Guide to the Tenure and Promotion Process
For Division and University Review Committees and Deans

Introduction and Overview

The System of Tenure and Promotion at the University of the Fraser Valley (UFV) has been developed to inform, support, and enhance the professional and intellectual growth of the teaching faculty complement at a primarily undergraduate teaching intensive university.

The guidelines in this document are designed to assist all academic staff, faculty, or administrators who participate in the review of applications for tenure and/or promotion at UFV. (For guidelines for faculty applying for tenure and/or promotion, please refer to the Guide to the Tenure and Promotion Process for Candidates.)

These guidelines should be read in close connection with: a) the UFV-UFV Faculty and Staff Association (FSA) Collective Agreement (CA) (2014-19); b) the Tenure and Promotion Procedures (Procedures); c) the Senate-approved Standards that apply to a faculty, or academic unit within a faculty; and d) the Individual Faculty Evaluation Procedures (IPEC). However, these guidelines are intended to summarize the main processes described in (a) through (d), and in the event of any inconsistency between the contents of these guidelines and the documents in (a) through (d), these latter are the authoritative sources.

The Goals of the Tenure and Promotion process at UFV

In general, the goals of the tenure and promotion system at UFV are similar to those at other universities. UFV’s system enables faculty to achieve professional, academic, and personal goals, including, but not limited to, building a culture of quality and capacity, the development of positive habits, the support and ownership of individual goals and aims, and reputation and peer recognition. The system encourages career advancement by providing a transparent, fair, and formative process for growth and development that begins right at the time of the faculty member’s first appointment and carries on through their entire career at UFV.

From a university perspective, the system supports UFV’s mission to deliver the best undergraduate education in Canada; be responsible for the cultural, social, and economic development of the lower Fraser Valley; and be innovative and entrepreneurial in so doing. UFV’s system builds and maintains professional capacity, promotes its strategic goals, grows the professoriate, and enhances its reputation.

UFV’s system differs from other universities in that it has been developed and implemented with the clear understanding that UFV is a teaching intensive university.

Principles

The main documents that provide the framework for review, evaluation, and decision on all applications for tenure or promotion at UFV are:
a) the UFV-FSA CA and the Procedures, which govern the conditions and expectations of faculty work, and define the *process and structure* of rank, tenure, and promotion;

b) the various Faculty and Division Standards, which are approved by Senate and define the *criteria* and *standards* of faculty work upon which the review, evaluation, and decisions on any one application for tenure or promotion at any level are made.

Throughout, the implementation and application of UFV’s system of tenure and promotion subscribes to the following principles:

- a clear, transparent, and confidential process for the review, assessment, and decisions on candidates’ applications;
- deliberations by Division Review (DRC), University Review (URC) and University Review Appeal (URAC) Committees governed by procedural fairness, and the highest standards of professionalism, discretion, and equity;
- full public knowledge of, and agreement on, the Standards of teaching, scholarship, and service set by the academic units and approved by Senate;
- assessment of candidates’ applications only on the Senate approved Standards specifically applicable to the candidate’s faculty or division (or faculties or divisions in the case of cross-disciplinary applications);
- the even application of Standards to all candidates’ applications;
- evaluation of candidates’ applications based only on information in the candidate’s Tenure and Promotion File (TPF);
- decisions based on the evidence and without favour or prejudice;
- the right of candidates to be heard and to know what is being decided and why; and
- decisions made in an efficient and timely manner.

**Appointment and the Initial Probationary Period**

The following sections apply to new permanent full or part time teaching faculty initially appointed at UFV to a tenure-track position at the rank of Assistant Professor. (They do not apply to sessional or limited term faculty appointments, but they do apply, if with some modifications, to permanent full or part time teaching faculty who, at the date of appointment, already hold a tenure-track or ranked tenured position at another recognized university. Guidelines for applications by tenured Associate Professors for promotion to Professor are addressed separately at the end of this document.)

New tenure-track faculty initially appointed at the rank of Assistant Professor may apply for tenure during the third year of employment, but most will do so during the fourth, and, excepting in the case of an approved request for an extension, never any later than the fifth. During this period, the normal length of which is five years of continuous employment, both UFV and the tenure-track faculty member are afforded multiple opportunities for mutual appraisal.
The Initial Probationary Appointment

For the first two years of the tenure-track appointment the new faculty member is appointed to an initial probationary position, which normally includes two teaching semesters in each year, and during which the university holds the right to dismiss or lay off the member for stated reason.

