

Physiology & Pathophysiology Promotion & Tenure Guidelines

What is the role of the Department's Promotion & Tenure Committee?

To assess the strengths, weaknesses and readiness of an application and assist/mentor the applicant with the goal of preparing the strongest application possible for further consideration. This may include recommendations concerning content (e.g., quality, quantity, manner of presentation, alternatives or other) and readiness, however, the Committee is not a decision-making body.

Members of the Committee should also be prepared to represent the Department at the hearing of the Faculty Committee on Promotion and Tenure if called upon.

When should I submit my application to the Department's Promotion & Tenure Committee?

You are encouraged to prepare and discuss an outline of your research, teaching and academic service dossier contents with your Division Head and mentors, as appropriate, at least a year in advance of your application.

A 1.5 to 2-page cover letter from the applicant must be received by the Department Office by December 15th the year before the promotion and/or tenure application is made to support their application for promotion or tenure. In the case of promotion, failure to submit the cover letter will result in the Department deferring its consideration for a year.

A separate letter making the case for promotion or tenure is required, reflecting the distinct criteria under consideration. Feedback will be provided from the Promotion & Tenure Committee.

It is expected that your tenure and/or promotion package will be submitted to the Department Office by February 1st of the year you will seek tenure or plan to apply for promotion.

What should I submit in my complete application package?

A complete application package with research, teaching and academic service dossiers, your *curriculum vitae* as well as your (revised) cover letter. Importantly, this letter should provide an overview of the highlights of each major section of the application, in non-specialist language. Candidates are encouraged to seek out previous successful submissions in this regard. In addition, a list of **six** or more external reviewers that would be in a position to assess your application should be attached. You should indicate your preferred proposed external reviewers by rank order, and be prepared to discuss their credentials and the reasons for your preference rankings.

Who are the members of the Promotion & Tenure Committee?

Members of the Promotion & Tenure Committee will normally constitute the Department's voting representatives on the Faculty meeting that will evaluate your application and make the recommendation to move forward for approval or not. Thus, following submission, a meeting will be called by the Chair of the Promotion & Tenure Committee as soon as possible that will include the appropriate Division Head (or designate) and "candidate" under consideration. The Department Head may attend. A goal of this meeting is to briefly pre-review the submission and make recommendations to the Chair about the membership of the Promotion & Tenure Committee. This may take into account knowledge of the applicant's research area and/or teaching record, experience, as well as professorial rank as appropriate. Based on the discussion and recommendations, the Chair in consultation with the Department Head will recruit members to the Promotion & Tenure Committee.

When will I meet with the Promotion & Tenure Committee?

Once established, the committee will be provided with the latest application package and given at least seven business days before **a meeting between the applicant and committee is normally called in February/March**. The purpose of the meeting is to provide feedback. Subsequent revisions and/or meetings may be required. However, it is important that at least one meeting has occurred with an opportunity to make revisions before the package is sent to external reviewers, which normally happens by the middle of May.

What is the deadline for approval of my list of external reviewers?

Pre-approval of your external reviewers by the Faculty is required by May 1st. At least **six names** should be provided to the Department Office and they will submit these to the appropriate person in the Faculty Office of Academic Affairs on your behalf. The Department is also required to **submit a list of who will be applying** for promotion and/or tenure (and early tenure) to the Faculty Office of Academic Affairs by **July 1st**.

What is the deadline for my final promotion and/or tenure application?

If you are applying for **both "promotion" and "tenure"** then the deadline for submission of your complete applications to the Faculty Office of Academic Affairs is **July 15th**.

If you are applying for **only "promotion"** then the deadline for submission of your complete application to the Faculty Office of Academic Affairs is **September 15th**.

If you are applying for **only "tenure"** (or early tenure) then the deadline for submission of your complete application to the Faculty Office of Academic Affairs is **July 15th**.

What is the deadline for withdrawal of an early tenure application?

The deadline for **withdrawal** of early tenure applications is **September 21st**.