

**ARTICLE 9  
DISCRIMINATION AND ACCOMMODATION**

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**and the expenses reasonably incurred to establish the need for accommodation will be paid by the University. This Article 93 shall not apply to a request of a Member to participate in an independent medical examination (IME) made by a disability insurer of the Workplace Safety and Insurance Board**

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CONFLICT OF INTEREST, CONFLICT OF COMMITMENT AND REASONABLE  
APPREHENSION OF BIAS**

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**(b) refrain from taking part in any discussion or voting in relation to the matter; and**

**(c) withdraw from the meeting when the matter is being discussed**

**18.1.32 In particular; and without limiting the generality of the foregoing unless specifically authorized by the Provost and Vice Principal (Academic) or designate, after full written disclosure of the conflict, a Member shall not**

**(a) with University funds or with funds administered by the University, knowingly**



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**prior approval of the University. A request for such approval must be made in writing by the Member to the Unit Head, who shall approve or deny the request in writing. Where the request is approved, costs for the use of such facilities, supplies, employees and/or services shall be borne by the Member at prevailing rates set by the University, unless the Unit Head (with the agreement of a Dean in a departmentalized Faculty) agrees, in writing to waive all or part of such costs;**

- (b) The name of the University shall not be used in any external activity unless agreed, in writing, by the Provost and Vice-Principal (Academic) or Dean, although nothing shall prevent the Member from stating the nature and place of their University employment, rank and title(s) in connection with related external activities, provided that they shall not purport to represent the University or speak for it without prior authorization, or to have the University's approval unless that approval has been given in writing**
- (c) A description of the nature and scope of all significant external activity shall be included in the Member's annual report. Examples of significant external activities to be described in the Member's annual report include, but are not limited to, the following**
  - (i) Any external activity that either alone, or in combination with other activities, exceeds twenty (20) percent of the time required**

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- (a) is not a person in receipt of a recommendation from the Committee in question, that person may express their concern of reasonable apprehension of bias in writing to the individual to whom the Committee member reports and this individual shall determine whether the expression of concern is well-founded. Such a determination shall not mean that the Committee member is, in fact, biased. If the individual to whom the Committee member reports concludes that the expression of concern is well-founded, and if the Committee member has participated in the Committee's deliberations or recommendations, they shall inform the Faculty Relations Office which shall consult with the Association in fashioning an appropriate remedy; or
- (b) is in receipt of a recommendation from the Committee in question, such person, if they believe their concern is well-founded, shall inform the Faculty Relations Office which shall consult with the Association in fashioning an appropriate remedy.





**ARTICLE 24**

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**EMPLOYMENT EQUITY**

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and (ii) report any recommendations for improving employment equity to the Faculty and Staff Recruitment, Retention and Support Sub Council, the Deans of Faculties, the University Librarian, and the Senate.

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**APPONIMENIS**



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**APPONIMENIS**

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**professorships shall be on Tenure track, Tenured, or Non-Renewable appointments,**

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**2533** Faculty Members who have earned a degree, usually a doctorate, that is considered a prerequisite for a tenure track appointment in the discipline shall not be appointed below the rank of Assistant Professor:

**2534** Term Adjuncts shall normally be appointed at the rank of

- (a) Lecturer if they have not yet earned a degree that is considered a prerequisite for a Tenure track appointment in the discipline.
- (b) Assistant Professor if they have earned a degree, usually a doctorate that is considered a prerequisite for a Tenure track appointment in the discipline.
- (c) Associate Professor if they qualify for appointment at the Assistant Professor rank and meet the following criteria:

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**or where there may be a reasonable apprehension of bias with respect to any applicant(s);**

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- (d) prepare a short list of applicants, which along with the file for each short listed applicant, shall be made available in the Unit office(s) for review by Members of the Unit(s). Members of the Unit(s) may submit written opinions to the Appointments Committee on the worthiness of the applicants. A short list must consist of more than one (1) applicant unless the Appointments Committee, after reviewing each applicant's file, is satisfied that only one (1) applicant has met the minimum qualifications for the position as determined by the Appointments Committee and reflected in the advertisement, and the Appointments Committee does not decide to re-advertise;
- (e) evaluate short listed candidates through interviews and, where appropriate, other relevant means of evaluation, and invite all Members in the Unit(s) to meet the short listed applicants and submit written opinions to the Appointments Committee when the candidates visit the campus to be interviewed.



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**the Appointments Committee of the Unit that has advertised the position, and if qualified, shall be short listed for that position**

- (e) In appointments pursuant to Article 25.5.1(c) and Article 25.5.1(d), the searches shall be conducted by the composite Appointments Committees with the exception that the Appointments Committees of the respective and potential primary Units will be consulted about potential short listed candidates, and no candidate shall be short listed or recommended for appointment who does not have the support of the Appointments Committee of the respective primary Unit**

**25.7.2 Appointments Process for Replacing Librarians or Archivists on Leave for Up to Twelve (12) Months**

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and reflected in the advertisement; and the Abridged Committee does not decide to re-advertise;

- (e) evaluate the short-listed candidates through interviews, and, where appropriate, other relevant means of evaluation; and
- (f) make a written recommendation on the appointment to the University Librarian, with reasons given and taking into account only the complete file.