At the time of appointment to the initial probationary period, the Dean or Department Head will provide the appointee with the relevant Standards on which he or she will be evaluated. The appointee will be informed that, for the purposes of Tenure and Promotion, his or her performance will be assessed using a weighting which allocates a minimum of 60% to teaching; a minimum of 20% to one of service or scholarship; and a minimum of 10% to the remaining component.

At the time of hiring, the Dean, in consultation with the appropriate Department Head, will also appoint a three-member Individual’s Probationary Evaluation Committee (IPEC) comprising two departmental members, one of whom will be the Chair, and one non-departmental member. Normally within two weeks of the first day of classes, the IPEC will meet with the faculty member to review the criteria and explain what can be expected during the initial probationary period.

While it is the faculty member who declares the weightings on how they wish to be evaluated, the member does not have to make this declaration at the start, or even necessarily at the end of this initial probationary period. Following successful completion of the initial probationary period, the tenure-track faculty member will make that declaration when he or she applies for tenure and promotion to Associate Professor and so should be encouraged to think about how they wish to be assessed as they move through the tenure-track process.

While the second probationary period leading up to the award of tenure and promotion to Associate Professor is continuous with, and informed by progress through, the initial probationary period, they are procedurally two distinct processes. The initial probationary period falls under the review of the Dean, with input by the Department and the IPEC. The award of tenure and promotion to Associate Professor falls under the review of the DRCs and URC, with input by the Dean.

The initial probationary period is divided into two years (normally two teaching semesters in each). For complete details, please refer to the UFV Individual Faculty Evaluation Procedures, but in broad summary consists of the following:

During Year 1 of the initial probationary period, the IPEC ensures that all data required for the Individual’s Probationary Evaluation File (IPEF) (including student evaluations; classroom observations by IPEC members; departmental colleague evaluations; course syllabi, exams, and assignments; records of service and scholarship; curriculum vitae; and self-evaluation) is collected. The IPEF is maintained in the Dean’s office but available at all times to the probationary faculty member being evaluated.

Towards the end of Year 1 the IPEC reviews the data to ensure that the IPEF is complete and uses reasonable efforts to collect any information that might be missing; it is the probationary faculty member who bears responsibility for providing almost all of the data required for the IPEF.
The IPEC advises the Dean if any information is not forthcoming. The Dean will determine whether the absence of any required information reflects a concern with performance or extenuating circumstances beyond the immediate control of the probationary faculty member.

At least two weeks prior to the end of the first year of the initial probationary period, or any other date established due to exceptional circumstances at the time of appointment, the IPEC prepares for the Dean a summary report of the probationary member’s teaching, scholarship, and service, based on all the data in the IPEF.

The Dean decides whether to continue the probationary period and provides his or her decision, including reasons, to the faculty member. The decision will be to either: a) continue to Year 2; b) extend the initial probationary period to include a third year (for effectively another two years) with reasons for same; or c) terminate the appointment.

During Year 2, the process of collecting all the required data remains the same.

At least ninety (90) days prior to the completion of the initial probationary period (normally at the end of the fourth semester of regular teaching assignments [or equivalent]), the IPEC provides to the Dean its second summary report of the probationary member’s teaching, scholarship, and service, using the same criteria as in Year 1, but referring to only the data collected during Year 2.

The Dean assesses the probationary faculty member’s performance, ensuring there is clear evidence of successful teaching as outlined in the IPEF and reflected in the scores on the Faculty Student Evaluation Questionnaires, the Probationary Faculty Classroom Evaluation Reports, the comments from the Colleague Evaluation Reports, and evidence of contributions to service and scholarship.

At least ninety (90) days prior to the completion of two years’ full time academic work (allowing for any extension at the end of Year 1 and/or extension of the initial probationary period on account of unusual hiring date), the Dean will recommend whether the probationary faculty member should be: a) appointed to the second probationary tenure-track period, specifying any conditions or expectations attached; b) appointed, with tenure (if eligible under CA 12.7 (a)); or c) terminated.

**Second Probationary Period**

In these guidelines, the second probationary period refers to the period immediately following, and continuous with, the Dean’s confirmation that an Assistant Professor on tenure-track has successfully completed his or her initial probationary evaluation. Unless shortened because the tenure-track faculty member held tenure or rank at a previous university, or because the tenure-track faculty member applies for early tenure and promotion, this period normally constitutes Years 3, 4, and 5 of the entire tenure-track process, and normally involves application for tenure and promotion to Associate Professor in Year 4, with the decision on same no later than June 1 in Year 5.

