Article 20: Promotion to Master Lecturer TIMELINE

(NOTE: THIS IS A GUIDELINE ONLY. REFER TO ARTICLE 20 OF THE 2014-2017 COLLECTIVE AGREEMENT FOR DETAILS)

YEAR X											
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
									1	**1** **20.02 d)**	
									DEAN INFORMS CANDIDATE OF PROMOTION ELIGIBILITY	DEAN FORWARD NAMES + CV TO PROVOST	

YEAR Y												YEAR Z
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
	31 **20.08 a)**	**15**			**1** **20.10 h)**	**15** **20.10**	**15** **20.11 a)**	**15** **20.11 c)**				**1**
	CANDIDATE SUBMITS DOCUMENT PACKAGE TO DEAN	CANDIDATE PROVIDES DEAN WITH 3 POSSIBLE REFEREES DEAN SECURES 1 APPRAISAL + DEAN SECURES 1 OTHER APPRAISAL KNOWS CANDIDATE DISCIPLINE			REFEREE APPRAISAL LETTERS DUE 15 20.09 a) DEAN PROVIDES CANDIDATE WITH APPRAISAL, LETTERS AND DEAN'S ASSESSMENT	DEAN SENDS PACKAGE (ASSESSMENT, LETTERS + CANDIDATE'S DOCUMENTATION) TO MLRC	PROVOST NOTIFIES CANDIDATE AND PRESIDENT OF MLRC DECISION	PRESIDENT NOTIFIES CANDIDATE OF DECISION				PROMOTION TAKES EFFECT

COMMITTEE and REFEREES

1. **Master Lecturer Review Committee (MLRC)** (University-wide; 5 appointed faculty members at the rank of Master Lecturer or, if tenured, at the rank of Professor; at least 2 shall be Master Lecturers if available. Vote is by simple majority vote)
2. **Referees** (Up to 6 referees; 3 from candidate's list; 3 from dean's list)