

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

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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 teaching Faculty at a primarily undergraduate, teaching intensive university.

This guide is designed to support faculty, academic staff and administrators who participate in the review and evaluation of applications for tenure and/or promotion at UFV, specifically members of the Division Review Committees (DRCs), the University Review Committee (URC), and Deans. While these guidelines are intended to summarize the main processes described in the documents below, they should also be read in close connection with the Terms & Procedures for Tenure & Promotion. In the event of any inconsistency between the contents of these guidelines and the Terms and Procedures, the latter are the authoritative sources.

The documents that provide the framework for review, evaluation, and decision on all applications for tenure or promotion at UFV are the:

- a) UFV – UFV Faculty and Staff Association (FSA) Collective Agreement;
- b) 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; and
- c) 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.

The Goals of the Tenure and Promotion process at UFV

In general, the goals of the tenure and promotion process at UFV are like those at other universities. UFV's process enables faculty members to achieve their 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 first appointment and carries on through the career at UFV.

From a university perspective, the system supports UFV's mission: Engaging learners, transforming lives, building community – yoystexw ye totilthet, ayeqet kw'e shxwaylexws, thayt kw'e st'elt'elawtexw – that communicates in a single sentence 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 understanding that UFV is a teaching intensive university.

Principles

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.

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.

Appointment and the Probationary Period

The following sections apply to new permanent full or part time teaching Faculty initially appointed 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, 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.

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 or deferral, not 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, the Dean or Department Head will 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.

At the time of hiring, the Dean, in consultation with the appropriate Department Head, will also 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.

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. 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 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 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 their 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 process, and normally involves application for tenure and promotion to Associate Professor in Year 4, with the decision made by the President 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 make a determination to award tenure and promote an Assistant Professor to Associate Professor passes to the DRCs and University Review Committee (URC) constituted under the authorities of the Procedures and the applicable Standards approved by Senate.

Responsibilities of the Dean

The Dean's primary responsibilities are to create the Division Review Committees (DRCs) in their Faculty, collaborate with the DRC Chair(s) on all applications for tenure and promotion, and provide reports to the candidates:

1. the Dean's summary report of the Candidate's individual probationary evaluation (IPEC Year 2)
2. the Dean's written assessment of the Candidate's progress since the completion of the initial probationary period

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 are expected to apply for tenure and promotion that year. The Faculty member is expected to confirm to the Dean their intention to apply between March 1st – 31st. If the application is not made, employment will cease at the end of the fifth year.

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 four (4) weeks prior to commencement of the leave (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, has applied to the Dean for such extension by March 31 of the fourth year and has been granted approval for same. Faculty members will not be granted this extension more than once except by express written permission of the President.

After the Tenure-track Faculty member has confirmed their intent to apply for tenure and promotion, the member submits **a formal letter of application** to the Chair of the relevant DRC, and their **Tenure and Promotion File by May 31**.

Between March 1 and 31, Deans may also receive applications from Tenure-track Faculty in the third year of their employment who wish to apply for early tenure and promotion and from Associate Professors who wish to apply for promotion to Professor. If the member subsequently decides to withdraw an application, they must send written notification to the Dean **before May 31**.

Prior to the first meeting of the DRC (**typically by August 15th**) the Dean will provide the Candidate with a written assessment of progress since the end of the initial probationary period and informs that Candidate that they can respond in writing to this assessment. Both the assessment, and the Candidate's response, if any, will be added to 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 (typically in October). The TPF should include:

- Letter of Application
- Tenure and Promotion Dossier
- Dean's Summary Report of the Initial Probationary Period
- Dean's Written Assessment of Progress Since the End of the Initial Probationary Period (and the Candidate's response to it, if any)
- Student Evaluations
- Peer Evaluations of teaching (typically four evaluations completed during years three and four)
- Letters of Assessment from External Reviews (**Promotion to Professor only**)

In addition to the Dean's IPEC Summary Report and Written Assessment listed above, the Dean must also provide any required student evaluations the Candidate may be missing to ensure the Candidate is able to submit a complete TPF. 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 so that the Candidate can respond to them and have those included in their TPF as well.

During all deliberations of the DRCs or URC, Deans may be asked for clarification of any information and/or material contained in the TPF. Such a request and the response shall be in writing and are added to the TPF. The Dean may also be asked to appear before the committee to answer questions about the application.

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

No later than May 31 of the year of application, an Associate Professor applying for promotion to Professor must submit the names and contact information for two external reviewers to the Dean of their Division. Without consultation with the Candidate, the Dean will consult with the head of the Candidate's Division to obtain the names and contact information for two external reviewers. Each name must be accompanied by a brief description of the individual's qualifications to serve as a reviewer.