Towards the end of the first year of the second probationary period (normally the end of Year 3 of employment), the Dean will provide the candidate with a written formative assessment of performance since
completion of the initial probationary period. In addition, prior to the first meeting of the DRC (normally towards the end of Year 4 of employment), the Dean will provide the candidate and the Chair of the DRC with a written assessment of progress since the end of the initial probationary period. This will apply in most cases although there may be exceptions due to circumstances occasioned by the date of hiring and conclusion of the initial probationary period.

Substantively and in terms of process and structure, it is during this period that the responsibility to review, assess, and make a determination to award tenure and promote an Assistant Professor to Associate Professor passes to the DRCs and URC constituted under the authorities of the Procedures and the applicable Standards approved by Senate.

**Responsibilities of the Dean**

The Dean has two primary responsibilities under the Procedures: a) the creation of the Division Review Committees (DRC) in his or her faculty; and b) in collaboration with the DRC Chair coordinate, as required, all applications for tenure and promotion.

With respect to the review committees authorized by the Procedures, Deans are responsible for the establishment of DRCs in their faculties. Between February 1 and February 28 of the fourth year of the tenure-track appointment (normally during the eighth full semester of teaching assignment since the date of initial appointment), the Dean sends written notice to the faculty member that he or she is expected to apply to be reviewed for tenure and promotion in the following year and that, if application is not made, employment will cease at the end of the fifth year. The faculty member is expected to confirm to the Dean his or her intention to apply on or before March 31.

Deans are reminded to confirm: a) whether the member is or will be on maternity, parental or long term approved disability leave, and if so has applied to defer consideration for tenure and promotion for one year (for maternity or parental) or two years (for long-term disability) by providing written notice at least two months prior to commencement of the leave (the two months notice may be waived on medical grounds); or b) whether the member has justified exceptional circumstances to delay the consideration for one year, and if so whether he or she has applied to the Dean for such extension by March 31 of the fourth year and has been granted approval for same. Such extension will not be granted more than once except by express written permission of the President.

After the tenure-track faculty member has confirmed his or her intent to apply for tenure and promotion, the member submits a formal letter of application to the Chair of the relevant DRC, and his or her dossier to the appropriate TPF in Human Resources by June 10.

Between March 1 and 31, Deans may also receive applications from tenure-track faculty in the third year of his or her employment who wish to apply for early tenure and promotion. If the member subsequently decides to withdraw an application for early tenure and promotion, he or she also needs to send written notification to the Dean before June 10.

Prior to the first meeting of the DRC, the Dean provides to the candidate and the DRC Chair a written assessment of the candidate’s progress since the end of the initial probationary period, informing the
candidate that he or she can respond in writing to this assessment and that such response, if any, will be included in the TPF.

It is the primary responsibility of the candidate to ensure that the TPF is complete prior to the first meeting of the DRC. (The TPF should include the Letter of Application, the Tenure and Promotion Dossier, the Dean’s summative report of the candidate’s initial probationary period, the required student evaluations, the Dean’s assessment of the candidate’s progress during the second probationary period, and the candidate’s response to it, if any).

To ensure that the candidate be able to submit a complete TPF, the Dean must provide the summative report of the candidate’s initial probationary period; any required student evaluations the candidate may be missing; and the assessment of post-IPEC progress and any response to it. The Dean is also responsible for including any other materials relevant to the decision-making process, such as disciplinary actions, in a sufficiently timely manner that the candidate can respond to them and have those included in the TPF as well.

During all deliberations of the DRCs or URC, Deans may be asked to appear before the committee to answer questions about the application. A written record of all questions and the Dean’s answers will be included in the TPF.

For additional responsibilities of the Dean on applications for promotion to Professor, please refer the section Additional roles of the Dean and DRC in Applications for Promotion to Full Professor, at the end of this document.

Responsibilities of the DRC Chair

Throughout the review process, it is the responsibility of the Chair to ensure: a) the contents of the TPF are known and made available at all times to the candidate; b) that the TPF is available to all members of the DRC; and c) that it is closed five business days prior to the first meeting of the committee. The date of review must be provided to the candidate sufficiently in advance that he or she, and his or her Dean, have submitted all the required components of the TPF in sufficient time to allow its closure five business days before it is opened for review.

