

Additional guidelines for faculty undergoing Advisory Council review  
May 2021

Context:

While there is little that can be done to counter the devastating physical, mental, social, financial, personal, and professional consequences of the COVID-19 pandemic, the College can consider ways to replace “lost time” for research for faculty undergoing Advisory Council review in the coming years. For pre-tenure faculty we recognize that in addition to the aforementioned consequences of the pandemic, there is the added anxiety associated with a ticking tenure clock. We are particularly mindful of the potential financial consequences associated with delaying tenure and/or promotion reviews.

For the purposes of this document, the College distinguishes between “developmental” and “summative” reviews conducted by Advisory Council.

Developmental reviews typically take place midway through the probationary period in the form of the “pre-tenure review,” and 5-years after tenure in the form of the “5th Year associate professor review.” These processes are designed to assess the faculty member’s readiness for their upcoming tenure or full professor promotion reviews. Tenure and full professor promotion reviews serve an evaluative, rather than developmental function. Successful tenure and full professor promotion reviews result in a significant increase to a faculty member’s salary.

In 2020-21, Advisory Council updated the letter that is sent to external reviewers, foregrounding the impacts of the pandemic in their assessment of the candidate’s work. We will continue to use that revised letter to solicit external reviews while the impacts of the pandemic are ongoing. Faculty members may also refer to the impacts of COVID on their work, in particular, how the pandemic has affected their research progress relative to their planned research agenda prior to the pandemic. Finally, AC will focus on the candidate’s overall trajectory and will consider the specific impacts of COVID on their research productivity when evaluating the case.

Tenure/Promotion clock delays:

The College had determined that all T3 faculty members that are pre-tenure or are Associate Professors will be entitled to take a “COVID-delay” of one-year duration. A “COVID-delay” is a one-year delay of an Advisory Council tenure or promotion review due specifically to the impacts of COVID. When taking such a delay, upon a successful tenure or promotion review, the faculty member’s salary increase is calculated retroactive to the prior year’s salary (such that their salary trajectory is unaffected by the delay). Faculty members cannot take more than one year of delay due specifically to the impacts of the COVID pandemic.

*Delays for pre-tenure faculty:*

According to current practice (and as outlined in the Faculty Handbook), faculty members may request (and are typically granted) a one-year extension to the tenure clock to accommodate personal circumstances. Faculty members may also request a second, one-year extension due to the impacts of COVID. Requests for delays (for any reason) must be received by April 1st in the year prior to the scheduled review.

This option for a second one-year extension applies to all pre-tenure faculty members whose appointments began in Fall 2021, 2020, 2019, 2018, 2017, 2016, and 2015.

Note, any clock extension that was requested prior to April 2020 is not considered a “covid delay” and is not eligible for the retroactive salary increase. However, any clock extension taken after April 2020 is eligible for one year of retroactive salary increase (even if a faculty member takes two years of clock extension).

In addition, FC will refrain from assigning faculty members from these hiring years to a committee during the year prior to their tenure review. Should they elect to delay their tenure review after such a “service holiday,” they will not receive another such service release.

*Delays to the Full professor review for tenured associate professors:*

The timing of the Full Professor review is at the faculty member’s discretion at any time after initial eligibility (typically Year 7). The review typically follows a thorough “Associate Professor review” in the 5th year following promotion to Associate Professor. During the 5th year Associate Professor review, Advisory Council considers the faculty member for an accelerated Full Professor promotion review during the following year (Year 6 post-tenure). Absent a recommendation for acceleration of the Full Professor review, it is at the faculty member’s discretion whether to come up for review in Years 7, 8, or 9. If a faculty member has not yet undergone a Full Professor promotion review by Year 10, they must submit a file for review in that year.

A faculty member who is not ready to stand for Full Professor promotion by Year 10 due to the impacts of Covid may delay that review to Year 11. A faculty member who was past Year 10 of their Associate Professor appointment prior to April 2020 is not eligible for the retroactive salary increase associated with a successful promotion review following a COVID-delay.

Any faculty member who undergoes a successful Full Professor promotion review in Years 8, 9, 10, or 11 of their AP appointment during the following academic years: 21-22, 22-23, 23-24, or 24-25, will be eligible for the one year retroactive salary increase.

*Note: we advise faculty members against delaying a “developmental” review due to the impacts of COVID, since the pre-tenure review and 5th Year Associate Professor Review are designed to provide feedback to the candidate in advance of their evaluation. Only one year of*

*“Covid-delay” is possible; a faculty member who delays a pre-tenure review will not be able to take a second Covid delay before the tenure review (although they may request a delay for other reasons).*