

Faculty Probation/Tenure Decisions and Procedures

Resources:

- Faculty Agreement – Articles 12 and 13 (<http://www.hrs.ualberta.ca/Agreements/Academic/>)
- FEC Reference Manual

Deadline: December 20th of each year

- Deans, Department Chairs (if applicable) and Faculty Evaluation Committees (FEC) should review the provisions of Articles 12 and 13 of the Faculty Agreement prior to making decisions on promotion and tenure.
- FEC should schedule its meetings so that all decisions about renewal of probationary appointments and granting of tenure are reached by December 20th.
- Templates of advice letters have been prepared by Academic Services (see below). It is recommended that only minor revisions be made to these templates. Any personal content can be added as a new paragraph above the signature. Note: Please contact Academic Services if significant changes to the letters are being proposed.
- If the original appointment contract contained a condition pertaining to the continuation of the appointment and if that condition remains in effect for the future appointment, then the condition must be repeated in the tenure/second probationary letter (e.g. *continuation of appointment is contingent upon continued receipt of funding from AHFMR*).
- All letters should be copied to the Chair (if applicable) and Academic Services.
- In the case of a decision by FEC that no further appointment be offered to the staff member, the Dean should contact Faculty Relations. The advice letter would then be prepared in consultation with the Dean and Faculty Relations/Academic Services.

Templates - Advice Letters

1. Offered a second probationary appointment – from the Dean

In accordance with the provisions of Clause 12.12 of the Faculty Agreement, I hereby offer you a second probationary appointment at the University of Alberta for the two-year period July 1, 20xx to June 30, 20xx. Your appointment will continue to be governed by the Faculty Agreement, as amended from time to time.

cc Chair <if applicable>
Academic Services

2. Offered a one-year extension to second probationary appointment – from the Dean

This is to inform you officially that the Faculty of <xxx>'s Evaluation Committee has now considered your case under the provisions of Clause 12.16 of the Faculty Agreement and, in accordance with its decision, your probationary period has been extended for the one-year period July 1, 20xx to June 30, 20xx. Your appointment will continue to be governed by the Faculty Agreement, as amended from time to time.

cc Chair <if applicable>
Academic Services

3. Granted tenure by FEC – from the Dean

This is to inform you officially that the Faculty of <xxx>'s Evaluation Committee has now considered your case and, in accordance with its decision, your appointment has been changed from a probationary appointment to a tenured appointment effective July 1, 20xx. Your appointment will continue to be governed by the Faculty Agreement, as amended from time to time.

The granting of tenure also constitutes designation as associate professor, the rank which you will hold from July 1, 20xx. <omit if staff member is currently an associate professor>

cc Chair <if applicable>
Academic Services