

five (5) Days.

- g) **For Faculty Members appointed jointly in two (2) Faculties:** the Deans of these Faculties shall consult and prepare an integrated review for each area of professional responsibility.
- h) The Dean shall provide a copy of the Faculty Member's written performance assessment as described in Article 17.03 b)-f) to the Provost no later than June 30, or within 15 days of the limited term Faculty Member's assessment, if deferred under Article 17.02 a), for inclusion in the Faculty Member's Official File.
- i) The Faculty Member has the right to add a letter of response or rebuttal to the Dean's assessment, and this letter shall be attached to the Dean's written statement as described in Article 17.03 b)- f) in the Official File.

## Article 18 – Official Files

### 18.01 General

- a) The Employer shall maintain one (1) Official File for each Faculty Member from the time of first appointment. The Official File shall be kept in the Office of the Provost. The Provost's office shall maintain an inventory record for each Faculty Member's file. This record shall be made available upon request of the Faculty Member.
- b) A Faculty Member's Official File shall be treated as confidential.
- c) Copies of some or all of the materials found in the Official File may be used for normal administrative purposes. Copies may be filed elsewhere for such purposes. The Human Resources department shall maintain separate files necessary for the administration of the Faculty Member's employment, compensation and benefits.
- d) Electronic documents required for inclusion, including e-mails, must be printed in hard copy and placed in the Official File.

### 18.02 Contents

- a) No material shall be placed in a Faculty Member's Official File which is anonymous or which cannot be supplied to the Faculty Member as provided in this Article. Any such material which is placed in error in a Faculty Member's Official File shall be removed from the file as soon as the error is discovered.

- b) All material added to the Official File shall show the date of inclusion in the file.
- c) The documents and materials to be retained in the Official File are the following:
  - i. initial letter of appointment;
  - ii. evidence of degrees obtained;
  - iii. a curriculum vitae to be provided by the Faculty Member;
  - iv. student course feedback surveys;
  - v. performance evaluations;
  - vi. a Teaching Dossier;
  - vii. the Faculty Member's annual reports;
  - viii. copies of certificates or records of professional development or achievement;
  - ix. copy of the third year review report for tenured and tenure-track Faculty Members;
  - x. a copy of the tenure or continuing appointment review recommendation(s) and decision(s), as applicable;
  - xi. material relating to any approved leave of absence;
  - xii. reports and recommendations from applications for promotion;
  - xiii. material relating to salary changes;
  - xiv. research or professional development leave application(s) and report(s), as applicable;
  - xv. Faculty Member's comments about documents in the file attached to the relevant document(s);
  - xvi. letters of discipline;
  - xvii. signed letter(s) of commendation or complaint; and
  - xviii. any other materials, pertaining to the Faculty Member's employment with the University, included by the Employer with a copy to the Faculty Member; and
  - xix. any other materials provided by the Faculty Member for inclusion in the file.

### 18.03 Faculty Member Rights/Access

- a) A Faculty Member shall have the right, during normal business hours with two (2) Days' notice, to examine and receive copies of any of the material in their Official File.
- b) Except as herein provided, no material shall be removed from a Faculty Member's Official File except by mutual consent of the Faculty Member and the Dean.
- c) No material from a Faculty Member's Official File shall be made available to a third party without the consent of the Faculty Member, unless:
  - i. a law requires that the material be provided to a third party in which case the Faculty Member shall be notified,

- ii. the provision of specific material is required by a third party for the administration of a benefit plan or pension plan for which the Faculty Member is entitled, or
- iii. this Agreement requires that the material be provided to a third party.

## Article 19 – Third Year Review Procedures

This article outlines the process for third year review for tenure-track Assistant Professors.

### 19.01 Third Year Review Purpose and Criteria

The third year review process gives feedback and advice to tenure-stream Faculty Members at the rank of Assistant Professor on their progress toward satisfying the criteria for tenure in Research, Teaching, and Service as outlined in Article 20.02.

### 19.02 Timing of the Third Year Review

- a) A Faculty Member holding a tenure-stream appointment at the rank of Assistant Professor shall have a third year review. Faculty Members with such an appointment shall be informed by the Dean of the review by April 1 of the second year of their tenure-stream appointment. Although termed the third year review, the gathering of documentation and preparation for the review shall be well underway by the end of the second year of the Faculty Member's appointment.
- b) A third year review for Faculty Members in tenure-stream positions shall begin on June 1 of the second year of their appointment.
- c) Any Faculty Member who has taken maternity, adoption or parental leave, or a period of reduced responsibility following the birth or adoption of a child, may elect to have the third year review postponed for a period of one (1) year for each such birth or adoption. At the discretion of the Provost, a tenure-stream Faculty Member may also have the third year review postponed on condition of exceptional personal or professional circumstances.

### 19.03 The Third Year Review Committee

- a) The Dean of the Faculty shall, by June 1 of the Faculty Member's second year, appoint a third year review Committee (hereafter, Review Committee in this Article) which the Dean shall chair, consisting of two (2) tenured faculty