The Procedures require that all applications for tenure or promotion proceed in a timely manner. As described in the Timelines for Tenure and Promotion Process at UFV, this means that the initial meeting of a DRC will normally be on or as soon possible after October 1 of the review year. (A DRC may meet earlier, provided the candidate and/or Dean have included all the required components of the TPF and the candidate knows when the TPF will be closed.)

Prior to the opening of the TPF, the Chair contacts all committee members, including alternates, to confirm they have completed the required joint UFV-UFV FSA training, informs them that the TPF is ready for review, and provides them with a copy of the Senate-approved Standards for that Division.

The Chair calls the first meeting of the DRC, to be held no sooner than five (5) business days after closure of the TPF. All members receive copies of the Senate-approved Standards. The Chair confirms that all understand the
criteria and how they are to be applied; and that all have had an opportunity to review the TPF. The Chair reminds all members of the requirements for confidentiality and the need to declare if they are in a conflict of interest on the application.

All members of the DRC are expected to participate in all meetings, but an elected member who misses two consecutive meetings is deemed to have resigned and will be replaced by the alternate. If the non-divisional appointee misses two consecutive meetings, he or she will be replaced by the Dean. Quorum for all meetings of a DRC shall consist of the Chair and three of the four voting members. No member present at a meeting of the DRC may abstain from a vote on an application and the Chair may vote only in the case of a tie.

Throughout the review process, the Chair ensures that the TPF is available to all members at all times. He or she prepares the agenda and minutes of the meeting, circulating them to members for approval as required, and keeps a record of attendance. He or she leads the discussion of the application for tenure or promotion, reminding members that their assessment of the candidate’s teaching, scholarship, and service must be restricted to, and justified according to the criteria in the Senate-approved Standards.

If, at any time, the majority of the committee deems it necessary, the Chair may ask the candidate in writing to provide clarification of any information and/or material contained in the TPF. The request and any written responses to it will be included in the TPF. Similarly, if, at any time, the majority of the committee deems it necessary, the Chair may request that the Dean or the candidate appear before the committee at a subsequent meeting. It is the Chair’s responsibility to keep a record of all questions and answers posed to, and received from, a candidate or Dean by committee members and include these in the TPF.

After deliberating on an application and determining whether or not the candidate meets the Standards, all the committee members present, with the exception of the Chair and with no abstentions, will vote on a motion framed in the affirmative: that the candidate will be granted tenure and promotion to Associate Professor; or promotion to Professor. The Chair will not vote except to break a tie.

The DRC’s recommendation will be determined by a majority of the ballots cast and each member will, after the ballot is taken, state the reasons that were persuasive in his or her vote. The Chair will ensure that the committee’s recommendation is substantive and relates to the Standards.

The Chair completes the Recommendation and Report of the Division Review Committee and ensures that it accurately reflects the DRC’s majority recommendation. He or she will request that any member dissenting from the majority recommendation state his or her reasons in writing and ensure that the dissent is appended to the report.

The Chair will forward the TPF, including the Recommendation and Report of the DRC, to the Dean of the Division and to the Chair of the URC. He or she will also provide a copy of the Recommendation and Report to the candidate, ensuring that the names of the committee members are not attached to either the majority recommendation or any dissenting opinions. If the recommendation is to deny tenure or promotion, the Chair informs the candidate that he or she may provide a written response to the Recommendation and Report in time for it to be included in the material forwarded to the URC.
Responsibilities of the DRC members

All members of a DRC must have completed the required joint UFV-UFV FSA training before the first meeting of the committee and be prepared to provide evidence of completion as requested by the Chair. All members must hold to the requirement of strict confidentiality and declare any potential conflict of interest to the Chair in advance.

All members of a DRC are expected to access and review the TPF on the designated secured site and to review its contents in light of the Senate-approved standards for each candidate in his or her Division in advance of the first meeting. Members must not copy, transmit or otherwise reproduce the contents of the TPF. Any communication between committee members and a candidate must be only through the Chair.

During all meetings of the DRC, committee members must restrict their assessments of the candidate’s teaching, scholarship and service to the contents of the TPF and in accordance with the criteria in the Senate-approved Standards for that Division.

At any time, a committee member who desires further clarification of the contents of the TPF by the candidate, or requires an appearance by the Dean or the candidate to respond to requests for clarification, will raise the question with the Chair, and if it is the majority view of the committee, the Chair will either notify the candidate in writing of the need to reply to the request for clarification or ask the Dean or the candidate to appear before the committee.

