

**A Chronology of Dates in the Academic Calendar,  
the SMUFU Collective Agreement and Other Pertinent Activities (Faculty)**

Date	Description of Activity	Article #/ Regulation
<b>2017</b>		
<b>September</b>		
1	Sabbatical applications commencing in the following year, September 1, are due to Department Chairperson.	Article 19.3.20c(i)
6	Grading Systems due to students on the first day of class in that course; a copy to be sent to Dean's Office; any subsequent changes also to be sent to Dean's Office.	Academic Regulation 4b
30	Chairperson's written feedback to faculty members holding probationary appointments (after consultation with the Department) and copied to the Dean.	Article 10.1.12(b)
30	Applications for Faculty of Arts submissions regarding travel expenses for scholarly purposes due to Dean's Office.	
29, 30	Fall Convocation, 2017	
<b>October</b>		
1	The Dean will consider all applications for sabbatical received to that date and make recommendations to the Vice President, Academic & Research.	Article 19.3.20(c)i
1	A Faculty Member returning from sabbatical leave shall submit to his/her Department, Dean, and Academic Vice-President, no later than one month after completion of his/her sabbatical leave, a detailed written report of activities during the leave.	Article 19.3.20(c)i
15	Departments to complete their reviews and communicate its judgment respecting renewal of appointments.	Article 11.1.11(a)
15	Annual report of activities (4 copies) from tenured faculty members due to Chairperson.	Article 8.4.13(a)

31	Departmental allotments of full-time faculty in the Tenure Stream, in the Lecturer Stream and for sabbatical leave replacements shall be made known to Departments as soon as circumstances reasonably permit, but in any event no later than October 31st, except that increases in allotments may be authorized after that date.	Article 10.1.20(a)
31	External assessors will be asked to reply to the Dean by the following October 31.	Article 11.1.13(c)
<b>November</b>		
30	Applications for Faculty of Arts submissions regarding travel expenses for scholarly purposes due to Dean's Office.	
30	The Chairperson shall summarize any comments that may be received and submit them to the Dean together with his or her own comments and two copies of the reports by November 30.	Article 8.4.13(a)
30	The Dean shall provide a separate written assessment on annual reports to those faculty members holding probationary appointments by November 30.	Article 10.1.12(b)
<b>December</b>		
2-16	Formal Examination Period	
11	Departmental Budget submissions due to the Dean (tentative)	
20	Schedules I and II due to Dean's Office.	
<b>2017</b>		
<b>January</b>		
1	Employer's decision respecting promotion: no later than January 1 of the Academic Year preceding the possible date of promotion.	Article 11.1.20(a)
1	Sabbatical applications commencing in the following year, January 1, are due to Department Chairperson.	Article 19.3.20c(i)
1	If an Employee wishes to terminate his/her employment, he/she shall give notice to the President, in writing, no later than January 1, if practicable, of the year during which the termination is to become effective. Notice of termination by the Employer shall be in writing and be signed by the President.	

3	Applications for Faculty of Arts submissions regarding travel expenses for scholarly purposes due to Dean's Office.	
3	Grading Systems due to students on the first day of class in that course; a copy to be sent to Dean's Office; any subsequent changes also to be sent to Dean's Office.	Academic Regulation 4b
<b>February</b>		
1	The Dean will consider all such applications received to that date from within his/her Faculty and make recommendations on them to the Academic Vice-President, taking into account the proposed sabbatical activity and the applicant's record of scholarship according to the applicant's last two annual reports submitted to the Dean prior to the sabbatical application, specifying the implications of such leaves, if granted, for academic programs, teaching allocations and financial resources.	Article 19.3.20c(i)
1	A Faculty Member returning from sabbatical leave shall submit to his/her Department, Dean, and Academic Vice-President, no later than one month after completion of his/her sabbatical leave, a detailed written report of activities during the leave. The Employer may request more information regarding the nature and scope of activities undertaken during the sabbatical leave.	Article 19.3.20d(i)(2)
15	Department must complete its review and communicate its judgement respecting promotion (of the Academic Year preceding the possible date of promotion) or tenure (of the Academic Year during which the appointment terminates).	Article 11.1.11 (b&c)
28	CUPE publishes Precedence List for next academic year.	
<b>March</b>		
31	Eligible members may submit their claims for professional development funds no later than March 31.	Article 16.7.6(a)
31	Applications for Faculty of Arts submissions regarding travel expenses for scholarly purposes due to Dean's Office.	
	Hiring of PT/OL's for next Fall/Winter semester can begin once Schedule II is approved by Dean.	

