

Tenure and Promotion Timeline

(Collective Agreement, Article 28, Appendix B)

*Please note: the timeline in the CA is updated each year so dates do not fall on weekends or holidays

2025	No later than May 15	Invitation to apply sent to eligible candidates
	June 16	Deadline for applicants to provide a declaration of their intention to apply for renewal, tenure (including early consideration), and/or promotion, along with possible names of referees (Note: Referees not required for renewal)
	June 17–September 2	Dean develops list of possible referees and ascertains their willingness to take this role
	September 3	Deadline for the applicant to submit CV, cover letter, and other materials
		Dean sends applicable materials to referees
		Dean initiates consultation with colleagues
	October 15	Deadline - Referees' comments and Colleagues' comments due back to the Dean
	October 22	Deadline for the Dean to provide referees' and colleagues' commentaries to the Head
	November 3	Deadline for Head to provide initial assessment to the applicant
	November 10	Deadline - Head to provide a period for the applicant to discuss the assessment by this date
	No later than November 12	The applicant shall be informed of the members of the FTPC by the Dean
	November 18	Deadline - Head's final revised assessment to be provided to the applicant and Dean
	November 25	Deadline for applicant's response to the Head's assessment (if any)
	November 25	Last day for an early applicant to withdraw application from the tenure process without this counting as one of the two times to apply
November 25	Last day for a personal deferral to be granted	
December 1	Deadline - Dean to supply FTPC all information that went to the Head, the Head's assessment, and the applicant's response (if any)	
December 2 – Jan 16	First meeting of FTPC	
2026	No later than February 2	(If there was a pause) second meeting of FTPC with applicant and Head present
	No later than February 9	Dean's recommendations to be provided to the Provost and Vice-President (Academic), copied to the applicant
	March 2	Deadline for applicant to appeal Dean's recommendation
	March 16	Deadline for Provost and Vice-President (Academic) decisions on tenure or renewal cases
	April 1	Deadline to appeal Provost and Vice-President (Academic)'s decision on tenure or renewal
	April	Promotion Review Committee meets
	April/May	Tenure Appeal Committee meets
	May 7	Deadline for a final decision by the Promotion Review Committee
	June 1	Deadline for a final decision by the Tenure Appeal Committee
	July 1	Decisions come into effect