



Knowing and Using Your Collective Agreement

Articles 19 & 20: Tenure and Promotion Recommendation Information for Recent Applicants

UMFA Members holding tenure track positions who have recently applied for tenure and/or promotion are reminded to review the provisions for recommendation in Articles 19 and 20 of the Collective Agreement.

Section 19.D of the Collective Agreement outlines the general provisions for tenure recommendation procedures. A similar process for promotions is outlined in section 20.A.3 of the Collective Agreement.

- Upon receiving a probationary appointment, faculty members are given the criteria and weightings as decided by the dean/director on the advice of faculty council
- The dean/director or designate shall be the chairperson of each tenure committee and shall serve in a non-voting capacity
- The duties specifically assigned to the faculty member during the period under consideration, the application of the criteria and weightings and the assessment of the academic attributes and the performance of assigned duties of the faculty member by his/her peers are all taken into account
- The dean/director shall make known the names of those faculty members to be considered by a tenure committee and will invite submissions to the committees by both faculty and students
- Notice of a tenure hearing shall be given to the faculty member at least 5 working days prior to the commencement of the hearing
- The faculty member being considered shall have an opportunity to meet at least once with the tenure committee. The member shall supply whatever material and information s/he or the committee deems necessary to justify being granted tenure. **UMFA strongly recommends Members keep a copy of all materials submitted.**
- If the committee cannot make a positive recommendation, the chairperson will inform the faculty member in writing, indicating the areas of concern that the committee will wish to

discuss and establish a date for a subsequent meeting where the faculty member will be able to speak to the concerns. A reasonable time will be given in order to seek advice, solicit opinion and provide further documentation.

Members should contact the Association immediately whenever there are concerns or difficulties regarding a positive recommendation at any point during the recommendation process for promotion or tenure.

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