

- 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

members from the Faculty, and two (2) tenured faculty members from the Faculty of a related discipline. Where appropriate, the Review Committee may contain tenured faculty members chosen from Faculties with related disciplines or from another university to replace one (1) or both Faculty representatives.

- b) By June 15 of the Faculty Member's second year, the Dean shall meet with the Faculty Member to discuss the timetable, the process, and the materials to be submitted to the Review Committee.

19.04 Documentation and Preparation

- a) The Faculty Member undergoing the third year review shall provide to the Dean:
 - i. an updated and complete curriculum vitae;
 - ii. a statement, written by the Faculty Member, outlining how the Faculty Member is progressing toward satisfying the criteria for tenure. This statement shall include 3 main sections that address how the Faculty Member is progressing toward satisfying the criteria for tenure in Research, Teaching, and Service as outlined in Article 20.02.
 - iii. copies of the Faculty Member's published work, plus at the Faculty Member's discretion, copies of work in progress or under review;
 - iv. a Teaching Dossier; and
 - v. any other information the Faculty Member believes shall be useful to the Review Committee.
- b) All of the documentation provided by the Faculty Member shall be complete by September 1 of the third year.
- c) Each of the Review Committee and the Faculty Member may suggest up to three (3) referees. No more than two (2) referees, one (1) from the Review Committee's list and one (1) from the Faculty Member's list, shall be selected. Not later than September 15, the Dean shall arrange a meeting with the Faculty Member to review the names of referees and attempt to reach agreement. It is preferable that the Faculty Member and the Review Committee agree on a common list from which the referees are to be selected. If the Review Committee inquires of referees to whom the Faculty Member has objections, the Faculty Member may state their objections orally and in writing with the assurance that the identity of those to whom an objection was made shall not be disclosed without consent. Except in unusual circumstances, external referees are not required for the third year review.
- d) The selected referees shall be requested by the Dean to provide written comments on the Faculty Member's progress toward satisfying the criteria for tenure in Research and Teaching, based on the documentation provided by the

Faculty Member under Article 19.04 a). Referees shall spend some time in the classroom (face-to-face and/or online) of the candidate whose Teaching is being assessed or, if the Faculty Member is not Teaching in that Academic Term, visiting the online components for courses and reviewing course materials.

- e) Unless the Faculty Member deems it unnecessary, the Dean shall arrange a meeting between the Faculty Member and the Review Committee, not later than October 20, to receive any updates from the Faculty Member and ensure that the file is complete.
- f) The Dean shall provide to the Review Committee:
 - i. written comments from the referees on the Faculty Member's progress toward satisfying the criteria for tenure in Research and Teaching;
 - ii. the Dean's assessment of the Faculty Member's progress toward satisfying the criteria for tenure in Research, Teaching, and Service;
 - iii. the Faculty Member's documentation as provided in Article 19.04 a).
- g) The Faculty Member's Official File, excluding any disciplinary letters, shall be made available to the Review Committee.

19.05 The Review

- a) The Review Committee shall assess whether the Faculty Member is making satisfactory progress towards satisfying the criteria for tenure. To this end, the Review Committee shall consider all documentation before it, choosing if necessary to obtain more information, such as the comments of collaborators or of colleagues who have co-taught with the Faculty Member, if these are not included in the documentation supplied. If additional information is required, the Chair shall make a request to the candidate, in writing. The candidate shall have five (5) Days to provide the additional information.
- b) After Review Committee members are satisfied that enough information has been obtained, the Review Committee shall write a report to the Provost, assessing whether the Faculty Member has made satisfactory progress toward satisfying the criteria for tenure in Research, Teaching, and Service and providing suggestions to the Faculty Member on satisfying the criteria for tenure.
- c) The Review Committee shall forward its report, summarizing the assessment of the Faculty Member's performance, to the Provost and the Faculty Member no later than December 1. All documentation considered by the Review Committee shall be forwarded with the report to the Provost.