



Guide to the Tenure and Promotion Process for Candidates

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Introduction and Overview

This document familiarizes tenure-track faculty applying for tenure and promotion to the rank of Associate Professor, and tenured faculty applying for promotion to Professor with the procedures and requirements of the UFV Terms and Procedures for Tenure and Promotion.

Tenure and promotion at the UFV was developed to inform, support, and enhance the professional and intellectual growth of teaching faculty at a primarily undergraduate, teaching intensive university. 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 Collective Agreement (CA) and the Terms and Procedures for Tenure and Promotion, 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.

While this guideline document summarizes the processes, candidates must also refer to the documents above and ensure their application meets the requirements. In the event of inconsistency between these these guidelines and the Procedures, Collective Agreement, and Faculty Standards documents, the latter are the authoritative sources.

The Goals of the Tenure and Promotion Process at UFV

In general, the goals of the tenure and promotion process at UFV are similar to other universities. UFV's process enables tenure-track faculty members to achieve professional, academic, and personal goals, including, but not limited to the: a) building of a culture of quality and capacity; b) support and ownership of individual goals and aims; and c) reputation and peer recognition. The process encourages career advancement by providing a transparent, fair, and formative process for growth and development that begins at the time of the first appointment and carries on through the entire career at UFV.

From a university perspective, the process supports UFV's mission that communicates who we serve, what we do, and what impact we make. UFV's system builds and maintains professional capacity, promotes its strategic goals, grows the professoriate, and enhances its reputation.

UFV's process differs from other universities in that it has been developed and implemented with the clear understanding that UFV is a teaching intensive university. Throughout, the implementation and application of UFV's process 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 favor 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.

University-Wide Principles

Below are excerpts from the [University-Wide Principles for the Establishment and Review of Standards for Tenure and Promotion](#) (approved at Senate 2025) for each of Teaching, Scholarship and Service, which inform the Faculty/academic unit standards.

Associate Professor

For tenure and promotion to the rank of Associate Professor, the University places particular emphasis on the quality of work accomplished and the meaningful contributions made to the areas of teaching, scholarly activities, and service. Standards for the rank of Associate Professor demonstrate emerging leadership and stipulate the expectancy of progression from the baseline of Assistant Professor.

An Associate Professor demonstrates

- a) proficiency in teaching and provides evidence of effectiveness, creativity, and meaningful reflection on teaching and the support of student learning. They facilitate the students' own process of discovery and application of what they learn both within and outside the classroom. They incorporate equity, diversity, inclusion, and decolonization both within and outside the classroom. They set an example of ethical practice for students in the pursuit, construction, and application of knowledge.

- b) a record of achievement within an area of scholarship. This includes, but is not limited to, a critical review by peers and dissemination of one's research, scholarship, or creative work through professional networks appropriate to the field of practice.
- c) a record of sustained and meaningful contributions of service to the University, the academic community, and/or the community at large.

Professor

Promotion to Professor recognizes the [ey shxweli](#) (The pursuit of our highest standard in everything we do, with determination and heart) contributions of faculty members in teaching, scholarship, and service. Standards for the rank of Professor demonstrate substantial leadership and stipulate the expectancy of progression from the rank of Associate Professor.

A Professor demonstrates

- a) recognition by students and peers beyond UFV for distinguished and innovative teaching. They enrich UFV's pedagogical and equitable practices through curriculum development and mentorship of peers in relation to teaching.
- b) distinction and wide recognition in their scholarship, as recognized by appropriate professional communities.
- c) a record of substantial and meaningful contributions in service, including capacity building and leadership.

These University-Wide Principles inform the development of Faculty Standards. Candidates should consult the individual [Faculty Standards](#) document for their academic area when preparing their application.

Appointment and the Probationary Period

The following sections apply to all 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 instructors, limited term faculty appointments, or lab instructors.

New tenure-track faculty initially appointed at the rank of Assistant Professor may apply for early 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 faculty member and UFV are afforded multiple opportunities for mutual appraisal.

