

Key Considerations: Interim/Third Year Review Process (Tenure Stream)

Pre-tenure faculty follow slightly different timelines depending on whether they are covered by the 2015 revised *Policy and Procedures on Academic Appointments* (PPAA) or by the 2003 PPAA. Please note that many faculty who were hired under the 2003 PPAA opted to be covered by the 2015 PPAA.

1 PPAA (2003): Third Year Review

- Tenure stream faculty receive an initial 3-year contract.
- The third year review normally occurs in the third¹ academic year of the appointment but **no earlier than May 1 of the second year** of the contract.
- The review is conducted by a committee appointed by the division head in single-department divisions or by the department chair in multi-department divisions. The practice in most divisions is to appoint someone other than the department chair or division head to chair the committee.
- The appointee should be asked to submit an account of research or creative professional activity that has been completed or undertaken since the time of initial appointment.
- Written notice that the contract either will or will not be renewed on the following July 1 must be given no later than **September 25** of the third year.

2 PPAA (2015): Interim Review

- Tenure stream faculty receive an initial 4-year contract.
- The interim review normally occurs in the fourth academic year of their appointment but **no earlier than May 1 of the third year** of the contract.
- The review is conducted by a committee appointed by the division head in single-department divisions or by the department chair in multi-department divisions. The practice in most divisions is to appoint someone other than the department chair or division head to chair the committee.
- **Normally no later than June 30 of the third year**, the appointee should be asked to submit an account of research or creative professional activity that has been completed or undertaken since the time of initial appointment.
- The appointee will not normally be required to complete the submission **prior to August 31 of the fourth year**.
- Written notice that the contract either will or will not be renewed on the following July 1 must be given no later than **November 30** of the fourth year.
- Appointees who have been granted a renewal of their initial contract are entitled to an adjustment to their workload assignment for one academic term in order to allow them to focus on preparing for their tenure consideration and to address any advice from the review of their initial appointment. Normally this term will not include assigned teaching or service; but the term may

¹ The term “year” throughout this document refers to the academic year, i.e., July 1 to June 30. The PPAA assumes a July 1 start date for all new faculty but many faculty now begin their career at the University of Toronto at other times in the year. The “start” of their interim and tenure review clock will be determined by calendar year whereby any new faculty member starting at any point during the calendar year (e.g., January 1 to December 31) would have their interim and tenure review clock start from July 1 of that same year.

include assigned teaching, with the candidate's agreement, in order to address advice from their review.

3 Criteria (under both versions of the PPAA)

- The review of an initial appointment is essentially different in purpose and procedure from a tenure review. The committee should consider two questions:
 - ▶ Has the appointee's performance been sufficiently satisfactory for a second probationary appointment to be recommended?
 - ▶ If reappointment is recommended, what counselling would assist the appointee to improve areas of weakness and maintain areas of strength?
- Third year/interim reviews should never find for excellence or competence in any area. These are the criteria for tenure.