

## ABOUT YOUR EMPLOYMENT AT THE UNIVERSITY OF SASKATCHEWAN

# RENEWAL OF PROBATION

Article 14 of the Collective Agreement between the University of Saskatchewan and the USFA

Unless appointed to a term or without-term position, appointed with tenure or appointed at the rank of Professor, faculty are appointed for an initial probationary period of three years. In the final year of the initial probationary period, faculty are considered either for renewal of probation for an additional two or three years depending on rank, or for tenure. Probationary appointments as Assistant Professors, Assistant Librarians or Associate Librarians would be renewed for three years. Probationary appointments as Associate Professors or Librarians would be renewed for two years. (An appointment at the rank of Professor is either with tenure or for a probationary period of two years, in the second year of which the faculty member must be considered for tenure.)

## STANDARDS FOR THE RENWAL OF PROBATION

*How are the standards determined?*

- Departmental standards for tenure are proposed by the Department for approval by the College Review Committee (CRC). In non-departmentalized colleges they are proposed by the CRC and approved by the University Review Committee (URC).
- College standards for tenure are established by the CRC based on Department criteria and standards of performance, and approved by the URC.
- University standards for tenure are established by the URC based on College criteria and standards of performance.

The standards at the lowest level committee are the most specific in terms of disciplinary benchmarks, and therefore approved Department standards take precedence over College standards. Likewise, approved College standards take precedence over University Standards. Standards for tenure vary widely across the University and cannot be grieved unless they violate the Collective Agreement. If a departmentalized college does not have its own standards, the College standards apply. The standards at all three levels should articulate the expectations in the following categories:

1. academic credentials;
2. teaching ability;
3. knowledge of the discipline;
4. research, scholarly, and/or artistic work, *or* 5. practice of professional skills;
6. contributions to administration at all levels of the university; and
7. public service and contributions to academic and professional bodies.

*The standards that apply are those in effect at the time of your appointment.* Should standards change subsequent to your appointment, you may elect to have new standards apply.

### *How do I get a copy of the standards?*

You may request a copy of your department standards from your Department Head, and a copy of your College standards from your Dean. Standards appear online at [http://www.usask.ca/vpfaculty/tenure\\_%20promotion/URC.php](http://www.usask.ca/vpfaculty/tenure_%20promotion/URC.php).

### *How do I know whether I meet the standards?*

Renewal of probation does not require you to meet standards. The standard of performance for renewal is satisfactory progress toward meeting the standards for tenure across a majority of categories, one of which must include teaching or research/practice of professional skills. To be denied renewal, the case must be made that you have failed to meet this standard of performance.

Your Department Head, or Dean if you are in a non-departmentalized college, should meet with you once a year to discuss your progress towards meeting the standards for tenure, and should provide you with a written statement of this assessment. The assessment should identify any deficiencies and suggest steps to rectify them.

The Standards for Tenure across the University at all levels vary widely in the extent to which they specify tenure criteria. You should also consult other members of your unit as to the past practice in your unit, with other members of the university community, and with the USFA.

You are required to go forward for renewal of probation in the final year of your initial probationary appointment. However, you can be considered for tenure in any year of your probationary period if you feel that you are ready. *If you are denied tenure, your appointment terminates at the end of the academic year.*

## TIMELINES

### *What deadlines apply to the renewal process?*

Ideally, the renewal process proceeds as follows:

- Your Department Head or Dean should meet with you to discuss progress towards tenure by **May 31**
- Your Department Head or Dean should advise you to provide information supporting your case by **June 30**
- Submit your case file to your Department Head (or Dean) by **August 1**
- Your Department or College Renewal and Tenure Committee considers the case and submits recommendations to the CRC or URC by **October 7**
- The CRC considers all cases and submits recommendations to the URC by **November 21**
- The URC considers all cases and submits positive recommendations to the President for transmission to the Board by **January 31**
- You will be notified by the President of the final decision by **March 31**, except for cases pending before the appeal committee
- The Renewal and Tenure Appeal Committee submits its positive recommendations to the president by **April 15**
- The President advises all candidates of the Board's decision by **May 15**

No decision on renewal shall be set aside or reversed only because of non-compliance with these dates.

## THE RENEWAL CASE FILE

### *What am I responsible for when preparing the case file?*

Proper preparation of a case file takes time, and the various applicable standards define the minimum evidence needed for your Renewal Case File. The dates above give the latest time at which the process may start, but you should begin preparing much sooner.

As soon as you are appointed, you should create and maintain a file documenting your achievements in the relevant categories.

You should also keep your CV up to date, in the required format (see Guidelines for the preparation of a standardized CV at [http://www.usask.ca/vpfaculty/tenure\\_%20promotion/forms.php](http://www.usask.ca/vpfaculty/tenure_%20promotion/forms.php)).

The full case file will include personal statements on research, teaching, and administration, examples of teaching materials, documentation of your contributions to research and scholarly or artistic work, including details on quality of publication venues and statement of contribution to joint publications. You may also include letters describing the nature of your contribution to administration and to academic or professional organizations, and documentation of such activities as peer reviews of grants and journals, invited lectures and presentations, and so on.

*Consult the detailed guidelines for preparation of a tenure case* at [http://www.usask.ca/vpfaculty/tenure\\_%20promotion/URC.php](http://www.usask.ca/vpfaculty/tenure_%20promotion/URC.php). These are not free-form documents.

*What is my Department Head or Dean responsible for when preparing the case file?*

Some documents will be provided by your Department Head (or Dean, in non-departmentalized Colleges), including student and peer evaluations of teaching, and letters of reference if you are applying for tenure to Professor.

You are entitled to know what is being included in your case file, with the exception of external reference letters.

