Article 29: Establishment of Tenure and Promotion and Faculty Review Committees

Establishment of Tenure and Promotion Committees

29.1 Annually each department, school or non-departmentalized faculty will establish a committee to consider renewal, tenure and promotion cases. Each committee will be known as the Tenure and Promotion Committee (the TPC). The TPC will assist Chairs in developing recommendations regarding reappointment, tenure, promotion, and salary review.

29.2 The term of the TPC is April 15th to April 14th of the following year.

TPC Chairs

29.3 In a departmentalized faculty, the Chair of the TPC is the Departmental Chair or equivalent.

29.4 In a non-departmentalized faculty:

29.4.1 The TPC Chair must be either a tenured Associate Professor or tenured Professor who has been a faculty member at Simon Fraser University at least five years. They will normally be appointed for a three-year term.

29.4.2 Candidates for Chair of the TPC may be nominated by another tenure track faculty member or be self-nominated. Five other tenure track faculty members in the faculty must sign the nomination form.

29.4.3 The Office of the Dean will conduct a ratification vote if there is only one nominee and an election if there is more than one nominee. All continuing faculty members are eligible to vote. To be appointed Chair of a TPC, a nominee must receive a majority of the votes cast, whether the vote is a ratification or an election.

TPC Membership

29.5 The TPC will consist of the Chair plus six continuing faculty members as specified below, elected each April by the faculty of the unit. Where appropriate, the Dean may request that one tenure track faculty member (Associate Professor or Professor) from outside the unit be included among the six, this member to be recommended by the Chair and ratified by Department Members. External members require the same ratification process as other TPC members. All TPC members will normally serve one-year terms.

Choosing Members of the TPC

29.6 Academic administrators above the level of Chair and members of the Faculty College are not eligible for membership on a TPC. A faculty member whose case for contract renewal, tenure and/or promotion will be considered by a TPC is not eligible for membership on that TPC.

29.7 Each department or equivalent must approve a method for electing or ratifying members of the TPC.

29.8 The six elected faculty members of the TPC will normally be comprised of:

29.8.1 at least one Professor;
29.8.2 at least one Associate Professor;
29.8.3 one Assistant Professor (if there is a Member at this rank in the unit);
29.8.4 one Teaching Faculty (if there is more than one Teaching Faculty Member in the unit).

29.9 A Member who is on study leave, sick leave, long term disability leave, parental leave or other leave of absence is not normally eligible to serve on the TPC.

29.10 The composition of Tenure and Promotion Committees should follow membership guidelines provided by the dean that are intended to demonstrate gender diversity; appropriate disciplinary representation and equitable participation by all members of the unit over time.

29.11 If this composition is not possible, the Chair will submit to the Dean of the Faculty for their approval a proposal for the formation of the TPC that may include faculty members from another department or an alternative representation by rank from within the department.

Ratification when Election not Needed

29.12 When an election is not needed in the selection of a member or members of the TPC, a ratification vote will be held. Ratification requires more than 50% of the votes cast in the ratification ballot. In the absence of the Chair of the TPC, the remaining members will elect an ad hoc Chair.

Approval of TPC Composition

29.13 On or before April 15th of each year the Chair of the TPC will forward to the Dean a report on the composition of the TPC for the upcoming year, the procedure for electing its members and the operating protocol and criteria that have been adopted by the Committee.

29.14 The Dean of the Faculty will determine whether the composition, election and the operating protocol and criteria are satisfactory and consistent with this Article. If satisfactory, they will notify the Chair of the Department, by May 1st, to proceed with the TPC deliberations specified in this document. If not satisfactory, they will state, within 14 calendar days (excluding university closures and statutory holidays) of receipt, their objections in writing to the Department Chair, with a copy to the Vice-President, Academic, and request that the Department modify all or any of the composition, election and the operating protocol and criteria.

29.15 If the Dean of the faculty has not approved the composition, method of election and procedures of a TPC by May 15th, the Dean will recommend an appropriate committee composition, method of election or selection, and procedures to the Vice-President, Academic and will so inform the Department Chair.

29.16 Within one week of receipt of the Dean's recommendation, the Vice-President, Academic will determine whether the recommendation is satisfactory. If it is satisfactory, they will notify the Dean to proceed, following the Dean's recommendation. If the Dean's recommendation is not satisfactory, the Vice-President, Academic will modify the recommendation and instruct the Dean to implement the modified recommendation.

TPC Procedures

29.17 All members of the TPC will be voting members.

29.18 If a Chair of the Department is to be considered by the TPC, they are eligible to consider other cases, but they will not take any part in the consideration of the case.
29.18.1 Persons chosen to serve on TPCs may only carry out such duties after successfully completing a program of training, within the last five years, which covers the principles, objectives, best practices, rules and institutional expectations with respect to equity, diversity, and inclusion. Training program draft material will be provided to the Association for consultation prior to use.

29.19 Full participation by all members of the TPC is important given the gravity of the matters to be considered.

29.20 To be eligible to take part in the vote on any TPC recommendation, a TPC member must have been present at each and every discussion of the case.

29.21 TPCs will keep minutes. At a minimum the minutes will record the date of the meeting, attendance and the action of the Committee, e.g. motions and votes.

29.22 All members of the quorum have an obligation to form an opinion and to express it by voting. A quorum for the tenure and promotions committee is four members plus the chair, all of whom must be eligible to take part in the vote on any TPC recommendation (Article 29.20). Abstentions are not permitted. Tied votes will defeat a motion.

29.23 TPC motions should be framed in positive terms.

Establishment of Faculty Review Committees

29.24 Faculty Review Committees (FRC) are established to consider contract renewal, tenure and promotion cases where the recommendation of the TPC and Dean are different, or where both recommendations are negative.

29.25 FRC proceedings are subject to the University’s Confidentiality Policy, I 10.10.

29.26 FRCs are established either to deal with an individual case or to deal with all the cases from one faculty.

29.27 FRCs are chaired by the Vice-President, Academic or their designate. The Vice-President, Academic or designate is a non-voting member of the Committee.

29.28 The FRC will consist of four continuing faculty members chosen from the Faculty College and one Dean chosen by the four Faculty College members of the committee. The Dean must be from a faculty other than the one from which the case arises.

29.29 Two of the Faculty College members will be from the faculty from which the case arises, and two will be from other faculties.

29.30 The University nominates two Faculty College members and the Association nominates two Faculty College members (each nominates one from inside the faculty and one from another faculty).

29.31 The composition of each FRC should reflect the nature of the case(s) to be reviewed by that Committee.

29.32 FRCs must demonstrate gender diversity.

29.33 All members of an FRC must be present at all meetings of the FRC.

This article is agreed to by the parties on this 8 day of Oct, 2019.

John O’Neil, for SFU

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