**258 Decision making**

**2581** The Provost and Vice-Principal (Academic) or delegate shall consider the recommended applicant's file and the recommendations, and shall grant or deny the appointment.

**2582** If the decision is to deny, the Dean, University Librarian, Department Head (if applicable) and Appointments Committee, or the Abridged Committee (if applicable), shall be promptly advised in writing with reasons.

**2583** The Dean or University Librarian shall advise the recommended applicant of the decision.

**259 Offer and Acceptance**

**2591** To enable candidates to obtain advice or assistance on terms and conditions of employment;

(a) the advertisement required by Article 25.6.1(b) and Article 25.10 shall provide that the academic staff at Queen's are governed by a collective agreement between QUFA and the University which is posted on the Faculty Relations [website](#) and on the QUFA [website](#); and

(b) any offer shall be accompanied by a reference to this Agreement, information on how the Association and its representatives can be contacted and any other materials which the Parties to this Agreement feel will be useful to a new Member;

**2592** The successful candidate



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**25 10 1.2 Subject to Article 25 10 1.5 notices for available Term Adjunct Appointments shall**

- (a) be posted on the Unit website on or before March 1 (for Summer Term courses); June 1 (for Fall Term and Fall Winter Term courses); and October 15 (for Winter Term courses);**
- (b) remain on the Unit website for at least ten (10) working days from the first day of posting**
- (c) be circulated internally via listserv that includes Term Adjuncts within the Unit within the first week of posting on the Unit website; and**
- (d) include the following information**
  - (i) The date of the posting of the notice;**
  - (ii) The Unit offering the course or course section;**
  - (iii) The course name, number; type (e.g., lecture, seminar), level (introductory undergraduate, upper-year undergraduate, graduate) and location (if not offered on the main campus);**
  - (iv) The percentage responsibility for the course or course section available (if less than 100%);**
  - (v) The expected enrolment for the course or course section available, subject to Article 25 10 1.3 and Article 25 10 1.4**
  - (vi) Any requirements for supervision of laboratory/practicum work;**
  - (vii) The required qualifications;**
  - (viii) The required application materials, including those specified in Article 25 10 2.4;**
  - (ix) The application deadline;**
  - (x) The start and end dates of the appointment; and**
  - (xi) The employment equity statement per Article 24 3 1(b).**

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**25 10 1.3 Notices for available Term Adjunct Appointments may indicate that appointments are subject to funding or enrollment criteria**

**25 10 1.4 The expected enrollments specified in Article 25 10 1.2(d)(v) shall be provided for information only and may be subject to change.**

**25 10 1.5 Exceptions to the posting requirements may not be used to circumvent Article 24 and may be made as follows:**

**(a) Notices may be posted after the dates provided in Article 25 10 1.2(a)**

**(i) if a Term Adjunct appointment becomes unexpectedly open due to the unavailability of an appointed Member or other faculty member; or due to the funding of an additional course or course section, or other unforeseen circumstances; or**

**(ii) for available Term Adjunct appointments in the Indigenous Teacher Education Program (ITEP).**

**(b) At the discretion of the Unit Head, posting of an available Term Adjunct appointment may be waived in exceptional circumstances, should a Term Adjunct appointment become open fewer than twenty (20) working days before the first day of the Academic Term or Academic Session in which the course or course section is to be offered**

**(c) After considering the advice of the Term Adjunct Appointments Committee, a Unit Head may waive posting of an available Term Adjunct appointment when there is an opportunity to**

**(i) integrate a distinguished member of a professional community into the academic program of a Unit;**

**(ii) assign the course or course section to a Post Doctoral Fellow at Queen's; or**

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(a) a complete and current curriculum vitae (CV);

(b) any other material that the applicant wishes to submit (such as a teaching dossier);  
and

(c) the names of two referees who may be contacted

**25 1025** Any applicant who has held an academic appointment in the Unit in the twelve (12) months preceding a posting may apply for a posted position by submitting a letter of interest and referring to relevant materials in their Official File.

**25 1026** The materials referred to in Article 25 1024 and Article 25 1025 shall be provided to the Adjunct Appointments Committee. When applicable, relevant material from an applicant's Official File, including the record of employment and teaching and other evaluations, shall be provided to the Unit's Adjunct Appointments Committee.

**25 1027** In reviewing applications for posted positions, the Adjunct Appointments Committee and the Deans shall ensure that the process does not have a discriminatory impact on members of equity-deserving groups, including by undervaluing work which is done predominantly by members of equity-deserving groups. The Adjunct Appointments Committee and the Deans shall assess applicants taking into account the many forms that scholarship can take and the diverse backgrounds and experiences of candidates.



