

## Tenure & Promotions Committee

### 1. MANDATE

The Committee on Tenure and Promotions (T&P) makes recommendations, as required, on Faculty and University policy concerning tenure and promotions: it shall deliberate on Faculty tenure and promotions policy and make recommendations on such policy to Faculty Council and the Dean. The Faculty Committee on Tenure and Promotions, when augmented by two members from the Senate Committee on Tenure and Promotions, is constituted as a sub-committee of the Senate Committee on Tenure and Promotions, and acts as a Review Committee of Senate, for T&P files. (Please see section F.3.4.1. of the [Senate Tenure and Promotions Policy, Criteria and Procedures](#) document.)

### 2. TERMS OF REFERENCE

When constituted as a Faculty T&P Committee, it will:

- Review unit standards as required, and provide timely feedback before submission to the Senate Committee on Tenure and Promotions for review/approval.
- Liaise with the Secretariat, Senate Committee on Tenure and Promotions, and Departments to confirm the list of tenure and/or promotion candidates scheduled for consideration.
- Work to ensure that timelines are maintained, and report to Council on the disposition of files by category.

When constituted as a Review Committee of Senate, it will:

- Evaluate the recommendations of Department Adjudicating Committees to ensure that procedures set out have been followed and that the criteria used in the evaluations of files have been applied fairly and in accordance with the University criteria and the unit criteria (if any).
- Ensure that if a member of the review committee has adjudicated a file as a member of a Department Adjudicating Committee, he/she does not take part in consideration of the file at the review level.
- Review and take action on each file as per sections F.3.4.4. to F.3.4.10., of the [Senate Tenure and Promotions Policy, Criteria and Procedures](#) document.
- Vote to:
  - Concur: When the procedures have been followed in all material respects, the appropriate criteria fairly applied and the evidence in the file supports the recommendation;
  - Dissent: When the criteria and procedures have been fairly applied, but the evidence in the file does not support the recommendation;
  - Refer back to the Adjudicating Committee:
    - If there are substantive procedural errors
    - If the appropriate criteria haven't been properly or fairly applied
    - If there is substantive new material which might affect the Adjudicating Committee's assessment and recommendation on the file, the file must be returned to the Adjudicating Committee for its reconsideration.

### 3. EQUITY, DIVERSITY & INCLUSIVITY

The Lassonde School of Engineering is committed to create a community where students, faculty and staff feel welcome and valued, and a place and space for people to thrive in their various endeavors. This means creating policies, procedures, programs, events, and other interventions that work to eliminate barriers, and to establish and sustain the conditions that enable everyone to fully participate in our community. To reach this goal, the committee will support Lassonde's learning journey to:

- Create a diverse, inclusive integrated teaching & learning and research environment.
- Empower diverse internal and external communities to organically grow by optimizing existing spaces and creating new ones with a culturally inclusive lens.
- Prioritize equitable outcomes by adopting a values-driven integrated approach to research, teaching, learning and operations.
- Cultivate an inclusive interdisciplinary community that brings the diverse perspectives required to envision and devise engineering and science solutions that address environmental, economic and social problems.

### 4. COMMITTEE MEMBERSHIP

#### 4.1. Membership

The membership of the T&P Committee shall be as follows:

The majority of faculty members on this committee shall be tenured.

Title	# of Members	# of Votes
<b>Ex Officio Membership</b>		
Vice Dean, Chair (non-voting)	1	0
<b>Membership, Elected and/or Appointed</b>		
One member	4	4
One member elected by Council	1	1
2 students (1 undergraduate and 1 graduate)	2	2
2 members from Senate T&P Committee - as designated by Senate (rotating)	2	2
Secretary to Committee (non-voting)	1	0
<b>TOTAL</b>	<b>11</b>	<b>9</b>

**4.2. Period of Appointment**

**Ex-Officio Members:**

- Ex Officio members shall hold their position for the duration of their appointment in that role.

