unit Head and the Committee do not agree on a recommendation, the Dean shall decide the matter.

32.3.9.12 For a non-departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Dean shall amend the list of courses the Member is demonstrably qualified to teach to include the additional courses listed in the Committee's positive recommendation pursuant to Article 32.3.9.8, unless the Dean is not persuaded that the Member has met the criteria set out at Article 32.3.9.2.

32.3.9.13 The Dean shall inform the Member of the decision in writing, including reasons for any denial, by July 1. In the case of a positive decision, the Dean's notification letter shall provide an amended list of courses to reflect a list of all courses the Member is now demonstrably qualified to teach and that list shall be effective on July 1 of the year in which the positive decision was made.

32.3.9.14 In the case of a negative decision to add to the Member's list of courses, the Member shall retain the list of courses they were deemed demonstrably qualified to teach at the time they were granted a GRoR.

32.4 Expiration or Loss of Specific (SRoR) or General Right of Reappointment (GRoR)

32.4.1 A Term Adjunct's SRoR or GRoR shall expire if

(a) the Term Adjunct has indicated that they do not wish to maintain their Right of Reappointment (on a per course-section basis), and made such indication in writing to their Unit Head; or

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

- (b) despite reasonable efforts, the Term Adjunct cannot be contacted at the last mailing or e-mail address or telephone number provided in writing to the Unit Head by the Term Adjunct; or
- (c) the Term Adjunct has not taught, as an Adjunct, the course(s) for which they have a Right of Reappointment for five (5) consecutive Academic Years.

32.4.2 A Term Adjunct shall lose their SROr or GROr if they

- (a) have been dismissed for cause or suspended for cause without pay for at least (1) month; or
- (b) do not meet the standard of good teaching per Article 29 and satisfactory performance of assigned duties as measured by evaluations per Article 28; or
- (c) have been disciplined at Queen's or at another institution for fraud or misconduct in academic activity (following the conclusion of the grievance process at that institution).

32.4.3 A Member with a SROr or GROr who declines a reappointment in order to undertake activities that will maintain or enhance the quality of the Member's scholarship and teaching, or to enable the Member to undertake other outside activities related to their scholarship and teaching, or to meet family obligations or for health-related reasons shall maintain their seniority for purposes of Article 32.2.5 and Article 32.3.8.2, provided that

- (a) the Member has notified the Unit Head in writing of the Member's reason for not accepting the available appointment;
- (b) the Unit Head has approved the Member's reason, and has so indicated to the Member in writing; and
- (c) the period of non-appointment does not exceed twelve (12) consecutive months.

32.4.4 A period of non-appointment per Article 32.4.3 does not count towards the years outlined in Article 32.4.1(c) that are used to determine expiration of SROr or GROr.

ARTICLE 32 REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.5 Conversion of Term Adjunct Appointment to Continuing Adjunct Appointment

32.5.1 Eligibility

32.5.1.1 A Term Adjunct with a GRoR and a minimum of six (6) years of consecutive service as a faculty Member in the Bargaining Unit and whose years of service multiplied by the cumulative total of the full-course equivalents they have successfully taught in that period equals seventy-two (72) or more may apply to convert their Term Adjunct appointment to a Continuing Adjunct appointment in a Unit. Years of service in a continuing (e.g. tenured) appointment from which a Member has retired, resigned or been dismissed, or following which a Member has received a terminal appointment pursuant to Article 30.17.1 or Article 31.14.1, shall not count toward eligibility for a Continuing Adjunct appointment.

32.5.1.2 In instances where a Term Adjunct has become numerically eligible to convert their appointment to a Continuing Adjunct appointment as a result of teaching performed in multiple Units, the provisions of Article 32.5 shall be modified where applicable by the provisions of Article 32.5.8.

32.5.2 Criteria

32.5.2.1 A Continuing Adjunct appointment as defined in Article 25.1.3.2 shall be granted to an eligible Term Adjunct when there is clear evidence, based on at least six (6) evaluations per Article 28, of demonstrated professional growth and the promise of future development as reflected in the following:

- (a) A record of very good teaching (per Article 29) and clear evidence of a commitment to academic and pedagogical excellence; and
- (b) A record of high-quality performance of assigned duties.

32.5.2.2 In order to be granted a Continuing Adjunct appointment as defined in Article 25.1.3.2, the Member must show that the evidence favours granting a Continuing Adjunct appointment.

32.5.3 Procedures

32.5.3.1 The Modified Appointments Committee shall make recommendations on all Continuing Adjunct appointment applications, subject to the stipulation in Article 32.5.8.4 (Eligibility for a Continuing Adjunct Appointment Across Two or More Units).