- Reviewers should normally be recognized academics who hold or have held the rank of Professor.
- In exceptional circumstances, the Dean may consider up to one external reviewer with equivalent expertise of Professor. For disciplines where appropriate external reviewers do not normally hold the rank of Professor, the Dean may consider reviewers with appropriate expertise.
- 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 postdoctoral supervisor or have collaborated with the Candidate in a meaningful way in five years prior to the application.

The Dean will ensure that recommended reviewers have no material or perceived conflicts of interest with the Candidate. The Dean will inform the Candidate of the names of the potential reviewers. 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. The Candidate will not know the names of the selected reviewers.

If none of the reviewers are able to provide an assessment, the Dean will ask the Candidate and the head of the Candidate's Division to provide a supplementary list of two potential reviewers each (including names, contact information, and brief description of their qualifications to serve as reviewers). If the Candidate and the head of the Candidate's Division are unable to provide supplementary names that are available to serve as external reviewers, the Dean will make all reasonable efforts to identify and secure two suitable reviewers.

The Dean will forward the Candidate's Dossier, in PDF format, along with **the collated numeric results of the Candidate's teaching (student) 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 offer the Candidate an opportunity to respond in writing to the assessment. If any external assessment is not submitted by the time the DRC begins its deliberations the lack of assessment will not prejudice the Candidate and the DRC will proceed with the review.

Division Review Committee (DRC)

Responsibilities of the Chair

Throughout the review process, it is the responsibility of the Chair, in communication with the Director, Tenure & Promotion, to ensure that the:

- a) contents of the TPF are known and made available at all times to the Candidate;
- b) TPF is closed five (5) business days prior to the first meeting of the committee; and
- c) TPF is available to all members of the DRC reviewing the application.

The Chair will contact the Director, Tenure & Promotion, for assistance with access to the TPF.

The Procedures require that all applications for tenure or promotion proceed in a timely manner. Therefore, the DRC Chair will normally schedule the DRC meeting(s) as soon as possible after the tenure and promotion files are complete. This normally occurs in mid-August. The goal is for the DRC to complete their meeting(s) and provide a report and recommendation for each candidate by late October.

Prior to the opening of the TPF, the Chair contacts all committee members, including alternates, to confirm they have completed the required UFV training, informs them of the names of each candidate and ensures no conflict of interest exists. The Chair also informs members when the TPF(s) is ready for review and ensures members have access to a copy of the appropriate Faculty Standards document for each application.

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

All DRC members shall endeavour to participate in all meetings of the Committee. A member who misses two consecutive regular meetings will be deemed to have resigned from the DRC and will be replaced by the alternate. No DRC member present at the deliberations of a DRC may abstain from voting, even if the DRC member has not been present at all previous meetings where the application was considered. No DRC member may vote unless they are present at the meeting.

The Chair prepares the agenda and minutes of the meeting, circulating them to members for approval as required, and keeps a record of attendance. They foster 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 Dean or Candidate in writing to provide clarification of any information and/or material contained in the TPF. Both the request for and the response, if any, 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, vote on a motion framed in the affirmative:

Motion: "That the Candidate will be granted tenure and promotion to Associate Professor; or promotion to Professor".

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 their 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. They also request that any member dissenting from the majority recommendation state their reasons in writing and ensure that the dissent is appended to the report. The Chair forwards the DRC Recommendation and Report to the Dean of the Division and to the URC Chair, with copy to the Candidate, ensuring that the names of the committee members are not attached to any dissenting opinions.

Responsibilities of the DRC members

Members on all committees must familiarize themselves with UFV's policies on conflict of interest and institutional ethics. In particular, committee members cannot have acted as a supervisor of the Candidate's teaching, scholarship or service in any way that would have had a direct impact on the Candidate's employment; and they cannot have served as the Candidate's graduate or postdoctoral supervisor in the last five years. All members must hold to the requirement of strict confidentiality and declare any potential conflict of interest to the Chair in advance. **Any communication between committee members and a Candidate must only be from the Chair.**

In advance of the first meeting, all DRC members are expected to have completed the required UFV training and review the TPF on the designated secured site. During this review and at 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 Senate-approved standards and criteria for each Candidate in their Division. **Members must not download, copy, transmit or otherwise reproduce the contents of the TPF.**

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. 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 the Candidate meets the Standards, all DRC members present, with the exception of 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. The DRC's recommendation will be determined by a majority of the ballots cast without abstentions and each member will, after the ballot is taken, state the reasons that were persuasive in their 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.

University Review Committee (URC)

Responsibilities of the 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. If the Provost is unable to Chair the committee, the Vice Provost will assume this responsibility.

Upon receipt of a Candidate's 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 UFV 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 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 ensures that a quorum of two thirds of the membership is in attendance for each. The Chair keeps a record of attendance; prepares the agenda and minutes of all meetings, circulates 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. All members in attendance will be required to attest to whether the deliberations were conducted in accordance with the Procedures.