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**25.103 Written Confirmation of Appointment for Term Adjuncts**

**25.103.1 The successful candidate shall receive, in duplicate, an offer of appointment from the Dean or delegate that shall include:**

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**ARTICLE 30**

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RENEWAL, TENURE AND PROMOTION  
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**304 Remedial Processes for Committees**

**304.1 If, for any reason, a Unit has failed to follow the procedures stipulated in Article 302 or Article 303, remedial measures may be taken as approved by the JCAA. Remedial processes for Committees are outlined in Appendix D.**

**305 Eligibility**

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appointment by one (1) year. Due consideration to such requests shall be given by the Dean

**3057** A Member who, during the Renewed Tenure-track appointment, has become a parent may elect to have the Tenure decision postponed for a year for each such birth or adoption. Any such election shall be approved by the Dean and sent to the Provost and Vice Principal (Academic) to be documented in a Letter of Deferral, in the format Schedule E. A Member who, during the Renewed Tenure-track appointment, has taken Sick Leave of at least sixty (60) days (or such lesser period if the Member can demonstrate that the period of Sick Leave has had substantial impact on the Member's research responsibilities) may elect to have the Tenure decision deferred for the same amount of time the Member was on leave (rounded up in years). Any such election shall be approved by the Dean and sent to the Provost and Vice Principal (Academic) to be documented in a Letter of Deferral. In other exceptional cases, Members may request consideration be deferred one (1) year and, if granted by the Dean, shall be sent to the Provost and Vice Principal (Academic) to be documented in a Letter of Deferral, and extending the Renewed Tenure-track appointment by one (1) year. Due consideration to such requests shall be given by the Dean

**306** Criteria

**3061** Those making recommendations with respect to renewal, tenure and promotion shall comply with Article 24.1.5

**3062** Renewal for Tenure-track faculty shall be granted when there is clear evidence of a commitment to academic excellence, some demonstrated professional growth, and the prospect (based on the record of accomplishments to date) of future development, as reflected in the following which may include any information provided per Article 24.1.6

(a) A record as a good teacher; and

(b) Clear evidence of high quality scholarly or creative work which is normally, but not necessarily, demonstrated by presentation or publication in a suitable academic or artistic forum. Writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity. The diverse backgrounds of Members and the type of their work shall be

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**3063 In a decision about Renewal, there shall be a presumption in favour of Renewal. In order to refuse an appointment, the University must be able to demonstrate that the weight of evidence is in favour of non-Renewal.**

**3064 Tenure as defined in Article 25 1.2.3 shall be granted when there is clear evidence of demonstrated professional growth and the promise of future development as reflected in the following which may include any information provided per Article 24 1.6**

**(a) A record as a very good teacher committed to academic and pedagogical excellence;**

**(b) A record of high quality and expert peer assessed scholarly or creative work which is normally demonstrated by presentation or publication in a suitable academic or artistic forum; writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity; the diverse backgrounds of Members and the type of scholarship appropriate to their research areas, as well as the diverse range of scholarly methodologies and ways of measuring impact, shall be taken into account when assessing the quality of scholarly or creative work; and**

**(c) A record of professional, University or community service which has contributed to the Department, Unit, Faculty, University or broader academic community.**

**3065 In order to be granted Tenure as defined in Article 25 1.2.3, the Member must show that the evidence favours granting Tenure.**

**3066 Promotion is the recognition by academic peers and the University of increased status of the Member in their discipline. A faculty Member will be assessed for Promotion on their contributions to teaching, research and scholarship, and service to the Department, Unit, Unit in their Q sm deer iacade**

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- (a) Assistant Professor: The Member must be a good teacher. In those disciplines where a PhD is usually required, the Member normally will have**



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**3069 Extraordinary contributions in either**

**(a) teaching or**

**(b) research, scholarly and/or creative activity;**

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**3074** The Unit Head shall notify the Renewal/Tenure/Promotion Committee of any application for Renewal, Tenure or Promotion as soon as possible so that the Committee can schedule its deliberations and begin the process of selecting and soliciting the views of students and referees. The Unit Head shall also advise the Committee whether the Applicant has invoked the provisions of Appendix Q

**308** Referees

**3081** For Renewal or Promotion to Assistant Professor; per Article 3262(c), there shall be three (3) referees, at least one (1) of whom shall be external to the University.

**3082** For Tenure or Promotion to Associate Professor; there shall be four (4) referees, at least three (3) of whom shall be external to the University.

**3083** For Promotion to Professor; there shall be five (5) referees, at least four (4) of whom shall be external to the University.

**3084** Referees must be suitably qualified with expertise in the candidate's discipline,

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one (1) shall be proposed by the Committee pursuant to Articles 3087 and Article 3089

**3089** If the Committee cannot choose at least half the required number of referees from the Member's list, it shall ask the Member to submit the names of additional prospective referees to the Committee.

**30810** The Member shall inform the Committee in writing of the nature of the relationship they have with all individuals nominated to be referees.