Initial Probationary Appointment (IPEC)

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

At the time of appointment, the Dean or Department Head will also provide the faculty member with the relevant Standards on which they will be evaluated. They will be informed that, for the purposes of tenure and promotion, their performance will be assessed using a weighting that allocates a minimum of 60% to teaching; a minimum of 20% to one of research, scholarship and creative activities or service; and a minimum of 10% to the remaining component. While it is the tenure-track faculty member who declares the weightings on how they wish to be evaluated, they do not have to make this declaration until the application for tenure and promotion. Following successful completion of the initial probationary period, the faculty member 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).

During Year 1, the IPEC ensures that all data required for the Individual's Probationary Evaluation File (IPEF) is collected. This includes 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. 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, 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 their 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. 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 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 – to the Dean.

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 research, scholarship and/or creative activities, and service.

At least 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 the faculty member has successfully completed the initial probationary period. Unless shortened because they held tenure or rank at a previous university, or because they applied 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 no later than June 1 in Year 5.

Substantively and in terms of process and structure, it is during this period that the responsibility to review, assess, and determine the awarding of tenure and promotion to Associate Professor passes to the DRCs, URC, and the President, constituted under the authorities of the Terms and Procedures and the applicable Faculty Standards approved by Senate.

Similar to the initial probationary period, faculty members must be successful in achieving tenure and promotion to Associate Professor to retain their position at UFV.

Peer Evaluations of Teaching

An important component of the tenure and promotion process during the second probationary period is the collection of peer evaluations of teaching. These include a desktop review and classroom observation, and normally one will be conducted each semester during years three and four, for a total of four evaluations prior to application for tenure. **It is the candidate's responsibility to ensure the peer evaluations of teaching are completed.**

Candidates should choose a tenured colleague as a peer evaluator for any particular course each semester and request the evaluator complete both the desktop review and a classroom observation on the approved form. Prior to the peer evaluation, the candidate will grant access to the course on Brightspace for a specified time period through the [Faculty Course Enrolment link](#).

Student Evaluations of Teaching

Candidates must ensure that student evaluations of teaching are collected for each course taught throughout the second probationary period.

Application for Tenure and/or Promotion

Guidelines for Application for Tenure and Promotion to Associate Professor

Between February 1 and February 28 of the fourth year a tenure-track faculty member's appointment (normally during the eighth full semester of teaching assignment since the date of initial appointment), the Dean will send written notification to faculty members that are expected to apply to be reviewed for tenure and promotion in the following year and that, if an application is not made, employment will cease at the end of the tenure-track appointment. **Following this notification, candidates must confirm to your Dean your intention to apply on or before March 31.**

If a maternity or parental leave has been taken, a faculty member may elect to defer consideration of application for tenure for one year by providing written notice to your Dean no later than four weeks prior to commencement of the leave. For leaves related to documented medical grounds the four-week notice requirement may be waived. Tenure-track faculty on approved long term disability leave may defer application for two years from the date the leave is approved. Faculty members may also apply directly to the Dean prior to March 31 of the (normally) fourth year of employment for an extension of not more than one year due to exceptional circumstances (see Procedures Section 2(c)). Faculty members will not be granted more than once except by express written permission of the President.

For those eligible to apply for early tenure (i.e., eligible to apply in the third year of employment for award of tenure and promotion to Associate Professor in the fourth year) **written notification must be sent to the Dean between March 1 and 31 of the year of application.** A candidate who chooses this option will not be required to demonstrate qualifications beyond those required for tenure. However, reviewers will hold such applications to the same Standards as applications on the normal timeline. It is strongly recommended that those applying for early tenure consult with the Dean.

By **May 31st**, candidates must then submit a formal Letter of Application to the Chair of the relevant DRC and upload the Dossier document and other components of the Tenure and Promotion File to MS Teams. The letter of application to the DRC Chair should include:

1. A statement of the weightings (percentages) of teaching, scholarship, and service for the application.
2. A statement identifying the Faculty Standards version for the application. (Faculty standards documents are reviewed and updated periodically, and candidates will normally be reviewed according to the latest version for their division. However, candidates for tenure and promotion to Associate Professor may request to their Dean to be reviewed according to the version in place when they were hired).

Prior to the first meeting of the DRC (typically over the summer), the Dean will provide a written assessment of progress since the end of the initial probationary period. This assessment will be added to the TPF, and Candidates may respond to the Dean's assessment if they wish.

