

MEMORANDUM OF AGREEMENT

on the

Tenure and Promotion of Nipissing University Academic Administrators

This letter of agreement between Nipissing University and the Nipissing University Faculty Association (NUFA) outlines the conditions and process for tenure and promotion of Nipissing University academic administrators both internal and external. This language is to be included in the Collective Agreement during the next round of negotiations 2019.



Nipissing University, Provost &
Vice President, Academic & Research



Nipissing University Faculty
Association (NUFA), President

April 12, 2018
Date

This memorandum will follow Article 25: Tenure and Promotion in the FASBU Collective Agreement except where modified or limited herein.

1.1 Tenure and/or Promotion for Academic Administrators - Internal Candidates

- (a) In order for Academic Administrators to apply for either tenure and/or promotion, they must have completed a two-year residency at Nipissing University
- (b) Academic Administrators will complete a dossier as outlined in Article 25.9 and in accordance with the Standards for Tenure and Promotion at Nipissing University.
- (c) Criteria for tenure and/or promotion, guidelines for assessment of the dossier, and decision-making procedures will follow Articles 25.11 through 25.14
- (d) External Letters of Reference will follow the procedure outlined in Article 25.8, except that the Provost will replace the Dean in all instances and the President will be called upon if the candidate and the Provost cannot agree on the list of External References. In the event that the Provost is seeking tenure and/or promotion, the President will replace the Dean in all instances.
- (e) Academic Administrators who apply for tenure and/or promotion will bypass the TPF stage in the tenure and promotion process.
- (f) The candidate's dossier, along with the external letters of reference, will be submitted to the Tenure and Promotion - Academic Administrator Committee (TPAA) for assessment. Timelines will be determined as needed.
- (g) The Tenure and Promotion – Academic Administrator Committee (TPAA) will have five standing and one ad hoc member: the Provost, who will be Chair, one Dean appointed by the Provost, and three full professors, one from each of the faculties of Arts and Science, Education, and Applied and Professional Studies. The ad hoc member will be one full professor from the candidate's own discipline, or a cognate discipline. In the event that the Provost is the candidate, the President will be Chair.
- (h) The three TPAA full professor standing members representing each faculty will be elected following the process outlined in Article 25.6 (b). Standing members elected or appointed to the TPAA will normally serve a three-year term of office. There is no limit on how often any member can be elected to serve on TPAA.
- (i) Ineligibility will follow Article 25.6 (h), with the exception that a Member elected to the TPAA, may also hold a position on either the TPU or TPF.
- (j) Upon receiving notification of a candidate's intention to apply for tenure and/or promotion, the Chair of the committee will seek an ad hoc full professor from the candidate's own discipline, or cognate discipline to join the TPAA committee. This ad hoc member will hold this position until the file under consideration is complete.
- (k) The role of the Chair on the TPAA is to ensure that all procedures are followed. The Chair will vote only in case of a tie.

- (l) Should an alternate be required, the Chair together with the President of the Faculty Association will appoint an alternate.
- (m) A non-voting NUFA Observer will be appointed by the President of the Faculty Association to sit on the TPAA. The Observer may not participate in any manner in the deliberations of the Committee but will have the right to communicate their observations to the Chair between meetings or, if deemed necessary, to request a recess in the proceedings of a given meeting for the purpose of communicating with the Chair of the Committee.
- (n) Quorum requires all six Members in attendance, in-person.
- (o) Should the decision of the TPAA be positive, the dossier proceeds per Article 25.
- (p) Should the decision of the TPAA be negative, the candidate may appeal to the URAC per Article 25.
- (q) The decision of the President is final and is not appealable through the URAB.
- (r) If the candidate in question is the President, noting that this only applies in the case of an internal applicant, the full Board of Governors will make the final decision by a secret ballot vote. The decision is not appealable through the URAB.
- (s) Should the final decision of the President or the Board of Governors be a negative decision, the candidate has the right to apply again as early as the following year. The URAB appeal process is not available to academic administrators.

2.0 Tenure and Promotion for Academic Administrators - External Candidates

- (a) If the candidate has the terminal degree in their field they will be assigned a department/division/school as may be appropriate to their expertise and may be granted tenure and rank on appointment by the Board of Governors.
- (b) Typically, candidates will be appointed at the rank comparable to that achieved at their previous academic institution. If the candidate's previous academic experience warrants promotion, the candidate may be granted promotion to the rank of either Associate Professor or Professor on their initial appointment pending the following conditions outlined below.
 - i) Following the hiring recommendation by the Search Committee, the Chair of the Search Committee may bring a request for promotion to the Chair of the TPAA. After receiving the request, the TPAA will meet as soon as possible.
 - ii) The Chair of the Search Committee will present the candidate's dossier (or as much similar information as is practical) to the TPAA as well as a written summary of an evaluation of the candidate by the Search Committee.

- iii) Where possible, the candidate will be offered the opportunity to present to the Committee.
 - iv) The TPAA will send its recommendation to the President of the University normally within five (5) working days of the meeting of TPAA.
 - v) Within five (5) working days of receiving the recommendation from the TPAA, the President of the University will make a decision and inform the Dean and the Executive Committee of the Board. If the candidate in question is the President, the decision will be made by the Board of Governors by a secret ballot vote. (This is in keeping with Article 25.24 - Tenure and/or Promotion on Appointment.)
- (c) If the candidate lacks a terminal degree and/or has not obtained rank at another recognized post-secondary institution, they will be appointed as an administrator without rank or tenure. Following a two-year residency at Nipissing University, they may apply for tenure and/or promotion in accordance with the internal applicant process as outlined in this MOA.