**30811** By August 1, the Unit Head shall request reports from the referees, outlining the process and offering guidance regarding the assessment being sought. The Unit Head shall also advise them of their option of remaining anonymous. The referees shall be sent the candidate's full curriculum vitae and identifying dossier (if applicable). The Member may request that the referees be notified of the results of the assessment process.







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- (a) the written recommendation of the Committee with its reasons and any dissenting view(s), and the Member's response to the Committee's recommendation (if any);
- (b) if applicable, the Department Heads written recommendation and reasons and the Member's response to the Department Heads recommendation (if any); and
- (c) the Dean's written recommendation and reasons.

**30.15 Decision Making**

- 30.15.1** After receiving the recommendation from the Dean and before reviewing the Renewal/Tenure/Promotion File, the Principal shall provide the Member with ten (10) days to respond to the Dean's recommendation
- 30.15.2** The University Promotion Advisory Committee as described in Article 30.16 shall provide written advice to the Principal as to whether, on the basis of the file, an applicant has met the criteria for Promotion to Professor. This advice shall be placed in the Promotion file.
- 30.15.3** The Principal shall consider the Renewal/Tenure/Promotion File, including all recommendations and all responses from the Member. The decision shall be made only on the basis of information in the Renewal/Tenure/Promotion File, the applicable criteria, and in cases of Promotion to Professor the advice of the University Promotion Advisory Committee.
- 30.15.4** The Principal shall grant or deny Renewal, Tenure or Promotion and shall inform the Member of the decision in writing including reasons for any denial, by April 1 for Renewal, by April 15 for Tenure or Promotion to Associate Professor and by May 15 for Promotion to Professor.
- 30.15.5** If the decision of the Principal differs from the recommendation of the Committee, Head, or Dean, the Principal must explain to them in writing the reasons for the disagreement.
- 30.15.6** Subject to the above, any Renewal, Tenure or Promotion decision may be delegated to the Provost and Vice Principal (Academic).

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**ARTICLE 31  
RENEWAL, CONTINUING APPOINTMENT AND PROMOTION  
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

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**ARTICLE 31 – RENEWAL, CONTINUING APPOINTMENT AND PROMOTION  
FOR LIBRARIAN AND ARCHIVIST MEMBERS**

- 31.1 This Article applies to Renewal, Continuing Appointment and Promotion decisions for Librarian and Archivist Members.**
- 31.2 Renewal, Continuing Appointment and Promotion Committee**
- 31.21 By May 1 of each year; the Librarian Members shall elect a standing Renewal/Continuing Appointment/Promotion Committee, and Archivist Members shall elect a standing Renewal/Continuing Appointment/Promotion Committee. Each**





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University Librarian, shall be sent to the Provost and Vice Principal (Academic) to be documented in a Letter of Deferral, extending the Renewed Continuing track appointment by one (1) year. Due consideration to such requests shall be given by the Vice Provost and University Librarian

**31.5 Criteria**

**31.5.1** Those making recommendations with respect to renewal, continuing appointment and promotion shall comply with Article 24.1.5

**31.5.2** Renewal for Continuing track librarians/archivists shall be granted when there is clear evidence of a commitment to academic excellence, some demonstrated professional growth, and the prospect (based on the record of accomplishments to date) of future development, as reflected in the following criteria, which may include any information provided per Article 24.1.6

(a) A record as a good librarian/archivist, who has demonstrated the ability to assume assigned responsibilities; and

(b) Some evidence of high quality academic and/or professional development which is normally, but not necessarily, demonstrated by presentation or publication in a suitable professional, academic or artistic forum

In their assessment of the criteria, the Committee shall consider the diverse experiences of Members and the many forms of academic activity, professional practice, and measuring impact

**31.5.3** In a decision about Renewal, there shall be a presumption in favour of Renewal. In order to refuse an appointment, the University must be able to demonstrate that the weight of evidence is in favour of non-Renewal

**31.5.4** Continuing Appointment as defined in Article 25.1.5.3 shall be granted when there is clear evidence of demonstrated professional growth and the promise of future development as reflected in the following criteria, which may include any information provided per Article 24.1.6

(a) A record as a good librarian/archivist who has demonstrated the ability to assume responsibility and to perform assigned duties successfully;

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- (b) Evidence of high quality academic and/or professional development which is normally but not necessarily demonstrated by presentation or publication in a suitable professional, academic or artistic forum, and**
- (c) A record of professional, university or community service which has contributed to the Library/Archives, University or broader academic community.**

**In their assessment of the criteria, the Committee shall consider the diverse experiences of Members and the many forms of academic activity, professional practice, and measuring impact**

**31.55 In order to be granted Continuing Appointment as defined in Article 25.1.53, the Member must show that the evidence favours granting Continuing Appointment**

**31.56 Promotion is the recognition by academic peers and the University of increased status of the Member in their respective discipline. A Librarian/archivist Member will be assessed for promotion on their professional and academic development, and their service to the Library/Archives, the University, the broader academic community and to the Librarian and Archivist professions. In their assessment of the criteria, the Committee shall consider the diverse experiences of Members and the many forms of academic activity, professional practice, and measuring impact**