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.5.3.2 The Unit Head shall inform all Term Adjuncts who will become eligible to apply for a Continuing Adjunct appointment pursuant to Articles 32.5.1.1 in writing of their eligibility no later than the first day of the Term prior to the Term in which they become eligible. Within thirty (30) days, a Member must indicate to the Unit Head in writing that they will consider a Continuing Adjunct appointment, and submit any materials pursuant to Article 32.5.3.3 that they wish to be considered by the Modified Appointments Committee.

32.5.3.3 A Term Adjunct who wishes to apply for a Continuing Adjunct appointment shall, on or before January 31 following the Unit Head's notice under Article 32.5.3.2 submit their application for consideration by the Modified Appointments Committee. The application shall include

- (a) an up-to-date curriculum vitae;
- (b) a teaching dossier which includes student evaluations and/or surveys pursuant to Article 29;
- (c) a list of all courses or subject areas within the Unit the Member believes they are demonstrably qualified to teach; and
- (d) any other materials relevant to the courses within the Unit that the Member is demonstrably qualified to teach (in addition to those courses for which the Member has been appointed in the past).

A Member may also choose to include other material they believe is relevant to the criteria at Article 32.5.2.1.

32.5.3.4 Prior to February 15, the Unit Head shall

- (a) inform the Modified Appointments Committee of the Member's application;
- (b) make available to the Committee the information from the Member's Official File that is relevant to the application (including the Member's Appointment Reports and teaching evaluations); and
- (c) make available to the Committee the Member's materials submitted pursuant to Article 32.5.3.3.

ARTICLE 32

REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.5.4 Application File

32.5.4.1 The Application File shall consist of all materials provided by the Member pursuant to Article 32.5.3.3, and all other material, reports and assessments compiled under Article 32.5.3.4.

32.5.5 Recommendations

32.5.5.1 By March 15, the Modified Appointments Committee shall meet to assess all materials in the Application File in order to determine if the Member has met the criteria set out at Article 32.5.2.1.

32.5.5.2 In the case of an emerging negative recommendation, the Chair of the Modified Appointments Committee must inform the Member within ten (10) working days with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Application File.

32.5.5.3 The Modified Appointments Committee shall form a recommendation in writing with reasons in accordance with the appropriate criteria. The recommendation shall clearly indicate whether the Committee supports or is opposed to the granting a Continuing Adjunct appointment.

32.5.5.4 By May 1, the Modified Appointments Committee Chair shall forward to the Member the written recommendation of the Committee on the question of whether to grant a Continuing Adjunct appointment with its reasons, and submit to the Unit Head, the Application File including the written recommendation of the Committee with its reasons.

32.5.5.5 For departmentalized faculties, in the case of a positive recommendation from the Modified Appointments Committee, the Unit Head shall recommend the granting of a Continuing Adjunct appointment unless

(a) the Unit Head, in reviewing the Unit's plans for the upcoming year, determines that the course(s) taught by the Member will be discontinued or re-assigned and there are no other courses offered in the Unit for which the Member is demonstrably qualified; or

(b) the Unit Head is not persuaded that the Member has met the applicable criteria set out at Article 32.5.2.1.

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.5.5.6 For a departmentalized faculty, by May 15, the Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File, including

(a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and

(b) the Department Head's written recommendation and reasons.

32.5.6 Decision

32.5.6.1 For a departmentalized faculty, in the case of a positive recommendation, the Dean shall grant the Continuing Adjunct appointment unless the Dean is not persuaded that the Member has met the applicable criteria set out at Article 32.5.2.1.

32.5.6.2 For a non-departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Dean shall grant a Continuing Adjunct appointment unless

(a) the Dean, in reviewing the Unit's plans for the upcoming year, determines that the course(s) taught by the Member will be discontinued or re-assigned and there are no other courses offered in the Unit for which the Member is demonstrably qualified; or

(b) the Dean is not persuaded that the Member has met the applicable criteria set out at Article 32.5.2.1.

32.5.6.3 The Dean shall inform the Member of the decision in writing, including reasons for any denial, by July 1. The Dean's notification letter shall state the Member's FTE and that the appointment shall be effective July 1.

32.5.6.4 In the case of a negative decision, the Member shall retain any right of reappointment they held at the time of application for a Continuing Adjunct appointment.

32.5.7 Course Load Entitlement

32.5.7.1 Term Adjunct Members whose appointments are converted to Continuing Adjunct appointments shall be entitled to a course load (Course Load Entitlement) of no less than the higher of

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

- (a) the average number of half courses per year they have taught in all years used in calculating eligibility for a Continuing Adjunct appointment; or
- (b) the average number of half courses per year they have taught in the last three (3) years.

32.5.7.2 A Continuing Adjunct Member's workload and FTE may be renegotiated by agreement between the Member and the Unit Head, and subject to the approval of the Dean.