Guidelines for Application for Promotion to Professor

Tenured Associate Professors are eligible to apply for promotion to Professor at any time, provided they have gathered the required materials for the TPF. Those wishing to apply for promotion to Professor must send written notification to their Dean between **March 1 and March 31** of the application year. By **May 31st**, candidates will then submit a formal Letter of Application to the Chair of the relevant DRC and will upload their complete Tenure & Promotion File to MS Teams. The letter of application should include:

1. A statement of the weightings (percentages) of teaching, scholarship, and service for your application.
2. A statement identifying the Faculty Standards version for your application. (Faculty standards documents are reviewed and updated periodically, and candidates will normally be reviewed according to the latest version for their division. Candidates for Professor will normally be reviewed according to the latest Faculty Standards version for their academic area.

In addition, those applying for promotion to the rank of Professor must submit to their Dean the names and contact information for two external reviewers by **May 31st**. Additional information regarding the selection of external reviewers for promotion to Professor may be found in Section 7 of the Terms and Procedures for Tenure and Promotion.

In the event of an unsuccessful application for promotion to Professor a faculty member must wait two years before re-applying. In such cases, the candidate will repeat the entire application process, including the submission of a new Dossier and new letters of assessments from external reviewers. **An Associate Professor may re-apply for promotion to Professor only twice.**

Tenure and Promotion File (TPF)

The Tenure and Promotion File (TPF) is housed on MS Teams. Candidates upload materials to their TPF by May 31st, and retain access to view the TPF as it moves through the review process, as does the Dean (and/or Associate Dean), Dean's Assistant and the Director, Tenure and Promotion. While it is necessary for the members of the DRC, URC, URAC (if applicable), and the President to have access at the appropriate stages in the review process, no other persons may access your TPF without your permission.

The required components of the TPF are outlined in Section 8 of the Terms and Procedures. The TPF Checklist may be helpful in compiling the TPF. It is a candidate's responsibility to ensure all components of the TPF are provided such that the review committees can make a reasoned evaluation of the application. TPFs that are complete and well-organized are extremely helpful for DRC and URC members to review and access the files in an efficient manner. All files should be clearly labelled and have a consistent naming structure. Candidates should ensure that material redundancies are removed from their applications and encouraged to organize their TPF as below:

1. Candidate's Letter of Application

- A copy of the letter sent to the DRC Chair. This letter should include the weightings (percentages) assigned to teaching, scholarship, and service.
- The letter should also identify the relevant Faculty Standards version. Typically, this will be the latest version of the document for your division. Candidates wishing to be reviewed under a previous version in place at the time of their hiring, should seek advice from the Director, Tenure & Promotion before identifying this in the letter of application.
- In addition, candidates may wish to outline the timeline of their employment, including any leaves during the probationary period.

2. Dossier

- See contents below and Dossier checklist.
- Appendices (optional: to reduce the bulk of supporting documents associated with the Dossier).

3. Dean Reports

- Dean's Summary Report of the Candidate's Individual Probationary Evaluation
- Dean's Written Assessment of the Candidate's Progress Since the Completion of the Initial Probationary Period
- Response to the Dean's Written Assessment since completion of Initial Probationary Period (optional)

4. Student evaluations

- Student evaluations for each undergraduate or graduate section or cohort per semester taught since appointment as a tenure-track faculty member up to the application for tenure (**tenure and promotion to Associate Professor**)
- Student evaluations from the two (2) most recent sets of evaluations per Article 13.5 (or the most recent if only one (1) Article 13.5 evaluation since the award of tenure) (**Promotion to Professor**)

5. Peer Evaluations of Teaching

- Two (2) peer evaluations of two (2) different courses or modules in one (1) year for each year in the period between the end of the initial probationary period and the application for tenure. For semester-based programs, the evaluations will occur in two (2) different semesters. In programs where a desktop review is not practical (e.g., clinical teaching), an in-class teaching observation will suffice. **(Tenure and Promotion to Associate Professor)**
- Peer evaluations of two (2) different courses or modules in one (1) year in two (2) of the three (3) years preceding application for promotion. For semester-based programs, the peer evaluations will occur in two (2) different semesters. In programs where a desktop review is not practical (e.g., clinical teaching), an in-class teaching observation will suffice. **(Promotion to Professor)**