**31.57 In order to be promoted to the rank of Librarian/Archivist, the Member must show that the evidence favours granting the promotion**

**31.58 Subject to Article 31.56, the normal expectations for Promotion to the following Librarian/archivist ranks are as follows, which may include any information provided per Article 24.1.6**

- (a) General Librarian/General Archivist: The Member will have a Master of Library Science, Master of Archival Studies or the equivalent and show both potential for successful performance and promise for future professional and academic activity. This is the rank at which a professional career normally begins.**
- (b) Assistant Librarian/Assistant Archivist: The Member has demonstrated a continuing record of successful performance as a General Librarian/General Archivist and the a r . " O**

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(c) **Associate Librarian/Associate Archivist:** The Member has demonstrated successful performance of assigned duties, and demonstrated abilities to handle increased responsibilities. Evaluation of the Member's performance shall also include consideration of service to the University and professional or scholarly development.

(d) **Librarian/Archivist:** The Member must show a continuing record of professional accomplishment and a demonstrated ability to handle increased responsibility. The Member must demonstrate scholarly and/or professional development and significant achievement in the field of service or specialization. Contributions to their profession and community are also relevant.

**31.6 Notification**

**31.61** By May 1, a notice shall be placed in For the Record by the Office of the Provost and Vice-Principal (Academic) announcing a July 15 deadline for applications for Renewal, Continuing Appointment or Promotion and referring to the procedures in this Article.

**31.62** By May 15, the University Librarian shall

(a) notify all Members of the Unit of the Promotion deadlines for the coming year;

(b) provide written notification of this announcement to all Members within the Unit; and

(c) notify all Members eligible for Renewal or Continuing Appointment in writing of their eligibility and in that notice draw their attention to Appendix O.

**31.63** By June 1, the Member must notify the University Librarian of their intention to apply for Renewal, Continuing Appointment or Promotion, and if so whether the Member wishes to invoke the provisions of Appendix O.

**31.64** The University Librarian shall notify the Renewal/Continuing Appointment/Promotion Committee of any application for Renewal, Continuing Appointment or Promotion as soon as possible so that the Committee can schedule its deliberations and begin the process of selecting and soliciting the views of referees. The University Librarian shall

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- 31.7.9** If the Committee cannot choose at least half the required number of referees from the Member's list, it shall ask the Member to submit the names of additional prospective referees to the Committee.
- 31.7.10** The Member shall inform the Committee in writing of the nature of the relationship they have with all individuals nominated to be referees. The Member may also file a written comment on the appropriateness of any referee proposed by the Committee.
- 31.7.11** By August 1, the University Librarian shall request reports from the referees, outlining the process and offering guidance regarding the assessment being sought. The University Librarian shall also advise them of their option of remaining anonymous. The referees shall be sent the candidate's full curriculum vitae and teaching dossier (if applicable). The Member shall select significant scholarly work or examples of creative work which shall be sent to the referees. If relevant, the Member will provide a description of their contributions in the case of collaborative scholarly/creative work, including co-authorship. Referees shall be informed that they may request any additional pieces of work that appear on the curriculum vitae if they need those materials to complete their evaluation of the candidate's scholarly/creative work. The Member shall provide any requested materials. If the Member has disclosed any deferral(s) pursuant to Article 31.7.5, the University Librarian, or Associate University Librarian/University Archivist shall ensure that a Notice to Assessors and d

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- (c) Copies (if feasible) of all relevant scholarly work (or at least citations for such work) and a description of any work in progress;**
- (d) A summary of the Member's administrative and professional service responsibilities; and**
- (e) A copy of any Letter(s) of Deferral and Notice(s) to Assessors and Referees.**

**The Member at their discretion may also provide a letter of introduction to their materials and may address any career interruptions.**

**31.82 The Unit shall reimburse the Member for the costs of the preparation of duplicate copies on a receipted basis.**

**31.9 Colleagues**

**31.91 By September 15 the Member's Application File as described in Article 31.81 and if the Member permits, any other material submitted for this purpose shall be made**



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**(10) days to respond to the Associate University Librarian/University Archivist's recommendation**

**31.12.14 The University Librarian shall form a recommendation on the merits of the case based on the material in Article 31.12.12 and any response made by the Member per Article 31.12.13**

**31.12.15 In the case of an emerging negative recommendation at the University Librarian level, the Member must be informed promptly with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Renewal/Continuing Appointment/Promotion File.**

**31.12.16 Prior to making a recommendation that would differ from that of the Committee or the Associate University Librarian/University Archivist and after receiving any written response or additional relevant material pursuant to Article 31.12.15, the University Librarian shall discuss their concerns with the Committee and/or the Associate University Librarian/University Archivist**