32.5.7.3 Notwithstanding Article 32.5.7.2, where:

- (a) For a period of three (3) consecutive Academic Years, a Continuing Adjunct has taught a half (0.5) credit course or more in addition to their Course Load Entitlement in each Academic Year; and
- (b) The Continuing Adjunct will teach a half (0.5) credit course or more in addition to their Course Load Entitlement in the following Academic Year, i.e., the fourth (4th) consecutive Academic Year, then, subject to the exceptions set out at 32.5.7.3(e) and (f) below:
- (c) The Continuing Adjunct may elect in writing to their Unit Head by no later than June 15 of the third (3rd) consecutive Academic Year in which they have taught/is teaching the course for their FTE to be adjusted to reflect an increased Course Load Entitlement; and
- (d) If such an election is made, the adjustment to the Continuing Adjunct's FTE shall take effect on July 1 of the subsequent, i.e., fourth (4th) consecutive Academic Year.

Except that:

- (e) A FTE can only be increased to a maximum of 1.0; and
- (f) Where a course is assigned to a Continuing Adjunct Member in order to replace another Member who had previously been assigned the course in accordance with Article 37.2.3, then the course shall not count for the purpose of increasing the Continuing Adjunct Member's FTE in accordance with Article 32.5.7.3. However, in circumstances where the Continuing Adjunct Member withdraws from the teaching of a course to which they had previously been assigned in order to replace a Member in another course, then such replacement

ARTICLE 32

REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

assignment shall count for the purpose of increasing the Continuing Adjunct Member's FTE in accordance with Article 32.5.7.3.

32.5.7.4 Articles 42.3.8, 42.3.9, and 42.3.10 shall apply to the assignment of additional duties.

32.5.8 Eligibility for a Continuing Adjunct Appointment Across Two or More Units

32.5.8.1 Article 32.5.8 applies to Term Adjuncts who have taught in more than one Unit and who wish to apply teaching experience in one Unit to their eligibility for conversion of a Term Adjunct appointment to a Continuing Adjunct appointment in another Unit. To the extent applicable, Article 32.5.8 modifies the other provisions of Article 32.5.

32.5.8.2 A Term Adjunct who wishes to apply teaching experience in more than one Unit toward their eligibility for a Continuing Adjunct appointment shall inform the Heads of all such Units in writing of all teaching performed in other Units by October 31 in the Fall Term, or February 15 in the Winter Term if they are only teaching in that Term. The Letter of Appointment for all Term Adjuncts will identify the need for a Term Adjunct to provide Unit Heads with this information.

32.5.8.3 The University shall consider teaching performed in multiple Units in the calculation of numerical eligibility for conversion to a Continuing Adjunct appointment only if the conditions of Article 32.5.8.2 are met.

32.5.8.4 The Head of the Unit in which the Term Adjunct has a Course Load Entitlement of one-half (0.5) full-course equivalent or greater, or if the Term Adjunct has a Course Load Entitlement of one-half (0.5) full-course equivalent or greater in more than one Unit, the Head of the Unit in which the greatest amount of teaching has been performed by the Term Adjunct shall initiate the procedures as set out at Article 32.5.3.2. Heads of Units in which the Term Adjunct subsequently achieves a Course Load Entitlement of one-half (0.5) full-course equivalent or greater will initiate the procedures in Article 32.5.3.2 at that time. All Units in which the Term Adjunct has taught shall be copied on the correspondence prescribed by Article 32.5.3.2. For the purpose of making recommendations for the granting of a Continuing Adjunct Appointment, the composition of the Appointments Committee may be modified, as determined by the Chair, to include at least one (1) member from each Unit or program in which the Term Adjunct has taught.

32.5.8.5 A Term Adjunct may apply for a Continuing Adjunct appointment across multiple Units only in those Units where their Course Load Entitlement (calculated in accordance with Article 32.5.7.1 on a per-Unit basis as of the date they became numerically eligible for conversion) equals one-half (0.5) full-course equivalent or greater. The Member shall submit an application for a Continuing Adjunct appointment to each such Unit.

ARTICLE 32

REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

32.5.8.6 Each Unit to which the Term Adjunct applies for conversion to a Continuing Adjunct appointment shall independently complete the procedures set out at Article 32.5.3 through Article 32.5.6.

32.5.8.7 Where the Term Adjunct submits more than one application for conversion to Continuing Adjunct appointment, the Dean shall assess and decide each application independently.

32.5.8.8 In the case of a positive recommendation in one or more of the Term Adjunct's application(s), the Course Load Entitlement for the Member's Continuing Adjunct appointment shall be the sum of the calculations (in accordance with Article 32.5.7.1) in all Units in which the Member's application was successful to a maximum of one-hundred (100) percent FTE.

32.5.8.9 Regardless of the number of successful applications, the Member shall be granted a single Continuing Adjunct appointment. The Member's workload may be assigned across the multiple Units as the respective Unit Heads, in consultation with the Member, may determine.

32.6 Promotion for Adjunct Faculty

32.6.1 The Renewal/Tenure/Promotion (RTP) Committee as defined in Article 30.2 shall make recommendations on all Adjunct promotion applications.