6. External Reviewer Reports (Application for Professor Only)

- Reviewer 1 report
- Reviewer 2 report
- Candidate response to external reviewers (optional)

7. Record of Communications with DRC and URC (If necessary, added after TPF closes to candidate)

- Written Record of Questions and Answers Arising From Requests for Clarification of Contents of TPF. If applicable to either the DRC or URC or both. This record will normally be added by the DRC or URC Chairs as appropriate.
- Written Record of Questions and Answers Arising from Candidates or Deans Being Invited to Appear Before the Committee. If applicable to either the DRC or URC or both. This record will normally be added by the DRC or URC Chairs as appropriate.

Dossier Document

The Dossier document forms the main written component of the TPF and should be compiled into one PDF document with the following contents. Also see the Dossier document checklist. Appendices may be used to contain additional documents.

1. Table of Contents

- The Dossier must include a table of contents with page numbers.

2. Candidate's Profile for Assessment

- Declaration of relative % weight to be applied to candidate's teaching, scholarship, and service

3. Statement of Case for Tenure & Promotion

- 1,000 to 1,500 words

4. Curriculum Vitae

- Complete, up-to-date, and on approved template

5. Statement of Teaching Philosophy

- Approximately 500 to 1000 words

6. Teaching Responsibilities

- A list of courses taught, along with the most recent syllabus for each undergraduate and graduate course taught in the last five years (or parts of courses taught as a member of a team); a

representative sample of assignments and exams; and other instructional material designed, and as deemed relevant to the application, by the Candidate. Previous syllabi may be included.

7. List of Student Projects

- A list of individual student projects, or theses, supervised or mentored (at UFV and other universities), whether completed or in progress, and outlining the nature of the Candidate's involvement.

8. Further Evidence of Achievement in Teaching

- May include: contribution to curriculum development; description of awards or special recognition for teaching excellence; a description of relevant professional development; evidence of mentoring or training others in teaching; evidence of outstanding academic achievement by the Candidate's students; any other material the Candidate deems relevant.

9. Scholarly or Creative Works

- Candidates facilitate access to their scholarly or creative work, including but not necessarily limited to books, articles, reports, audio-visual materials, case studies, professional handbooks, and any other research or creative material the Candidate deems relevant. In cases of collaborative work, the Candidate will make clear the extent of their contribution to the works produced in cooperation with others.

10. Further Evidence of Achievements in Scholarship

- Description of the most significant contributions to their professional field; description of awards or special recognitions; invited publications, presentations, and exhibitions; research grants; successful research collaborations; evidence of outstanding scholarly or creative achievement by the Candidate's students; any other material the Candidate deems relevant.

11. Service to the University

- A list of the Candidate's record of university, Faculty, Senate, divisional, and FSA committees, task forces or working groups, and brief description of the role of the Candidate in that service work.

12. Additional Evidence of Achievement in Service

- Additional evidence of achievement in service, such as university administrative work; active participation in professional organizations; peer reviewing activities; significant service in community organizations and public service and any other material the Candidate deems relevant.

Overview of the Review Process

The processing of an application for tenure and/or promotion is a three-step process including:

1. review by the Division Review Committee (DRC)
2. review by the University Review Committee (URC)
3. decision from the President.

The timeline for the review process, from when the TPF is first viewed by the DRC to the final decision of the President, typically occurs between mid-August and June 1st.

The Division Review Committee (DRC)

DRC memberships are publicly available on the tenure and promotion website. The DRCs are six-member committees. The Chair and three other tenured faculty of the DRC, as well as an alternate, are elected by and from tenure-track and tenured faculty members of the candidate's Division. In the case of cross-divisional appointments, the Chair will be the Head of the Division or will be appointed by the Dean. The sixth member of the DRC, the external, is appointed by the Dean from another Division. In case of applications in Divisions that do not have enough eligible members to serve, the Dean may combine members from other related Divisions and the Dean, and those members will agree on the selection of the Chair. In the case of cross-appointments, the cross-appointed Candidates will, in consultation with the Dean (or Deans), select the Division and related Standards they wish to have applied for purposes of tenure and/or promotion. Normally, the Division selected will be where the Candidate has the majority of their teaching, scholarship, and service activities.