Throughout the review process, the Chair ensures that the TPF is available to all members at all times. They lead 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 the Candidate meets the Standards, all the committee members present 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 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 their vote. The Chair will ensure that the committee's recommendation is substantive and related to the Standards.

No member present (physically or in exceptional circumstances by technological means) at the deliberations of the URC may abstain from voting, even if the URC member has not been present at

all previous meetings where the application was considered. No URC member may vote unless they are present (physically or in exceptional circumstances by technological means) at the meeting. The Chair will not vote except to break a tie.

The Chair completes the URC Recommendation and Report and ensures that it accurately reflects the recommendation of the majority. They request that any member dissenting from the majority recommendation state their reasons in writing and ensure that the dissent is appended to the report. The Chair then **forwards the URC Recommendation and Report to the Dean of the Division and the President**. They 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 Candidate may submit a Notice of Appeal, including a statement of their case, to the President of the University within fifteen (15) work days.

Responsibilities of URC members

All members of a URC must have completed the required UFV 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. **Any communication between committee members and a Candidate must be only through the Chair.**

In advance of the first meeting, all URC members are expected to access and review the TPF on the designated secured site. During this review and at 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 Senate-approved standards and criteria for each Candidate in their Division. **Members must not download, copy, transmit or otherwise reproduce the contents of the TPF or the URC's Recommendation and Report.**

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 and without abstentions, 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 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 their 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.

University Review Appeals Committee (URAC)

It is the responsibility of the UFV President to form a University Review Appeals Committee (URAC). The URAC hears and reviews appeals from Candidates in receipt of a negative recommendation for tenure and/or promotion by the URC. A Candidate in receipt of a negative recommendation from the URC has the right to appeal that decision based on one or more of: a) a material procedural irregularity or defect in the application of the Procedures; or b) unreasonableness on the basis of improper application of the Standards. An appeal cannot be based on the contents of the Standards themselves.

In such cases the Candidate can, **within fifteen (15) work days** of having received the URC's recommendation, submit a Notice of Appeal, including the statement of their case, to the President of the University. At that time, the Candidate must indicate whether they wish to appear before the Review Panel. Such a request will not be denied. The President will forward the Notice of Appeal to the Chair of the URAC within five (5) workdays of having received it. The TPF will be made available to the URAC Chair within the same timeframe.

Responsibilities of the Chair

The Chair of the URAC will, within five work days, invite expressions of interest from URAC members to form a five-member Review Panel, three members of which must have been elected by faculty members or appointed as per Section 11(c) of the Terms and Procedures, and two members appointed by the President. None of the Review Panel members shall be from the Division of the Candidate whose appeal is being heard.

Within five work days from the invitation for expressions of interest, the Chair will confirm the membership of the Review Panel. The Candidate will be informed of the names of the Review Panel members, and within three days have the opportunity to challenge those names stating substantial reason. The Chair will consider the challenge and within three work days make a decision on the challenge.

The Chair of the Review Panel will be selected from among its members (the Review Panel need not necessarily include the URAC Chair). The URAC Chair will ensure members of the Review Panel have access to the TPF as soon as the Panel is constituted.

As may be needed, or on request of any panel member, the Review Panel will seek clarification from the Dean of the Candidate's Division and/or the Chair of the URC.

The Review Panel will complete its review, and the Chair (of the Panel) will write a report and recommendation that is an accurate reflection of the Panel's deliberations, stating its reasons with specific reference to the contents of the Notice of appeal, within twenty-five (25) work days of having received the TPF.

The report and recommendations of the Review Panel will be added to the TPF and submitted to the President. The recommendation to the President will be either that:

- (i) the URC's negative recommendation be upheld; or

- (ii) the URC's negative recommendation be reconsidered.

If the Review Panel determines that the negative recommendation be reconsidered, it must refer the matter back to the URC, giving specific reasons and any recommendations pertaining to them.

Responsibilities of URAC Members

Members should be familiar with the Terms and Procedures for Tenure and Promotion, particularly Section 4 (Appeals to the University Review Appeals Committee); Section 10 (University Review Appeals Committee: Terms of Reference); and Section 12 Conflict of Interest.

Upon invitation from the URAC Chair to serve on the Review Panel, members will endeavor to serve on the five-member Review Panel, schedule permitting.

In advance of the first meeting, all URAC Review Panel members are expected to access and review the TPF on the designated secured site. During this review and at all meetings, committee members must restrict their assessments of the Candidate's teaching, scholarship and service to the contents of the TPF. **Members must not download, copy, transmit or otherwise reproduce the contents of the TPF or the DRC's Recommendation and Report. All discussions of the Review Panel must remain confidential.**

In review of the TPF and in the Review Panel meeting, members must consider whether the Candidate's appeal of the negative URC recommendation meets the following grounds:

- (i) A material procedural irregularity or defect in the application of these procedures;
- (ii) Unreasonableness on the basis of improper application of the Standards.

Decision of the President

The President reviews the recommendations of the URC, or 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.