32.6.2 For the promotion of Adjuncts,

(a) the procedures set out in Article 30.7 through Article 30.16 shall apply mutatis mutandis; and

(b) the criteria set out in Article 30.6.1 through Article 30.6.9 shall apply to the same extent and in the same way that they apply to Tenured and Tenure-track faculty Members, except that when considering the length of time over which an Adjunct has developed their record of scholarly activity, the RTP Committee shall take into consideration any evidence as to the effect of the nature of the academic appointment(s) held by the Adjunct on their ability to engage in those scholarly activities; and

(c) Where any Adjunct who was initially appointed at the rank of Lecturer and who has not obtained their Ph.D. applies for promotion to Assistant Professor:

(i) The procedures set out in Article 30.7 through 30.15 that pertain to Renewal shall be used; and

ARTICLE 32
REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS

(ii) In order to be promoted to Assistant Professor, the Member must show that the evidence favours promotion to Assistant Professor.

- 32.6.3 Any Adjunct who was initially appointed with the rank of Lecturer because they had not yet obtained their Ph.D. shall be appointed with the rank of Assistant Professor upon obtaining this degree without the need to apply for promotion under this Article.
- 32.6.4 In order for any Adjunct to apply for promotion to a particular rank, the Adjunct must first hold the rank immediately preceding the rank for which they are applying.
- 32.6.5 A Continuing Adjunct who is successful in obtaining multi-year external research funds as a principal investigator, shall be granted no more than one-half (0.5) credit course teaching release, per full year of grant funding excluding extensions granted by the relevant funding agency, with no reduction to salary. The timing of teaching releases shall be negotiated with the Unit Head.
- 32.6.6 In order to be eligible to apply for promotion, a Term Adjunct must either currently hold an appointment or be within twelve (12) months of the conclusion of their most recent appointment at the time that they make notification of their application as per Article 30.7.3. Where they do not have an appointment at the time of application, any promotion will take effect upon the first appointment subsequent to the successful application for promotion.
- 32.6.7 A Continuing Adjunct who has held an adjunct appointment at the University for a minimum of ten (10) consecutive years (excluding service as an Adjunct I and as a Sessional Adjunct) and who has been promoted to the rank of Professor in accordance with the provisions of Article 30 and Article 32 shall be granted a full-range Tenured appointment with the rank of Professor.

**ARTICLE 41
HEADS OF DEPARTMENTS**

ARTICLE 41 – HEADS OF DEPARTMENTS

41.1 Heads of Academic Departments

- 41.1.1 Each academic department shall have a Head who shall be appointed by the Provost and Vice-Principal (Academic) or delegate in accordance with this Article.
- 41.1.2 Heads are Members to whom certain administrative responsibilities and decisions are delegated. The function of the Head is to coordinate, facilitate, recommend upon and expedite matters pertaining to the operation of the Department, to ensure that departmental policy is carried out, and to demonstrate initiative and leadership in the conduct of departmental business. To that extent, Heads report administratively to their Deans in addition to representing their departments.
- 41.1.3 The specific responsibilities of the Head shall be agreed upon in writing between the Dean and the Head at the time of the appointment. The University will not unreasonably interfere with management functions or administrative responsibilities delegated to a Head or unreasonably withdraw such functions.
- 41.1.4 Except by mutual agreement of the Parties, only Tenured and Continuing Members are eligible to serve as Heads.
- 41.1.5 The provisions of Article 24.1 and Article 24.2 apply to the selection of Department Heads, unless a full search is authorized in which case all of Article 24 applies.
- 41.1.6 With regard to Selection Committees (Article 41.2) and Abridged Selection Committees (Article 41.3.3), members of the committees shall:
- (a) Familiarize themselves with Article 18 (Conflict of Interest, Conflict of Commitment and Reasonable Apprehension of Bias) and shall not participate in the deliberations or recommendations relating to any search where they are in a conflict of interest or where there may be a reasonable apprehension of bias with respect to any applicant(s).
 - (b) Maintain confidentiality regarding the Committee's deliberations and decisions. Any Committee member who knowingly violates this requirement of confidentiality shall be removed from the Committee.

Notwithstanding Article 41.1.6(b), Committee members may disclose potential violations of the Agreement to the QUFA Professional Staff or the Faculty Relations Office.