No DRC member present at the deliberations of a DRC may abstain from voting. No DRC member may vote unless they are present at the meeting and the Chair may vote only in the case of a tie.

DRC members are expected to have completed a training workshop by UFV, are bound by the strictest confidentiality, and must declare at the outset if they are in a conflict of interest with the candidate. Similarly, candidates may indicate to the Chair of your DRC if they consider one of the members to be in a conflict of interest on the application. Candidates must review the composition of the DRC and declare any conflicts of interest before the file is reviewed.

The DRC's assessment of the application is governed by procedural fairness and the highest standards of integrity, professionalism, discretion, and equity, based entirely and only on information contained in the TPF and justified according to the criteria of the Senate-approved Standards. The DRC may, at any time the majority deems it necessary, ask the Candidate for clarification of any material in your TPF. The DRC may also ask the Candidate or the Dean or your Dean to appear at the committee and clarify questions about the application. A written record of any such requests and/or questions from the DRC, and the candidate's or Dean's responses to them, will be placed in the TPF.

After deliberating on the application, the DRC will conduct a vote on a motion that is framed in the affirmative: that the candidate be granted tenure and/or promotion to Associate or Professor. The recommendation will be determined by majority of the ballots cast and each member of the DRC will be required to state the reasons that were persuasive in their vote. Any member dissenting from the majority vote will be required to state their reasons in writing, substantiated by reference to the Standards, and the dissent will be appended to the majority report. No names will be attached to either the majority recommendation or any dissenting votes.

If the DRC's recommendation is to deny tenure and/or promotion, a candidate has the right to respond in writing to the Recommendation and Report and to have this included in the TPF prior to submission to the URC. Following review of the TPF, the DRC provides a report and recommendation to grant or deny tenure and promotion.

University Review Committee (URC)

URC membership is publicly available on the tenure and promotion website. The URC is an eleven-member committee chaired by the Provost (or designate) and consisting of three Deans appointed by the Provost, and one elected tenured faculty member from each Faculty. Each Faculty also elects an alternate. Quorum for all meetings of the URC is two thirds of the appointed and elected membership. No URC member present at the deliberations of the URC may abstain from voting. No URC member may vote unless they are present at the meeting and the Chair may vote only in the case of a tie.

The URC's assessment of the application is governed by procedural fairness and the highest standards of integrity, professionalism, discretion, and equity; and based entirely and only on information contained in your TPF, including the DRC Recommendation and Report. The assessment is conducted in person, but the URC may, at any time the majority deems it necessary, ask the candidate for clarification of any material in the TPF. The URC may also ask the candidate or the Dean to appear before it to answer questions about the application. A written record of any such requests and/or questions from the URC, and the Dean's responses, will be uploaded to your TPF.

The URC will review the TPF and the Recommendation and Report of the DRC, and after determining whether the application meets the Standards, all Committee members present will vote on a motion that is framed in the affirmative: that the candidate be granted tenure and/or promotion to Associate or Professor, respectively. The recommendation will be determined by a majority of the ballots cast, and each member of the URC will, after the vote has been cast, state the reasons that were persuasive in their vote. Any member dissenting from the majority recommendation will state their reasons in writing, and the Chair will ensure that the dissent is appended to the report.

If the URC makes a negative recommendation, a candidate has the right to appeal the decision to the URAC (see below).

University Review Appeals Committee (URAC)

The University Review Appeals Committee (URAC) is a standing committee comprised of one tenured faculty member elected by each Faculty, two at-large tenured elected faculty members from any Faculty, and four tenured faculty members appointed by the President.

In the event the URC makes a negative recommendation, a candidate may appeal the recommendation to the University Review Appeals Committee (URAC) on one of the following grounds:

- (i) a material procedural irregularity or defect in the application of the procedures
- (ii) unreasonableness on the basis of improper application of the Standards

In such cases, the candidate must submit a Notice of Appeal, including a statement of case, to the President of the University within fifteen (15) workdays of having received the URC's recommendation. At this time, the candidate must indicate whether they wish to appear before the Review Panel. Such a request will not be denied.

