2023 OVERVIEW: A NON-BIENNIAL YEAR

Every Year:

- **Elections**
- **T&P applications**
  - Applications for Tenure and Promotion to Associate Professor
    - As per [LOU 13 – COVID-19 Continuing Commitments in the MOS](#):
      1. Tenure-track and Continuing Appointment-track Members whose appointment began before 01/01/2021 may choose to have their probationary period extended by up to two (2) years (in addition to any other extensions)
      2. Tenure-track and Continuing Appointment-track Members whose appointment began between 01/01/2021 and 31/12/2021 may choose to have their probationary period extended by one (1) year (in addition to any other extensions)
      3. In addition to the one (1) application for Tenure and Promotion/Continuing Appointment before their final year of consideration, Members may make a second application for Tenure and Promotion/Continuing Appointment before their final year.
  - Applications for Promotion to Full Professor

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SOD: Overview of 2023 (Non-Biennial Year)

- **March**: Schedule of Dates (<mark>Yellow shading indicates Department-Level Responsibility</mark>)
- **March**: Committee Elections begin
- **Before the end of April**: Tenure-track meeting with the Dean
- **May 15**: Applications for T&P to Dean, via the Chair
- **June 8**:
  - T&P Applicants submit a **Lifetime** Member Template PDF File for External Reviewers (via SharePoint)
- **August 15**
  - Tenure-track: **Lifetime** Member PDF Template
  - Multi-year CLs: **One-year** Member PDF Template
  - T&P Applicants: May update and re-submit their **Lifetime** Member Template PDF file for the internal T&P committees
- **Late September/October**: T&P Deliberations
  - Conducted via the T&P Dashboard in SharePoint

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CHAIR MEETINGS WITH FACULTY (8, 10)

- Those making an **application for Tenure/Promotion**
  - **Early April** to discuss 6 acceptable External Assessors prior to their May 15th application to the Dean, via the Chair

- **Tenure-track Faculty**
  - **Prior to** the department committee deliberations, to review their assessment file
  - Opportunity to provide feedback and identify potential issues/broken links to supplementary materials

EXTERNAL ASSESSORS: PRINCIPLE OF ARM'S LENGTH

- As per 21.22 a):
- Normally, External Assessors will be persons who have an 'arm's length' relationship to the Member and who are not members of this University
  - "Arm's length" is a principle that implies that the external assessor has no connections or relationships with the candidate in question that might influence or might reasonably be perceived to influence your scholarly judgment positively or negatively, such as: you are not the candidate's dissertation supervisor, colleague, close friend, advisor, teacher, or spouse, and have not recently collaborated with the candidate in the production of scholarly works and publications, do not hold grants as collaborators or are submitting grant applications as collaborators
- Normally, External Assessors will hold at least the rank of the application being made
  - There may be niche areas where this is not possible
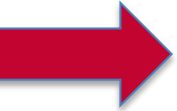- Reach out to your Dean's office with questions about "arm's length"

CHAIR RESPONSIBILITY FOR THE ASSESSMENT FILE (13, 14)

Each "Member Template PDF File" will be submitted to & reviewed in **SharePoint**

As per current practice, prior to committee deliberations:

- Is the file complete? Are the links to supplementary materials working?

- Confirm the required documentation is available:
  – Departmental Guidelines documents
  – DOE
  – External letters, as applicable

- **Note:** Chairs are no longer responsible for ensuring that SFQs and/or IPOTs are included as part of the Member Template PDF file

- * As per the [COVID LOU,](#) faculty have the option to exclude SFQs and Peer Observation Forms for the semesters of W20 – W22

UNCONSCIOUS BIAS COMMITTEE TRAINING (14)

- Chair's responsibility to ensure all committee members have completed the relevant training **Prior** to Deliberations

- CourseLink Resource: [Tenure and Promotion Committee Training](#).

  – Module 1: **A Primer for Department and College Committees**
    Module 2: **Unconscious Bias Training**

    - **2A:** [Bias in Peer Review](#). This Tri-Council online stand-alone learning module is strongly recommended (recent updates relevant to aging, gender, language and anti-Indigenous bias)

    - **2B, C, D, E, F: Bias in the T&P process**. This is the mandatory online overview of how bias can influence and be mitigated in the context of UofG's T&P process.

  – Module 3: **What's new in the 2023 T&P deliberations? Live Q&A**

    - Changes to the CA: [Memorandum of Settlement](#)

    - Access to the T&P Dashboard in SharePoint

    - Presentation dates **TBD** (scheduled in August & September).

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