ARTICLE 41 HEADS OF DEPARTMENTS

41.2 Selection Committee Membership

- 41.2.1 Subject to Article 41.2.2, Bargaining Unit Members from the Department shall form a majority of the full voting members of the Selection Committee. These Selection Committee members shall be elected by the Department's members by secret ballot following a process of nomination of individual members. The Committee shall also include one (1) but not more than two (2) member(s) from a cognate Unit(s). The Dean shall appoint such member(s) after consultation with the Department.
- 41.2.2 In the case of departments with seven (7) or fewer Members or interdisciplinary programs/institutes,
- (a) the majority of full voting members of the Selection Committee may include Members selected from cross-appointed faculty or related Units; and
 - (b) the Committee shall include one (1) or more members from a cognate Unit(s) who shall be appointed by the Dean after consultation with the Department.
- 41.2.3 Other members of the Committee shall include: one (1) undergraduate and/or one (1) graduate student (where appropriate) from the Department; and one (1) member of the Departmental support staff. The student representative(s) from the Unit or related program shall be nominated to the Committee through procedures developed by the Unit. No student whose graduate supervisor of record is a candidate or a member of the Committee shall serve on the Committee. The Provost and Vice-Principal (Academic) or delegate shall be responsible for the appointment of all these Committee members.
- 41.2.4 For the purposes of equity, all Committees shall include a member who has responsibilities as provided for in Article 24.2.2.
- 41.2.5 The Committee shall be chaired by the Dean (or delegate). The Chair may vote only to break a tie. An additional representative from the Dean's office may sit on the Committee without a vote.
- 41.2.6 Where appropriate, the Dean (or delegate) of the School of Graduate Studies and Research shall be a member of the Committee without a vote.
- 41.2.7 The remedial processes set out in Appendix D apply (if necessary) to Headship Selection Committees.

ARTICLE 41 HEADS OF DEPARTMENTS

41.3 Procedures

- 41.3.1 The following procedures will commence at least nine (9) months before the end of a term of a Department Head, or immediately should the post of Head become vacant. Head selection procedures determined by Faculty Boards shall not conflict with this Agreement and must include the provisions below.
- 41.3.2 An announcement shall be placed in *For the Record* by the Dean, notifying the University of a search/renewal for a Department Head and seeking the input of the University community respecting the composition of the Selection Committee.
- 41.3.3 If within thirty (30) days of the publication of the announcement the Head indicates in writing to the Dean that they wish to be considered
- (a) for a second term, an abridged Selection Committee shall be constituted consisting of the members elected under Article 41.2.1 and the Dean (or delegate) as Chair, as provided in Article 41.2.5. The abridged Selection Committee shall consult with the members of the Department, and if it concludes that there is a clear Departmental consensus in favour of renewal, it shall recommend to the Provost and Vice-Principal (Academic) or delegate that the Head be renewed. If the Committee concludes that there is no clear consensus, the Dean shall, if so requested, provide the incumbent with a summary of all letters received by the Committee. The full Committee shall then be constituted and the full selection process shall be followed;
 - (b) for a third or subsequent term, subject to Article 41.4.2, the full Committee shall be constituted and the full selection process shall be followed.
- 41.3.4 If an external search is authorized, the Committee shall act as an Appointments Committee, notwithstanding Article 25.5.1, and shall comply with Article 24.
- 41.3.5 The names of the members of the Selection Committee, including the Chair, shall be announced in *For the Record*, and members of the University community shall be invited to submit nominations for the Headship and to comment on the present state and future prospects of the Department.
- 41.3.6 The Chair of the Committee shall write to all faculty and staff of the Department asking them to submit names of possible candidates and the reasons for supporting a candidate. In addition, the Chair shall advise that all letters shall be reviewed by the Committee and become part of the record of decision-making. Faculty and staff shall be asked to comment on the current state and future prospects of the Department and

ARTICLE 41 HEADS OF DEPARTMENTS

to identify the characteristics desirable in a Head. At the request of either the Department members or the Committee, a meeting shall be arranged for the Department and the Committee to ascertain the Department's views on the qualities required in a Department Head.

- 41.3.7 The Committee shall establish a short list after undertaking any further inquiries that it deems appropriate and relevant, and after considering the present state and future prospects of the Department. In establishing this list the Committee shall consider the qualities of the candidates in terms of academic excellence, leadership and administrative abilities.
- 41.3.8 Once the short list has been established it will be distributed to members of the Department. The Committee shall consult with members on the merits of the respective candidates. The Committee shall give serious consideration to the views of the members of the Department.
- 41.3.9 Recommendation to the Provost and Vice-Principal (Academic) or delegate must be by majority vote of the Committee.
- 41.3.10 Following deliberations by the Committee, the Chair shall transmit to the Provost and Vice-Principal (Academic) or delegate the following:
- (a) The Committee's recommendation;
 - (b) The results of the consultation process; and
 - (c) The short list.

41.4 Term of Office

- 41.4.1 The term of office for a Head shall normally be for five (5) years. A term of office for a Head shall normally commence on July 1.
- 41.4.2 The term of office may be renewed once, to a total maximum of two (2) five- (5-) year terms. Any subsequent renewal must follow the full selection review process in accordance with Article 41.3.3(b).
- 41.4.3 Acting Heads may be appointed for up to one (1) year by the Provost and Vice-Principal (Academic) or delegate in the following circumstances: in vacancies caused by emergencies, between successive terms of a re-appointed Head, in the event of a

ARTICLE 41 HEADS OF DEPARTMENTS

planned leave or temporary reassignment. With the agreement of a majority of Members of the Department, Acting Heads need not be current Members of the Bargaining Unit.

