



Important Dates from the BU #1 Collective Agreement: Tenure/Permanency

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.

Applications for Tenure/Permanency		
<i>Note: Normally the application is initiated in the Winter Semester of the candidate's fourth year of a full-time probationary appointment.</i>		
Within two months of commencement of appointment	Chair/UL meets with all new probationary Members to explain criteria and procedures of tenure/permanency consideration	Article E2.5.2.1 Article E7.8.1 Article E7.8.2
By February 1 of the year prior to the year of application	Faculty Member seeking early consideration as an exceptional case requests in writing to the Dean	Article E2.4.2.4
By February 1 of the year prior to the year of application	Faculty Member's request, or Dean's recommendation, for deferral of tenure consideration is communicated	Article E2.4.3.2
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
Before August 1 of the year prior to the year of application	Decision regarding deferral of tenure/permanency consideration	Article E2.4.3.3 Article E7.8.12.3
By January 5 of the year of application	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 February 1 of the year of application	Faculty Member sends 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

Prior to March 15 of the year of application	Chair assures that a properly constituted DRC is assembled	Article E2.5.2.4
By March 15 of the year of application	Candidate submits tenure/permanency file	Article E2.5.2.5
By March 31	Elections to URC are completed	Article E2.10.1
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
Prior to September 1	Dean/UL includes letter in candidate's file and forwards the complete file to URC Chair	Article E2.9.4 Article E7.11.4
Prior to October 15	Initial vote of URC sub-committee	Article E2.10.5
Prior to November 10	Final vote of URC sub-committee	Article E2.10.7 Article E2.10.10
Prior to November 15	Full URC reviews sub-committee decisions to ensure consistency	Article E2.10.9
Prior to November 15	URC reports recommendations to President	Article E2.10.10
Prior to December Board meeting	President makes recommendation to Board	Article E2.11.1
Following December Board meeting	President notifies candidate of Board decision	Article E2.11.1
July 1 of next academic year	Tenure/permanency takes effect	

Note: Combined tenure/promotion applications follow same timelines as for tenure.