**31.12.17 In the case of a positive recommendation or following receipt of the Member's response to an emerging negative recommendation, the University Librarian shall form a recommendation in writing with reasons in accordance with the appropriate criteria**

**31.12.18 By March 1, the University Librarian shall forward to the Member the written recommendation of the University Librarian and submit to the Principal the Renewal/Continuing Appointment/Promotion File, including**

- (a) the written recommendation of the Committee with its reasons and any dissenting view(s), and the Member's response to the Committee's recommendation (if any);**
- (b) the Associate University Librarian/University Archivist's written recommendation and reasons and the Member's response to the Associate University Librarian/University Archivist's recommendation (if any); and**
- (c) the University Librarian's written recommendation and reasons.**

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FOR LIBRARIAN AND ARCHIVIST MEMBERS**

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**31.13 Decision Making**

**31.131** After receiving the material in Article 31.12.18 and before reviewing the Renewal/Continuing Appointment/Promotion File, the Principal shall provide the Member with ten (10) days to respond to the University Librarian's recommendation

**31.132** The Principal shall consider the Renewal/Continuing Appointment/Promotion File, including all recommendations and all responses from the Member. The decision shall be made only on the basis of information in the Renewal/Continuing Appointment/Promotion File and the applicable criteria

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**REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS**

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- (c) If two or more Term Adjuncts have an equally long record of teaching that course as an Adjunct at Queen's, and have taught the course equally recently, and both have a record of good teaching per Article 29 the Term Adjunct who has a superior record of teaching that course per Article 29 shall be appointed

**32.3 General Right of Reappointment (GRoR) for Term Adjuncts**

**32.3.1 Eligibility for General Right of Reappointment (GRoR)**

**32.3.1.1** Subject to the provisions of Article 32.3.1.4, a Term Adjunct with a SRoR who has served four (4) or more consecutive years as a Term Adjunct at Queen's University and whose years of service multiplied by the cumulative total of the full-course equivalents they have successfully taught in that period equals sixteen (16) or more shall be eligible to apply for a General (i.e. not course specific) Right of Reappointment (GRoR) within a Unit. Only Term Adjuncts with a SRoR to a half (0.5) course or more shall be eligible for a GRoR. The GRoR is a right to a reappointment for a period of not less than one (1) year and not more than three (3) years to teach any course that the Member is demonstrably qualified to teach within a Unit in which they acquired the GRoR.

**32.3.1.2** The Teaching Load Entitlement (TLE) of a GRoR equals the full-course equivalents (comprised of half (0.5) courses or more) to which the Member has earned a SRoR.

**32.3.1.3** In standard cases a Term Adjunct has become implicitly eligible for a GRoR as a result of teaching performed in multiple Units, the provisions of Article 32.3.1.1 shall apply. If a Term Adjunct has become implicitly eligible for a GRoR as a result of teaching performed in multiple Units, the provisions of Article 32.3.1.2 shall apply. If a Term Adjunct has become implicitly eligible for a GRoR as a result of teaching performed in multiple Units, the provisions of Article 32.3.1.3 shall apply.

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including the written recommendation of the Committee with its reasons. The Committee shall also compile a list of the courses the Member is demonstrably qualified to teach within the Unit.

**32345** For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Unit Head shall recommend granting a GRoR unless the Unit Head is not persuaded that the Member has met the requirements of Article 3231.5.

**32346** For a departmentalized faculty, the Unit Head shall recommend granting the GRoR to the Member if the Unit Head is not persuaded that the Member has met the requirements of Article 3231.5. The Unit Head shall submit an Application File, including

- (a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and
- (b) the Department Head's written recommendation and reasons.

**3235 Decision**

**32351** For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee and the Unit Head (if applicable), the Dean shall grant the GRoR, effective July 1 of the year in which it is granted. However, if the Unit Head and the Committee cannot agree on a recommendation, the Unit Head shall

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**3236 Eligibility for a General Right of Reappointment (GRoR) Across Two or More Units**

**32361** Article 3236 applies to Term Adjuncts who have taught in more than one Unit and who wish to apply teaching experience in one Unit to their eligibility for GRoR in another Unit. To the extent applicable, Article 3236 modifies the other provisions of Article 323

**32362** A Term Adjunct with a SRoR who wishes to apply teaching experience in one Unit to their eligibility for GRoR in another Unit shall inform the Heads of all such Units in writing of all teaching performed in other Units by October 31 in the Fall Term, or February 15 in the Winter Term if they are only teaching in that Term. The Letter of Appointment for all Term Adjuncts will identify the need for a Term Adjunct to provide Unit Heads with this information.

**32363** The University shall consider teaching performed in multiple Units in the calculation of numerical eligibility for a GRoR only if the conditions of Article 32362 are met.