**Faculty Members:**

- Elected and/or appointed members shall hold their position for their specified term, or until their resignation, whichever is earlier. The specified term for faculty members shall be two years.
- Alternate faculty members, shall hold their position for their specified term, or until their resignation, whichever is earlier. The specified term for alternate members shall be one year.

**Students:**

- The undergraduate and graduate students elected and/or appointed as members will serve for one year, renewable.

**Staggered Committee Membership Terms:**

- To avoid complete turnover of the committee membership at one time, and to maintain continuity in the running of the committee, the committee will aim for a staggered-term membership whereby only 50% of the committee membership is to be turned over each year, preventing more than one-half of the terms from expiring at the same time.

**4.3. Elections/Nominations**

**Students:**

- Student vacancies are filled via a centralized process which will be managed by the Executive Committee. The election process is conducted by the respective student bodies of the Lassonde undergraduate student government and Lassonde graduate student associations.

**Departmental Members:**

- The faculty member and alternate faculty member designates for a department shall be chosen in accordance with each department's procedures.

**Senate Representatives:**

- Senate Representatives are elected by the Senate Committee on T&P in accordance with the procedures of Senate. No person shall serve simultaneously on tenure and promotions committees at different levels.

**EDI Champion Role:**

- The committee shall select a member, other than the Chair, to take on the additional role of being the committee's EDI Champion, beyond their normal membership tasks (see EDI Champion Role document).

**Alternates:**

- An alternate should be identified for each committee member to attend committee meetings in cases when a member cannot. Ideally, the alternate shall succeed the member in the following membership term.

**Dismissal of Members**

- Replacement members will be requested from the respective bodies through which they were appointed, should the need arise.
- Should an elected member resign from the committee, a by-election shall be held to fill the vacancy.

**5. MEETINGS & PROTOCOLS**

**5.1. Meetings and Protocols**

- The Committee works according to the Senate Tenure and Promotions Policy, Criteria and Procedures.
- Normally, committee meetings will be held completely virtually via videoconference or in a hybrid/Hyflex (in-person + simultaneous videoconference) format.

**5.2. Chair**

- The Chair of the Committee will be the Vice Dean. The Chair of each file will be a member of the Committee that is not from the candidate's home department.

**5.3. Quorum**

- When constituted as the Faculty T&P Committee, the quorum will be a majority of voting members.
- When constituted as the Senate Review Committee, quorum will be a majority of voting members of the Faculty T&P Committee, plus two members of the Senate T&P Committee who must be present.

**5.4. Timing and Frequency of Meetings**

- Meetings are scheduled as required according to the files to be reviewed, and/or the business that arises, typically once per month from September to August.

**5.5. Standing Orders**

- The conduct of the business of the meeting shall be subject to the "[York University Rules of Senate](#)"

**5.6. Agenda, Administration, and Minutes**

- The T&P Committee shall be serviced by the Secretary to the Committee.
- All Committee meeting agendas should be made available to the Lassonde community at least one week in advance of a committee meeting.
- When constituted as a Faculty T&P Committee, All records of the meetings, including the minutes, shall be retained in accordance with the Common Records Schedule (CRS) for Faculty Councils ([ADG15](#)) and Faculty Council Committees ([ADG17](#)) under York University's Information, Privacy and Copyright Office.
- When constituted as a Senate Review Committee, all deliberations shall be in camera and completely confidential.
- The Committee Secretary shall be responsible for ensuring correspondence and decisions made by the Committee are available to relevant people or bodies, including T&P candidates, adjudicating committees, membership of sub-committees and secretaries of relevant Faculty Council or Senate Committees.

**5.7. Voting**

- Only members present at the review meeting – in person, online or by teleconference - may vote. Members who have provided a reference letter to the file participate in the review and vote on the file.
- All members of the committee are voting members unless specifically indicated otherwise.
- All votes will be open votes.

**6. REPORTING**

The T&P Committee shall report to Faculty Council, and the Senate Committee on Tenure and Promotions at least on an annual basis.

**7. DOCUMENT CONTROL**

Version Number	3.0
Approved by:	Faculty Council
Date:	June 2023