41.4.4 An Interim Head may be appointed by the Provost and Vice-Principal (Academic) or delegate prior to or during the search for a Head. Such appointment shall not exceed two (2) years. With the agreement of a majority of Members of the Department, Interim Heads need not be current Members of the Bargaining Unit.

41.5 Representation of the Department

41.5.1 The Head represents the interests and concerns of their Department in the University.

41.5.2 The types of representation by the Head to the Dean include academic development within the Department, budget, appointments, renewal, tenure, promotions, leaves, and other matters as agreed to by the Parties or as specified in this Agreement.

41.5.3 Normally, the Department refers its views to the Dean through the Head. If the Department wishes to delegate particular administrative responsibilities to individual department members or department committees, the framework for such delegation shall be agreed upon at the time of the appointment of the Head and shall remain in place for the duration of the term.

41.5.4 Heads may make recommendations to the Dean but shall not make decisions regarding the terms of appointment, renewal, tenure and/or promotions of other Members.

41.6 Recognition for Service as Department Head

41.6.1 Each Department Head shall receive an annual stipend to be indicated in the letter of appointment. The minimum annual stipend for the duration of this Agreement shall be as set out in Article 42.2.6.1.

41.6.2 In each academic year, a Department Head shall receive a reduction in other workload duties commensurate with their delegated administrative responsibilities.

41.6.3 A Member who serves as Department Head shall be evaluated annually on the basis of the performance of their delegated administrative responsibilities and other workload duties and shall be granted administrative merit on the basis of their performance as Department Head.

41.6.4 The Member who serves as a Department Head is eligible for one (1) year of administrative leave at full salary for each five (5) year term served. Articles 33.1.1,

ARTICLE 41 HEADS OF DEPARTMENTS

33.1.3.4(b), 33.1.3.4(c), 33.1.4, 33.1.5, 33.1.7.6, 33.1.7.7 and 33.1.8 governing Academic Leaves shall apply to administrative leaves. The administrative leave is accumulated at the rate of twelve (12) months per each five (5) year term.

41.6.5 Department Heads do not accumulate credit towards Academic Leave during their terms as Heads. However, service acquired prior to their holding a headship counts towards an Academic Leave.

41.7 Library Department Heads

41.7.1 Heads

41.7.1.1 There shall be department heads in the Library. Library department heads are Members to whom certain administrative responsibilities and decisions are delegated. The function of the Library department head is to coordinate, facilitate, recommend upon and expedite matters pertaining to the operation of the Library department, to ensure that departmental policy is carried out, and to demonstrate initiative and leadership in the conduct of departmental business. To that extent, Library department heads report administratively to the University Librarian in addition to representing their departments.

41.7.1.2 The specific responsibilities of the Library department head shall be agreed upon in writing between the University Librarian and the Library department head at the time of the appointment. The University will not unreasonably interfere with management functions or administrative responsibilities delegated to a Library department head or unreasonably withdraw such functions.

41.7.1.3 In the event a Library department head position is abolished, the University Librarian or delegate shall negotiate the reassignment of the Member and any compensation that may be appropriate in the circumstances with the incumbent. In the event that agreement cannot be reached between the Member and the Library, either party shall have the right to refer the matter to the JCAA for resolution.

41.7.1.4 Except by mutual agreement of the Parties, only Continuing-track or Continuing Members are eligible to serve as Library department heads.

41.7.1.5 The provisions of Article 24.1 and Article 24.2 apply to the selection of Library department heads.

41.7.1.6 With regard to Selection Committees (Article 41.7.4 and 41.7.1.5)(b) and Renewal Committees (Article 41.8.3.1), members of the committees shall:

ARTICLE 41 HEADS OF DEPARTMENTS

- (a) Familiarize themselves with Article 18 (Conflict of Interest, Conflict of Commitment and Reasonable Apprehension of Bias) and shall not participate in the deliberations or recommendations relating to any search where they are in a conflict of interest or where there may be a reasonable apprehension of bias with respect to any applicant(s).
- (b) Maintain confidentiality regarding the Committee's deliberations and decisions. Any Committee member who knowingly violates this requirement of confidentiality shall be removed from the Committee.

Notwithstanding Article 41.8.1.5(b), Committee members may disclose potential violations of the Agreement to the QUFA Professional Staff or the Faculty Relations Office.

41.7.2 Term of Office

41.7.2.1 The term of office for a Library department head shall normally be for five (5) years. A selection committee may, with the agreement of the Library department head being appointed, recommend a longer or shorter term.