**32364** The Head of the Unit for which the Term Adjunct has a SRoR or, if the Term Adjunct has a SRoR in more than one Unit, the Head of the Unit in which the greatest amount of teaching has been performed by the Term Adjunct shall initiate the procedures as set out at Article 32322. Heads of Units in which the Term Adjunct subsequently earns a SRoR will initiate the procedures in Article 32322 at that time. All Units in which the Term Adjunct has taught shall be copied on the correspondence prescribed by Article 32322. For the purpose of making recommendations on the granting of GRoR, the composition of the Appointments Committee may be modified, as determined by the Chair, to include at least one (1) member from each Unit or program in which the Term Adjunct has taught.

**32365** A Term Adjunct is eligible for a GRoR only in the Units in which they have a SRoR Teaching.





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**3238 Bumping Rights Amongst Term Adjuncts with a General Right of Red Q ° ht of M**

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**32393 A Term Adjunct who wishes to apply to add to the list of courses they are demonstrably qualified to teach shall, on or before January 31, submit their application for consideration by the Modified Appointments Committee. The applications shall include:**

- (a) an up to date curriculum vitae;**
- (b) a teaching dossier which includes student evaluations and/or surveys pursuant to Article 29;**
- (c) a list of the additional courses within the applicable Unit the Member believes they are demonstrably qualified to teach and evidence as to why; and**
- (d) any other materials relevant to the courses within the Unit that the Member is demonstrably qualified to teach (in addition to those courses for which the Member has been appointed in the past).**

**The Member may also choose to include other material they believe is relevant to the criteria at Article 32392**

**The Application File shall consist of all materials submitted pursuant to this Article.**

**Each Unit in which a Term Adjunct has a GROR and where they would like to apply to add to the list of courses they are demonstrably qualified to teach shall independently complete the procedures as set out at Article 3239**

**32394 Prior to February 15, the Unit Head shall**

- (a) inform the Modified Appointments Committee of the Member's application;**
- (b) make available to the Committee the Member's Application File submitted pursuant to Article 32393;**
- (c) make available to the Committee the positive recommendation from the Modified Appointments Committee granting the Member GROR pursuant to Article 32344; and**
- (d) make available to the Committee the Dean's GROR notification letter pursuant to Article 32352**

**32395 By March 15, the Modified Appointments committee shall meet to assess all materials in the Application File in order to determine**

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(a) if the Member has met the criteria set out at Article 32.392 and if so

(b) which additional courses the Member is demonstrably qualified to teach in the applicable Unit. If a course is one which the Member has previously taught with satisfactory assessment, it shall be presumed that the Member is demonstrably qualified to teach it unless evidence to the contrary is contained within the Application File in which case the Committee must assess rather than presume that the Member is qualified to teach the course in question

**32.396** In the case of a Membering request, if the Modified Appointments Committee level on the question of whether to expand the list of courses the Member is demonstrably qualified to teach, the Chair of the Committee must inform the Member within ten (10) working days with clearly stated reason. Mob theQ 3

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**32586** Each Unit to which the Term Adjunct applies for conversion to a Continuing Adjunct appointment shall independently complete the procedures set out at Article 3253 through Article 3256

**32587** Where the Term Adjunct submits more than one application for conversion to Continuing Adjunct appointment, the Deans shall assess and decide each application independently.

**32588** In the case of a positive recommendation in one or more of the Term Adjunct's application(s), the Course Load Entitlement for the Member's Continuing Adjunct appointment shall be the sum of the calculations (in accordance with Article 3257.1) in all Units in which the Member's application was successful to a maximum of one hundred (100) percent FIE.

**32589** Regardless of the number of successful applications, the Member shall be granted a single Continuing Adjunct appointment. The Member's workload may be assigned across the multiple Units as the respective Unit Heads, in consultation with the Member, may determine.

**326 Promotion for Adjunct Faculty**

**3261** The Renewal/Tenure/Promotion (RTP) Committee as defined in Article 302 shall make recommendations on all Adjunct promotion applications.

**3262** For the promotion of Adjuncts,

(a) the procedures set out in Article 307 through Article 3016 shall apply *mutatis mutandis*, and

(b) the criteria set out in Article 3061 through Article 3069 shall apply to the same extent and in the same way that they apply to Tenured and Tenure-track faculty Members, except that when considering the length of time over which an Adjunct has developed their record of scholarly activity, the RTP Committee shall take into consideration any evidence as to the effect of the nature of the academic appointment(s) held by the Adjunct on their ability to engage in those scholarly activities; and

(c) Where any Adjunct who was initially appointed at the rank of Lecturer and who has not obtained their PhD applies for promotion to Assistant Professor:

(i) The procedures set out in Article 307 through 3015 that pertain to Renewal shall be used; and

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**(ii) In order to be promoted to Assistant Professor, the Member must show that the evidence favours promotion to Assistant Professor:**

**3263 Any Adjunct who was initially appointed with the rank of Lecturer because they had not yet obtained their PhD shall be appointed with the rank of Assistant Professor upon obtaining this degree without the need to apply for promotion under this Article.**

**3264 In order for any Adjunct to apply for promotion to a particular rank, the Adjunct must first hold the rank immediately preceding the rank for which they are applying.**