After deliberating on the application, and determining whether or not the candidate meets the Standards, all DRC members present, not including the Chair, vote on a motion that is framed in the affirmative: that the candidate will be granted tenure and promotion to Associate Professor; or promotion to Professor. No member present may abstain from the vote and the Chair only votes in the event of a tie.

The DRC’s recommendation will be determined by a majority of the ballots cast and each member will, after the ballot is taken, state the reasons that were persuasive in his or her vote. Members dissenting from the majority vote shall provide their reasons in writing. No committee member names are attached to either the majority report or any dissenting opinions.

Responsibilities of the URC Chair

The University Review Committee (URC) is the university level committee that receives recommendations for tenure or promotion from the DRC. The URC is formed and chaired by the Provost and Vice President Academic in accordance with the requirements of the Procedures and its membership made known to the President of the UFV FSA.

Upon receipt of a candidate’s TPF, and the Recommendation and Report of the DRC, the Chair contacts all the URC members prior to the first meeting to ensure they have completed the required joint UFV-UFV FSA training, and provides each member with a copy of the Senate-approved Standards that apply to the candidate’s Division.
At the first meeting, the Chair reminds all members of the need for strict confidentiality and of the need to declare any conflict of interest. The Chair ensures that all members have received, and understand how to apply the Senate-approved Standards of the candidate’s Division, and that they have had the opportunity to review the TPF and Recommendation and Report of the DRC.

The Chair calls all meetings of the URC and at each ensures that a quorum of two thirds of the membership is in attendance. The Chair keeps a record of attendance; prepares the agenda and minutes of all meetings, circulating them for approval as required; and ensures that any member who misses two consecutive meetings is deemed to have resigned from the URC and will be replaced by an alternate.

Throughout the review process, the Chair ensures that the TPF is available to all members at all times. He or she leads the discussion of the application for tenure or promotion. The URC will review the DRC’s report and the candidate’s TPF to determine whether or not the candidate meets the Senate-approved Standards.

If, at any time, the majority of the committee deems it necessary, the Chair may ask the candidate to provide clarification of any information and/or material contained in the TPF. The request and any written responses to it will be included in the TPF. Similarly, if at any time, the majority of the committee deems it necessary, the Chair may request that the Dean or the candidate appear before the committee at a subsequent meeting. It is the Chair’s responsibility to keep a record of all questions and answers posed to and received from a Dean or candidate by committee members and include these in the TPF.

After deliberating on an application and determining whether or not the candidate meets the Standards, all the committee members present, with the exception of the Chair and with no abstentions, will vote on a motion that is framed in the affirmative: that the candidate will be granted tenure and promotion to Associate Professor; or promotion to Professor. The Chair will not vote except to break a tie.

The URC’s recommendation will be determined by a majority of the ballots cast and each member will, after the ballot is taken, state the reasons that were persuasive in his or her vote. The Chair will ensure that the committee’s recommendation is substantive and related to the Standards.

The Chair completes the Recommendation and Report of the University Review Committee and ensures that it accurately reflects the URC’s majority recommendation. He or she will request that any member dissenting from the majority recommendation state his or her reasons in writing, and ensure that the dissent is appended to the report.

The Chair will forward the TPF, including the Recommendation and Report of the URC, to the Dean of the Division and the President. He or she will also provide a copy of the Recommendation and Report to the candidate, ensuring that the names of the committee members are not attached to either the majority recommendation or any dissenting opinions. If the recommendation is to deny tenure or promotion, the Chair informs the candidate that he or she may submit a Notice of Appeal to the University Review Appeals Committee (URAC) with copies to the Presidents of UFV and UFV FSA, within ten (10) business days.
Responsibilities of URC members

All members of a URC must have completed the required joint UFV-UFV FSA training before the first meeting of the committee and be prepared to provide evidence of completion as requested by the Chair. All members must hold to the requirement of strict confidentiality and declare any potential conflict of interest to the Chair in advance.

All members of a URC are expected to access and review the TPF and the Recommendation and Report of the DRC on the designated secured site, and to assess its contents in light of the Senate-approved standards for each candidate in his or her Division in advance of the first meeting. Members must not copy, transmit, or otherwise reproduce the contents of the TPF or the DRC’s Recommendation and Report. Any communication between committee members and a candidate must be only through the Chair.

During all meetings of the URC, committee members must restrict their assessments of the candidate’s teaching, scholarship, and service to the contents of the TPF and in accordance with the criteria in the Senate-approved Standards for that Division.