41.7.3 Library Department Head Renewal

41.7.3.1 Renewal of Library department heads shall proceed as follows:

- (a) Library department heads shall indicate in writing to the University Librarian at least five (5) months before their term ends whether or not they wish to be renewed.
- (b) Within thirty (30) calendar days of receiving the Library department head's written indication, the University Librarian shall inform the Unit that the Library department head is seeking renewal, post the current position guide and create a Renewal Committee as specified below. If the Library department head does not wish to be renewed the selection process in Article 41.7.4 shall be followed.
- (c) The Member seeking renewal as a Library department head will submit a letter outlining their view of the present state and future prospects of the Library department. This letter shall be made available for review by Members and staff of the Unit, who may submit written comments on the letter to the Renewal Committee.
- (d) Renewal of a Library department head's appointment shall be granted after a renewal process if the incumbent continues to demonstrate the ability to

ARTICLE 41 HEADS OF DEPARTMENTS

assume the responsibilities of the position, and when the major obligations of the position are consistently and fully met.

- (e) A Member whose term as Library department head is not renewed retains their Continuing or Continuing-track appointment. Renewal or Continuing Appointment of Members will follow the provisions of Article 31.
- (f) A Renewal Committee shall be created, which shall conform to the following rules:
 - (i) A majority of regular voting members of the Committee shall be from within the Bargaining Unit.
 - (ii) There shall be at least four (4) professional librarian Members on the Committee.
 - (iii) Two (2) librarian Members shall be elected for one (1) academic year by all professional librarian Members. At least one (1) of these shall hold an administrative position as defined in Article 41.7.1.
 - (iv) Two (2) librarians shall be selected as follows for each renewal review. Where there are librarian Members in the Library department of the person whose appointment is being considered for renewal, one (1) librarian from the Library department will be elected by the Members in the Library department and one (1) librarian from a cognate Library department will be appointed by the University Librarian in consultation with the elected librarian Members. Where there are no additional librarians in the Library department, two (2) librarians from cognate Library departments will be appointed by the University Librarian in consultation with the elected librarian Members.
 - (v) One (1) Library Technician or one (1) general staff person shall be elected from among the Library Technicians and general staff of the Library department whose head is being considered for renewal. One (1) Library Technician or general staff member shall be appointed by the University Librarian, it being understood that at least one (1) Library Technician shall be on the Committee.
 - (vi) The University Librarian may, after consultation with the rest of the Committee, appoint a committee member from outside the Library system if appropriate.

ARTICLE 41 HEADS OF DEPARTMENTS

- (vii) The Committee may agree to involve the Library human resource officer in the deliberations of the Committee as a resource person.
- (viii) The University Librarian or delegate will chair the Committee but shall only vote to break a tie.
- (ix) Any recommendation by the Committee to the Provost and Vice-Principal (Academic) or delegate must be by majority vote of the Committee.
- (g) Following the deliberations of the Committee, the University Librarian shall transmit to the Provost and Vice-Principal (Academic) or delegate the recommendation of the Committee, the recommendation of the University Librarian, and the results of any consultative processes undertaken.
- (h) The University Librarian will announce to the Unit the Provost and Vice-Principal (Academic)'s (or delegate's) decision as soon as possible.

41.7.4 Library Department Head Selection

41.7.4.1 The following procedures will commence at least four (4) months prior to a planned retirement/resignation or within thirty (30) days should the position of a Library department head become vacant:

- (a) The University Librarian shall post a current position guide in the Unit and create a Library department head Selection Committee conforming to the following rules:
 - (i) A majority of regular voting members of the Committee shall be from within the Bargaining Unit.
 - (ii) There shall be at least four (4) professional librarian Members on the Committee.
 - (iii) Two (2) librarian Members shall be those elected to the Renewal Committee if one exists that year, or they shall be elected as specified in Article 41.7.3.1(f)(iii).
 - (iv) Two (2) librarians shall be selected as follows: One (1) librarian from the Library department shall be elected by the Members in the Library

ARTICLE 41 HEADS OF DEPARTMENTS

department and one (1) librarian from a cognate Library department will be appointed by the University Librarian in consultation with the elected librarian Members. Where there are no additional librarians in the Library department, two (2) librarians from cognate 'departments' shall be appointed by the University Librarian in consultation with the elected librarian Members.