**3265 A Continuing Adjunct who is successful in obtaining multi-year external research funds as a principal investigator, shall be granted no more than one-half (0.5) credit course teaching release, per full year of grant funding excluding extensions granted by the relevant funding agency, with no reduction to salary. The timing of teaching releases shall be negotiated with the Unit Head.**

**3266 In order to be eligible to apply for promotion, a Term Adjunct must either currently hold an appointment or be within twelve (12) months of the conclusion of their most recent appointment at the time that they make notification of their application as per Article 30.7.3. Where they do not have an appointment at the time of application, any promotion will take effect upon the first appointment subsequent to the successful application for promotion.**

**3267 A Continuing Adjunct who has held an adjunct appointment at the University for a minimum of ten (10) consecutive years (excluding service as an Adjunct I and as a Sessional Adjunct) and who has been promoted to the rank of Professor in accordance with the provisions of Article 30 and Article 32 shall be granted a full-range Tenured appointment with the rank of Professor.**





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**41.3 Procedures**

**41.31 The following procedures will commence at least nine (9) months before the end of a term of a Department Head, or immediately should the post of Head become vacant. Head selection procedures determined by Faculty Boards shall not conflict with this Agreement and must include the provisions below**

**41.32 An announcement shall be placed in For the Record by the Dean, notifying the University of a search/renewal for a Department Head and seeking the input of the University community respecting the composition of the Selection Committee.**

**41.33 If within thirty (30) days of the publication of the announcement the Head indicates in writing to the Dean that they wish to be considered**

**(a) for a second term, an abridged Selection Committee shall be constituted consisting of the members elected under Article 41.21 and the Dean (or delegate) as Chair; as provided in Article 41.25. The abridged Selection**



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to identify the characteristics desirable in a Head. At the request of either the Department members or the Committee, a meeting shall be arranged for the Department and the Committee to ascertain the Department's views on the qualities required in a Department Head.

**41.37** The Committee shall establish a short list after undertaking any further inquiries that it deems appropriate and relevant, and after considering the present state and future prospects of the Department. In establishing this list the Committee shall consider the qualities of the candidates in terms of academic excellence, leadership and administrative abilities.

**41.38** Once the short list has been established it will be distributed to members of the Department. The Committee shall consult with members on the merits of the respective candidates. The Committee shall give serious consideration to the views of the members of the Department.

**41.39** Recommendation to the Provost and Vice-Principal (Academic) or delegate must be by majority vote of the Committee.

**41.310** Following deliberations by the Committee, the Chair shall transmit to the Provost and Vice-Principal (Academic) or delegate the following:

(a) The Committee's recommendation;

(b) The results of the consultation process; and

(c) The short list.

**41.4** Term of Office

**41.41** The term of office for a Head shall normally be for five (5) years. A term of office for a Head shall normally commence on July 1.

**41.42** The term of office may be renewed once, to a total maximum of two (2) five (5) year terms. Any subsequent renewal must follow the full selection review process in accordance with Article 41.33(b).

**41.43** Acting Heads may be appointed for up to one (1) year by the Provost and Vice-Principal (Academic) or delegate in the following circumstances: in vacancies caused by emergencies, between successive terms of a re-appointed Head, in the event of a

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**planned leave or temporary reassignment. With the agreement of a majority of Members of the Department, Acting Heads need not be current Members of the Bargaining Unit.**

- 41.44 An Interim Head may be appointed by the Provost and Vice Principal (Academic) or delegate prior to or during the search for a Head. Such appointment shall not exceed two (2) years. With the agreement of a majority of Members of the Department, Interim Heads need not be current Members of the Bargaining Unit.**

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**331.34(b), 331.34(c), 331.4, 331.5, 331.76, 331.77 and 331.8 governing Academic Leaves shall apply to administrative leaves. The administrative leave is accumulated at the rate of twelve (12) months per each five (5) year term**

**41.65 Department Heads do not accumulate credit towards Academic Leave during their terms as Heads. However, service acquired prior to their holding a headship counts towards an Academic Leave**

**41.7 Library Department Heads**

**41.7.1 Heads**

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assume the responsibilities of the position, and when the major obligations of the position are consistent with the overall mission of the University.

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department and one (1) librarian from a cognate Library department will be appointed by the University Librarian in consultation with the elected Librarian Members. Where there are no additional librarians in the Library department, two (2) librarians from cognate 'departments' shall be appointed by the University Librarian in consultation with the elected Librarian Members.

- (v) One (1) Library Technician or one (1) general staff person shall be elected from among the Library Technicians and general staff of the Library department
- (vi) The University Librarian may, after consultation with the rest of the Committee, appoint a member from outside the Library system if appropriate
- (vii) The Committee may agree to involve the Library human resource officer in the deliberations of the Committee as a resource person
- (viii) The University Librarian or delegate will chair the Committee but shall only vote to break a tie
- (ix) Any recommendation by the Committee to the Provost and Vice

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**41.7.6 Recognition for Service**

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## **APPENDIXO**