A Review Panel consisting of five members of URAC will review the TPF including the candidate's appeal. The URAC Review Panel will either uphold the negative recommendation of the URC or, if it determines that grounds for the appeal have been substantiated, must refer the matter back to the URC, giving specific reasons and any recommendations to the URC pertaining to them. The URC must address the URAC recommendations and report to the President the actions it took. This report will be added to the Candidate's TPF.

Decision of the President

The President reviews the recommendations of the DRC, the URC, and if applicable the URAC, and decides that tenure and/ or promotion be granted or denied on or before June 1 of the review year. The President may not capriciously overturn a recommendation of the URC and if their decision is to deny tenure and/or promotion, must specify the reasons in writing. While the President's decision is final and not subject to appeal, the decision may be grieved as described in Article 7 of the CA.

Important Timelines – Tenure & Promotion Process

March 1st – 31st

Candidates will declare their intention to apply for tenure and/or promotion by sending written notification to the Dean between March 1 – 31 of the year of application (typically year four of employment for Assistant Professors).

May 31st

- Candidates send a formal Letter of Application to the DRC Chair and upload the letter to their TPF.
- Candidates upload their Dossier and all required materials to the TPF.

June - August

The Dean will provide a written assessment of the candidate's progress since the end of the initial probationary period. This assessment will be added to the TPF, and the candidate may add a response to the Dean's assessment to the TPF if they wish.

The candidate may add materials to the TPF that were not available by the May 31st deadline. For example – student evaluations for courses that run into the spring/summer; publications completed after May 31st.

August – November

The DRC will review the Candidate's TPF and provide a written report and recommendation to the Candidate, the Dean, and the URC Chair. The report and recommendation is added to the TPF.

December – April

The URC reviews the Candidate's TPF and provides a written report and recommendation to the Candidate, the Dean, and the President. The report and recommendation is added to the TPF.

June 1st

The President issues a decision to the candidate with a copy to the Dean.

Checklist for Probationary Period and Tenure & Promotion Timeline

| Year | Term | Activity |
|------|--------|--|
| 1 | Fall | <ul style="list-style-type: none"> ✓ IPEC committee formed ✓ Gather materials for IPEF, including classroom observations |
| | Winter | <ul style="list-style-type: none"> ✓ Gather materials for IPEF, including classroom observations ✓ Year one decision from the Dean |
| 2 | Fall | <ul style="list-style-type: none"> ✓ Gather materials for IPEF, including classroom observations |
| | Winter | <ul style="list-style-type: none"> ✓ Gather materials for IPEF, including classroom observations ✓ IPEC committee work complete ✓ Year two decision from the Dean |
| 3 | Fall | <ul style="list-style-type: none"> ✓ Gather materials for TPF including peer evaluation of teaching (desktop review and classroom observation) |
| | Winter | <ul style="list-style-type: none"> ✓ Gather materials for TPF including peer evaluation of teaching (desktop review and classroom observation) |
| 4 | Fall | <ul style="list-style-type: none"> ✓ Gather materials for TPF including peer evaluation of teaching (desktop review and classroom observation) |
| | Winter | <ul style="list-style-type: none"> ✓ Gather materials for TPF including peer evaluation of teaching (desktop review and classroom observation) |
| 5 | Fall | <ul style="list-style-type: none"> ✓ DRC reviews tenure and promotion file |
| | Winter | <ul style="list-style-type: none"> ✓ URC reviews tenure and promotion file ✓ Decision from the President by June 1 |

Frequently Asked Questions - FAQs

Can I apply for tenure early?

Assistant Professors typically apply in March of their fourth year of employment. New faculty may apply for tenure during the third year of employment in exceptional cases and should consult with their Dean if considering an early application.

Can I defer or extend my application?

Faculty on maternity or parental leave may elect to defer consideration of their application for one year by providing written notice to the Dean no later than four weeks prior to the commencement of the leave. For faculty on approved long-term disability leave the deferral will be two years from the date of the approved leave.

Faculty may apply to the Dean by March 31st of their fourth year for an extension of one year due to exceptional circumstances.

What if I'm unsuccessful in my application for tenure and promotion to Associate Professor?

