



Important Dates from the BU #1 Collective Agreement: In Chronological Order

The calendar below is provided for the convenience of Members. Refer to the Collective Agreement (http://upeifa.org/UPEIFA_CA_05_10.pdf) for complete information.

By January 5 of the year of application for tenure	Dean sends letter to each Chair with names of respective Faculty Members eligible for regular consideration of tenure. Chair then seeks confirmation from each Faculty Member that tenure file is being collated.	Article E2.5.2.2 Article E2.5.2.3
Prior to January 15	Dean/UL includes letter in candidate's file and forwards the complete file to URC Chair	Article E2.9.4 Article E7.11.4
Before January 31	A seniority list of all permanent Clinical Nursing Instructors shall be posted	Article G2.12 a)
By February 1 of the academic year prior to consideration	Faculty Member seeking early consideration [for tenure] as an exceptional case requests in writing to the Dean	Article E2.4.2.4
By February 1 of the academic year prior to consideration	Faculty Member's request, or Dean's recommendation, for deferral of tenure consideration is communicated	Article E2.4.3.2
Prior to February 1	Faculty Member sends a letter to the Chair indicating plans to apply for tenure. Chair then informs Dean that the tenure file is in preparation	Article E2.5.2.3 a)

February 1	Subject to exceptional circumstances, if a Faculty Member does not have tenure by February 1 of the fourth year of full-time probationary appointment here, and has not initiated procedures for consideration of tenure, the Chair will direct the Faculty Member to submit her/his file for tenure consideration.	Article E2.5.2.3 b)
On or before February 1	Posting of Sessional Instructor Positions for both summer sessions	Article G1.4
By March 1 of the year prior to the year of application	Decision whether Faculty Member should be considered as an exceptional case for early consideration of tenure	Article E2.4.2.4
Prior to March 1	Initial vote of URC sub-committee [on promotion]	Article E2.10.5
By March 1	The Chair, or the Dean, in the case where there is no Chair, of each academic unit shall update the seniority of each member of the Sessional Roster	Article G1.6.1 c)
By March 1	Appointment of Department Chairs	Article B3.1 b)
Prior to March 15	Chair assures that a properly constituted DRC is assembled	Article E2.5.2.4
By March 15	Candidate submits tenure file	Article E2.5.2.5
By March 31	Elections to URC are completed	Article E2.10.1 f) iii)
Prior to March 31	Final vote of URC sub-committee [for promotion]	Article E2.10.7
On or before April 1	Posting of Sessional Instructor Positions for fall semester and winter semester courses and two-semester courses	Article G1.4
Prior to April 1	Clinical Nursing Instructors who want to work in excess of their contracted hours shall notify the Dean	Article G2.10 d)
Prior to April 15	Full URC reviews sub-committee decisions [re: promotion] to ensure consistency	Article E2.10.9
Prior to April 15	URC reports recommendations [on promotion] to President	Article E2.10.10

By May 1	Members engaged in external employment shall inform their Department Chair and Dean, or University Librarian, as appropriate, of the nature and time devoted to these activities conducted in the previous calendar year	Article H3.7
May 1	Newly elected members of the URC begin their terms	Article E2.10.1 f) iii)
Prior to May Board meeting	President makes recommendations [on promotion] to Board	Article E2.11.1
Following May Board meeting	President notifies candidates [for promotion] of Board decision	Article E2.11.1
By May 30	DRC completes meetings on all tenure applications and combined tenure/promotion applications	Article E2.6.2 Article E2.8.1
By May 30	LRC completes meetings on all permanency applications	Article E7.8.9 Article E7.10.1
By May 31	Non-tenured Faculty Members and term and probationary Librarians shall provide a current curriculum vitae and a concise, written report of their activities for the past year	Article E1.4.3 Article E6.1
By May 31	Every third year, tenured Faculty Members and permanent Librarians shall provide a current curriculum vitae and a concise written report of their activities for the past three years	Article E1.4.3 Article E6.2
June 1	Department Chair assumes duties	Article B3.1 b)
No later than June 15 of the year in which consideration is initiated	Faculty Member submits letter of application [for promotion] to Chair	Article E2.5.3.1
By June 30	The Chair or University Librarian, as appropriate, shall meet with the Member to discuss the report [of activities] and directions that might be taken by the Member and the Department/Library for continued professional development	Article E1.4.4 Article E6.5

By July 1	Chair advises the Dept., Dean and VP Academic Development of any applications for promotion or accelerated promotion	Article E2.5.3.1
Prior to August 1 of the year in which the candidate's consideration is to come before the URC	Decision regarding deferral of tenure/permanency consideration	Article E2.4.3.3 Article E7.8.12.3
By August 1	The Chair, or the Dean, in the case where there is no Chair, of each academic unit shall update the seniority of each member of the Sessional Roster	Article G1.6.1 c)
Before September 1	Dean/UL includes letter in candidate's [tenure/permanency] file and forwards the complete file to URC Chair	Article E2.9.4 Article E7.11.4
By September 15	Applications for sabbatical leave shall be sent to the Dean/UL with a copy to the Department Chair, as appropriate	Article C2.14
Prior to October 15	Initial vote [for tenure/permanency] of URC sub-committee	Article E2.10.5
Prior to November 1	Unless a DRC has already been constituted under E2.5.2.4 the Chair assures that a properly constituted DRC is assembled [to consider applications for promotion]	Article E2.5.3.2
On or before November 1	Posting of Sessional Instructor Positions for winter semester	Article G1.4
By November 1	Each academic unit must update its Sessional Instructor Seniority Roster	Article G1.6.1c
By November 1	Faculty Member submits promotion file to Chair	Article E2.5.3.4
Prior to November 10	Final vote [for tenure/permanency] of URC sub-committee	Article E2.10.7 Article E2.10.10
Prior to November 15	Full URC reviews sub-committee decisions [re: tenure/permanency] to ensure consistency	Article E2.10.9
Prior to November 15	URC reports recommendations [re: tenure/permanency] to President	Article E2.10.10

By December 15	DRC/LRC completes meetings on all promotion applications and recommends to URC	Article E2.6.2 Article E2.8.1 Article E7.8.9 Article E7.10.1
Prior to December Board meeting	President makes recommendations [re: tenure/permanency] to Board	Article E2.11.1
Following December Board meeting	President notifies candidates [for tenure/permanency] of Board decision	Article E2.11.2