## HOW DO I APPEAL A NEGATIVE DECISION?

You are entitled to appeal a negative decision at any level. Because this is an important decision, and because Renewal and Tenure Committees at all levels are allowed to establish their own procedural rules, you should get advice about presenting your appeal from your colleagues and from the USFA. The process also varies depending upon which unit you belong.

*Departmentalized colleges, School of Physical Therapy, or the Graham School of Professional Development:*

1. If you are denied renewal by your Department or School, you may appeal in writing to the CRC.
2. If you are denied renewal by the CRC, you may appeal in writing to the URC.
3. If you are denied renewal by the URC, you may appeal to the Renewal & Tenure Appeal Committee (de novo).

*Non-departmentalized colleges, or other schools:*

1. If you are denied renewal by your College or School, you may appeal to the URC.
2. If you are denied renewal by the URC, you may appeal to the Renewal and Tenure Appeal Committee (de novo).

# COLLEGIAL PROCESS TIMELINES

Renewal of Probation	Tenure	Promotion	Salary Review
<b>Article 14.5.9</b>	<b>Article 15.12.10</b>	<b>Article 16.6</b>	<b>Article 17.5.6</b>
by <b>May 31</b> , the department head or dean meets with the candidate	by <b>May 31</b> , the department head or dean meets with the candidate	by <b>May 31</b> , the department head or dean meets with the candidate	
		by <b>June 15</b> , the candidate advises the department head or dean of the decision to seek promotion	
by <b>June 30</b> , the department head or dean advises the candidate to provide information supporting the candidate's own case for renewal	by <b>June 30</b> , the department head or dean advises the candidate to provide information supporting the candidate's own case for tenure	by <b>June 30</b> , the department head or dean advises the candidate to provide information supporting the candidate's own case for promotion	by <b>June 30</b> , the department head or dean advises the candidate to provide information supporting the candidate's own case
by <b>August 1</b> , the candidate provides supporting information to the department head or dean	by <b>August 1</b> , the candidate provides supporting information to the department head or dean	by <b>August 1</b> , the candidate provides supporting information to the department head or dean	by <b>September 1</b> , the candidate provides supporting information to the department head or dean
by <b>October 7</b> , the Renewals and Tenure Committee considers all cases for renewal and transmits its recommendations to the College Review Committee or the University Review Committee	by <b>October 7</b> , the Renewals and Tenure Committee considers all cases for tenure and submits its recommendations to the College Review Committee or the University Review Committee	by <b>October 21</b> , the department committee considers all cases for promotion and submits its recommendations to the college	by <b>November 30</b> , the department head or dean meets with each candidate to discuss the salary recommendation by <b>November 30</b> , the department committee submits its recommendations to the college and informs the department of rankings, awards, and recommendations, and provides a rationale
by <b>November 21</b> , the College Review Committee considers all cases for renewal and transmits its positive recommendations to the President for transmission to the Board, and its negative recommendations to the University Review Committee	by <b>November 21</b> , the College Review Committee considers all cases for tenure and transmits its recommendations to the University Review Committee	by <b>December 7</b> , the college committee considers all cases for promotion and submits its recommendations to the University Review Committee or to the President	by <b>January 31</b> , the College Review Committee in departmentalized colleges considers all salary reviews, makes awards, submits recommendations to the President's Review Committee, informs employees of decisions, and submits its decisions to the President for the information of the Board
by <b>January 31</b> , the University Review Committee considers all appeals and transmits its recommendations to the President for transmission to the Board	by <b>January 31</b> , the University Review Committee considers all cases for tenure and transmits its positive recommendations to the President for transmission to the Board	by <b>February 15</b> , the University Review Committee considers all cases for promotion and submits its positive recommendations to the President for transmission to the Board	by <b>January 31</b> , the dean of non-departmentalized colleges meets with each candidate to discuss the salary recommendation by <b>January 31</b> , the College Salary Committee considers all salary reviews, submits its recommendations to the President's Review Committee, informs employees of rankings, awards, and recommendations, and submits its decisions to the President for the information of the Board
by <b>February 28</b> , the President advises the candidate of the Board's decision (except when the candidate's case is pending before the Renewals and Tenure Appeal Committee)	by <b>February 28</b> , the President advises the candidate of the Board's decision (except when the candidate's case is pending before the Renewals and Tenure Appeal Committee)	by <b>March 31</b> , the President advises the candidate of the Board's decision (except when the candidate's case is pending before the Renewals and Tenure Appeal Committee)	by <b>February 28</b> , any employee wishing to appeal submits the appeal to the secretary of the President's Review Committee
by <b>March 31</b> , the Renewals and Tenure Appeal Committee determines all cases before it and makes its recommendations to the President for transmission to the Board	by <b>March 31</b> , the Renewals and Tenure Appeal Committee determines all cases before it and makes its recommendations to the President for transmission to the Board	by <b>April 15</b> , the Promotions Appeal Committee considers all appeals and submits its positive recommendations to the President for transmission to the Board	by <b>March 31</b> , the President's Review Committee considers all cases before it and submits its decision to the President for the information of the Board
* by <b>April 30</b> , the President advises any candidate who has appealed to the Renewals and Tenure Appeal Committee of the Board's decision; if the decision is negative, the Chair of the Board provides the candidate with a statement of reasons for the negative decision	* by <b>April 30</b> , the President advises any candidate who has appealed to the Renewals and Tenure Appeal Committee of the Board's decision; if the decision is negative, the Chair of the Board provides the candidate with a statement of reasons for the negative decision	by <b>May 15</b> , the Board considers all cases for promotion and the President advises the candidate of the Board's decision	