At any time, a committee member who desires further clarification of the contents of the TPF by the candidate, or requires an appearance by the candidate or Dean to respond to requests for clarification, will raise the question with the Chair. If it is the majority view of the committee, the Chair will either notify the candidate in writing of the need to reply to the request for clarification or ask the candidate or the Dean to appear before the committee.

After deliberating on the application, and determining whether or not the candidate meets the Standards, all URC members present, not including the Chair, vote on a motion that is framed in the affirmative: that the candidate will be granted tenure and promotion to Associate Professor; or promotion to Professor. No member present may abstain from the vote and the Chair only votes in the event of a tie.

The URC’s recommendation will be determined by a majority of the ballots cast and each member will, after the ballot is taken, state the reasons that were persuasive in his or her vote. Members dissenting from the majority vote shall provide their reasons in writing. No committee member names are attached to either the majority report or any dissenting opinions.

In the event that the URAC sends back a recommendation to the Chair of the URC, all URC members who participated in the original Recommendation and Report of the URC will participate in any actions the committee takes to respond to that request.

Role and responsibilities of the University Review Appeals Committee (URAC)

It is the joint responsibility of the UFV President and the Executive of the FSA to form a University Review Appeals Committee. The URAC hears and reviews appeals from candidates in receipt of a denial of tenure and/or promotion by the URC.
A candidate in receipt of a recommendation from the URC that denies tenure and/or promotion has the right to appeal that decision on grounds of either: a) a material procedural irregularity or defect in the application of these procedures; or b) an unreasonable decision based on evidence of the improper application of the Standards.

In such cases the candidate can, within ten (10) working days of having received the recommendation of the URC, submit a Notice of Appeal, including the statement of the facts of the case for appeal, to the Chair of the URAC, with a copy to the UFV President and to the President of the UFV FSA.

The URAC must review the recommendation of the URC and will recommend to the UFV President either: a) that the URC’s negative recommendation be upheld; or b) that the URC’s recommendation be reconsidered. If the URAC determines the grounds for the appeal have been substantiated, then it must recommend a mechanism by which such error can be corrected, and refer the matter back to the URC, giving specific recommendations on how to deal with the case. The URC must then report the action it took in response to the URAC and send its report along with the complete TPF to the President.

**Additional roles of the Dean and DRC in applications for promotion to Professor**

No later than June 10 of the year of application, each candidate for promotion to Professor must submit the names and contact information for two external reviewers to the Dean of his or her Division. Without consultation with the candidate, the DRC must also submit to the Dean no later than June 22, but preferably sooner, two names and contact information for two external reviewers. All submissions must be accompanied by a brief description of the qualifications of the names chosen.

Reviewers must be recognized academics holding the rank of Professor. In exceptional circumstances, at least one of the external reviewers may be a professional holding particular national or international qualifications, recognition or expertise relevant to the discipline of the candidate.

The Dean will ensure that recommended reviewers have no material or perceived conflicts of interest with the candidate. External reviewers cannot be members of the candidate’s family and they cannot have held or currently hold appointments at UFV. Reviewers cannot have served as the candidate’s graduate and/or post-doctoral supervisor, or have collaborated with the candidate in a meaningful way in five years prior to application.

The Dean will inform the candidate of the names of the reviewers recommended by the DRC. The candidate has the opportunity to challenge any name by stating substantial reasons. The Dean will consider the candidate’s challenge before making a final decision. The Dean will then select one name from each of the two lists, and send a Letter of Request to Review to both.

If either reviewer is not able or willing to provide an assessment, the Dean will refer to alternate names provided. If none are available, the Dean will solicit a supplementary list from both the candidate and the DRC. If neither the candidate nor the DRC is able to provide a supplementary list, the Dean will select two suitable external reviewers. The candidate will not be informed of the names of the two selected.
The Dean will forward the candidate’s dossier, in PDF format, along with the collated numeric results of the candidate’s teaching evaluations, to the two external reviewers who agree to provide an assessment of the candidate. The Dean will inform the external reviewers that UFV is primarily an undergraduate teaching institution and that the dossier and teaching evaluations must be evaluated according to the Standards. The Dean shall make reviewers aware that they need not evaluate areas or components on which they may not feel qualified to comment.

The Dean will provide the candidate with anonymized copies of the external reviewers’ assessments and provide the candidate opportunity to respond in writing to the assessment. Failure to provide an external reviewer’s assessment by the time the DRC opens the TPF shall not prejudice the candidate. In such case the DRC will be instructed to review the application with only one external review.