All tenure-track faculty members at UFV hired under Article 12.7(a) of the Collective Agreement must successfully achieve tenure and promotion to Associate Professor. Faculty denied tenure will be offered up to a one-year terminal limited term appointment to facilitate their search for employment elsewhere.

What if I was hired in January?

Since applications are only accepted once per year, faculty hired in January should apply for tenure at the same time as those hired 8 months later in August of the same year. This is typically in March four years after their start date. For example: a faculty member hired in January 2025 should apply in March 2029 (same timeline as a faculty member hired in August 2025).

What if I already had tenure or was in a tenure-track position at another university?

Appointees who already hold or held titles of Associate Professor or Professor at an accredited university might, upon recommendation of the Dean, be appointed with their previously earned titles. Appointees who were already tenured at an accredited and/or recognized university may be appointed with tenure, upon recommendation of the Dean, contingent on successful completion of a one-year probation period.

Appointees who were on a tenure-track position at an accredited and/or recognized university may apply for tenure after successful completion of a two-year probation period.

What if I am missing components of my tenure and promotion file?

Every effort should be made to submit a complete tenure and promotion file. If components are missing (e.g. one or more peer evaluations of teaching) a candidate will consider whether they can obtain the materials retroactively. The candidate should clearly explain the reasons for missing components in the TPF; the application will proceed, and the review committees will evaluate the materials available in the TPF against the faculty standards.

Does the peer evaluation of teaching need to be conducted by a tenured colleague?

Yes. The choice of a peer reviewer for any particular course is up to the faculty member being evaluated. Normally, peer reviewers will be tenured faculty in the applicant's own division or discipline, but they may be chosen from a cognate discipline at UFV, from a similar or cognate discipline at another university, or, in exceptional cases, professionals with expertise in evaluating post-secondary teaching in the applicant's discipline. The evaluation will be conducted on the approved evaluation form. In the case that no tenured faculty member is available to conduct the evaluation, candidates should seek advice from their Dean about an alternate evaluator.

Does the tenure and promotion file include materials from the initial probationary period (IPEC)?

Yes. The tenure and promotion process includes materials gathered throughout one's time as an Assistant Professor at UFV – typically four years prior to application. Candidates should ensure they include teaching peer evaluations, student evaluations, and other materials collected during IPEC, in addition to those materials collected during years three and four. Candidates often also include materials related to the work they conducted prior to their employment at UFV, though they are advised not to depend on their employment prior to UFV in order to meet the Faculty Standards.

What if the faculty standards document is reviewed and updated after I was hired?

Faculty standards are reviewed and approved at Senate every five years. Typically, candidates for tenure and promotion to Associate Professor who were hired when a previous version was in place will have the choice to apply under the previous version. They should consult with the Dean prior to applying if they wish to do so. Candidates for promotion to Professor will typically be expected to apply under the current version of the faculty standards for their area.

Am I expected to apply for promotion to Professor after achieving tenure?

There is no requirement to apply for promotion to Professor throughout one's career at UFV.

What if I am unsuccessful in my application for promotion to Professor?

A faculty member who is denied promotion to Professor will continue in their faculty position at the rank of Associate Professor. A Candidate denied promotion to Professor must wait two years before reapplying. A Candidate may re-apply for promotion to Professor only twice.

How far ahead should I plan to apply for promotion to Professor?

Associate Professors planning to apply for promotion to Professor typically need to plan at least two years ahead in gathering materials. Peer evaluations of teaching are required for two of the three years prior to the application.

Can I use Artificial Intelligence in the development of my dossier? How should I reflect the use of A.I. that I have used in my teaching, scholarship or service?

UFV has developed [A.I. Principles](#) which support the Academic, Administrative/Information Systems, and Research sectors of the university in adopting and applying A.I. in their respective areas. While specific guidelines on A.I. as it relates to tenure and promotion have not yet been developed, faculty are advised to follow the UFV Principles in their academic work and in preparation of their application. Faculty are also advised

to be transparent about the use of A.I. and consider including an A.I. disclosure statement in their Dossier if appropriate.

Questions about the tenure and promotion process may be directed to Dr. Alastair Hodges, Director, Tenure & Promotion, Office of the Provost & Vice-President, Academic at: alastair.hodges@ufv.ca