- (v) One (1) Library Technician or one (1) general staff person shall be elected from among the Library Technicians and general staff of the Library department.
 - (vi) The University Librarian may, after consultation with the rest of the Committee, appoint a member from outside the Library system if appropriate.
 - (vii) The Committee may agree to involve the Library human resource officer in the deliberations of the Committee as a resource person.
 - (viii) The University Librarian or delegate will chair the Committee but shall only vote to break a tie.
 - (ix) Any recommendation by the Committee to the Provost and Vice-Principal (Academic) or delegate must be by majority vote of the Committee.
- (b) The Chair of the Committee shall write to all members of the Unit asking them to submit names of possible candidates and the reasons for supporting a candidate, and to comment on the present state and future prospects of the Library department. In addition, the Chair shall advise that all letters will be reviewed by the Committee and become part of the record of decision-making. At the request of either the Library department members or the Committee, a meeting will be arranged with the Library department and the Committee to ascertain their views on the qualities required in a Library department head.
- (c) The names of the members of the selection committee, including the Chair, shall be announced in *For the Record*, and members of the University community shall be invited to submit nominations for the Headship and to comment on the present state and future prospects of the library department.
- (d) If an external search is authorized, the Committee shall act as an Appointments Committee, notwithstanding Article 25.5.1, and shall comply with Article 24.

ARTICLE 41 HEADS OF DEPARTMENTS

- (e) The Committee shall consider the present state and future prospects of the Library department, review and assess all materials provided by applicants on sound academic and professional grounds and prepare a short list of applicants.
- (f) Materials submitted by the short-listed candidates shall be made available in the Unit office for review by members of the Unit. Members of the Unit may submit written opinions to the Committee on the worthiness of the applicants.
- (g) The Committee shall interview the short-listed candidates and invite all members of the Library department to meet with the candidates.
- (h) Following the deliberations of the Committee, the University Librarian shall transmit to the Provost and Vice-Principal (Academic) or delegate the written recommendation of the Committee, the recommendation of the University Librarian, and the results of any consultative processes undertaken.
- (i) The University Librarian will announce to the Unit the Provost and Vice-Principal (Academic)'s (or delegate's) decision as soon as possible.

41.7.5 Acting and Interim Library Department Heads

- 41.7.5.1 Acting Library department heads may be appointed for up to one (1) year by the Provost and Vice-Principal (Academic) or delegate in the following circumstances: in vacancies caused by emergencies, between successive terms of a re-appointed Library department head, or in the event of a planned leave or temporary reassignment. With the agreement of a majority of Members of the Library department, Acting Library department heads need not be current Members of the Bargaining Unit.
- 41.7.5.2 An interim Library department head may be appointed by the Provost and Vice-Principal (Academic) or delegate prior to or during the search for a Library department head. Such appointments shall not exceed two (2) years duration. With the agreement of a majority of Members of the Library department, Interim Library department heads need not be current Members of the Bargaining Unit.
- 41.7.5.3 Prior to recommending the appointment of an acting or interim Library department head, the University Librarian or delegate shall invite Members of the Library department to provide their views on Members suitable to serve as acting or interim Library department head.

ARTICLE 41
HEADS OF DEPARTMENTS

41.7.6 Recognition for Service as Library Department Head

41.7.6.1 Each Library department head shall receive an annual stipend per Article 42.5.6.1.

41.7.6.2 In each Academic Year, a Library department head shall have a workload commensurate with their delegated administrative responsibilities.

**APPENDIX O
INDIGENOUS PARTICIPATION IN RENEWAL, TENURE – OR IN THE CASE OF
LIBRARIAN AND ARCHIVIST MEMBERS, CONTINUING APPOINTMENT – OR
PROMOTION COMMITTEES**

**APPENDIX O – INDIGENOUS PARTICIPATION IN RENEWAL, TENURE – OR IN THE
CASE OF LIBRARIAN AND ARCHIVIST MEMBERS, CONTINUING APPOINTMENT –
OR PROMOTION COMMITTEES**

1. In this Appendix, “Committee” refers to the Committee described in Article 30.2 in the case of faculty Members, and to the Committee described in Article 31.2 in the case of librarian and archivist Members. “Unit Head” refers to the Heads of both an Academic Unit and a Library ‘department’.
2. By May 15, for Renewal, Tenure — or in the case of librarian and archivist Members, a Continuing Appointment — or Promotion, a Member who is an Indigenous person shall be advised that they may, by July 1, request that the Unit Head add an Indigenous person as a participant to the Committee and may suggest to the Unit Head the name(s) of suitable participants. The Unit Head, upon receipt of this request, shall in consultation with the Indigenous Council select a person, normally from the Member’s list, who may or may not be an academic and who is at arm’s length from the candidate to be the Indigenous participant in the relevant personnel process regarding this applicant.
3. The Indigenous Council shall provide the Unit Head with the name and contact information of its recommendation(s) by August 1st.
4. Prior to being nominated to join a Committee as an Indigenous participant, a person must undertake to be bound by the provisions of the Collective Agreement, including those respecting confidentiality.
5. The Unit Head shall advise the Committee Chair and the applicant of the name of any Indigenous participant selected to join the Committee as soon as possible after they have been identified.
6. The Indigenous participant shall be a member of the Committee with respect to the Indigenous candidate, and shall attend meetings, have access to all documents, and be able to participate in all discussions about the Indigenous candidate.