<b>April</b>		
1	Deans shall advise Departmental Chairpersons and the Vice President, Academic & Research, of the names of faculty members who will be eligible for renewal of appointment, and/or regular tenure consideration in the ensuing year.	Article 11.1.10(a)
1	New fiscal year begins.	
15	Candidates shall inform Department Chairs of their intention to apply for promotion, accelerated promotion, and early consideration of tenure and provide them with their supporting material as defined in Article 11.1.12 and provide their list of potential assessors.	Article 11.1.10(b)
7-20	Formal Examination Period.	
	Final Grades: If formal exams are not scheduled, grades are due one week from the beginning of the examination period. If formal exams are scheduled, grades are due five days from the day on which the examination was written.	Academic Regulation 9(a) (i) & (ii)
<b>May</b>		
15	The Department Chair shall provide the Dean with a list of applicants, together with the applicants' and Department's list of potential assessors.	
14-18	Spring Convocation, 2018.	
31	Applications for Faculty of Arts submissions regarding travel expenses for scholarly purposes due to Dean's Office.	
<b>June</b>		
1	Employer's decision respecting tenure: no later than June 1 of the Academic Year preceding the year during which the appointment terminates.	Article 11.1.51(c)
15	The Dean shall finalize the list of assessors to be consulted.	Article 10.1.10(b)
15	Candidates shall submit the original and three (3) copies of their application file to the Dean and one (1) copy to the Department Chair.	Article 10.1.10(b)
	Final Grades for Summer Session I due no later than one week from the last day of instruction in the course.	Academic Regulation 9(a)(iii)

<b>July</b>		
1	Sabbatical applications commencing in the following year, July 1, are due to Department Chairperson.	Article 19.3.20c(i)
31	All Faculty Members on a probationary appointment (set by 10.1.10(b)) will be required to submit by July 1, a detailed annual report, as specified in Article 8.4.13, to the Chairperson.	Article 10.1.12(b)
31	Applications for Faculty of Arts submissions regarding travel expenses for scholarly purposes due to Dean's Office.	
<b>August</b>		
1	The Dean will consider all such sabbatical applications received to that date from within his/her Faculty and make recommendations on them to the Academic Vice-President, taking into account the proposed sabbatical activity and the applicant's record of scholarship according to the applicant's last two annual reports submitted to the Dean prior to the sabbatical application, specifying the implications of such leaves, if granted, for academic programs, teaching allocations and financial resources.	Article 19.3.20c(i)
1	A Faculty Member returning from sabbatical leave shall submit to his/her Department, Dean, and Academic Vice-President, no later than one month after completion of his/her sabbatical leave, a detailed written report of activities during the leave. The Employer may request more information regarding the nature and scope of activities undertaken during the sabbatical leave.	Article 19.3.20d(i)(2)
	Final Grades for Summer Session II due no later than one week from the last day of instruction in the course.	Academic Regulation 9(a)(iii)

(n) Scholarship means the discovery, integration, interpretation and/or application of knowledge related to one's discipline. Scholarship must normally be public, susceptible to critical review and evaluation by one's peers, and accessible for exchange and use by other members of one's scholarly community. Evidence of scholarship, including the scholarship of teaching, includes the following:

- i) Publication by a recognized publisher in print or electronic form including: books, textbooks, case studies, monographs, contributions to edited books, articles in refereed journals, book reviews, and presentation of refereed papers at professional and scholarly meetings;
- ii) Recognition by one's peers including: participation as an editor or as a member of an editorial board of a journal or scholarly publication, and evaluating or refereeing the work of other scholars;
- iii) Intellectual and creative contributions to an academic discipline including: designing, developing and conducting major research projects; success in obtaining research and publication funding; conducting contract and/or applied research from which a report, study or text results; developing computer software;

commissions to create work of academic or artistic value; and creative and artistic works, productions, and performances related to an academic discipline.

iv) The scholarship of teaching consists of original and innovative thought and analysis related to pedagogy and/or learning that is disseminated publicly for peers to review, critically evaluate, and apply, or recognition by one's peers internally and externally that an individual is a leader, or possesses outstanding stature or expertise, in the scholarship of teaching. Good teaching does not constitute the scholarship of teaching.

Article 11.1.12: As set out in 11.1.10, the preparation of applications for renewal, tenure or promotion is the responsibility of the faculty member. In considering candidates for renewal, promotion or tenure, the Department shall examine the following material as provided by the candidate:

- (a) A detailed curriculum vitae. In presenting the information specified in Article 8.4.13(b), the Candidate shall use the format described therein;
- (b) A teaching dossier that is based on Articles 15.6.2, 15.6.6, and 15.6.12, and other evidence of teaching effectiveness which the Department or the Candidate may consider relevant.
- (c) Brief statement explaining the candidate's current scholarship and its relationship to past and planned research;
- (d) Examples of scholarship,
- (e) Other evidence which the Candidate may consider relevant to the case.

Article 11.1.14: Among the criteria which the Department must consider in making an assessment of a Candidate are the following:

- (a) Quality and effectiveness as a teacher;
- (b) Academic credentials, including degrees, special studies and honours;
- (c) Quality and significance of scholarship as defined in Article 1.1(n). The varied nature of academic and professional disciplines requires that appropriate weight be given to the various aspects of scholarship in terms of their contributions and relevance to a discipline.
- (d) Service on committees within the University; appropriate weight shall be given to such activity, although it is recognized that committee service is dependent either on appointment or election and is not necessarily under the control of Candidates for renewal, promotion, or tenure.
- (e) Other contributions to the University, including participation in its effective operation through academic advising, supervision of students, service as chairperson, director of division or programme coordinator, and performance of other functions which have been traditionally accepted as part of the collegial character of the University.
- (f) Other contributions to the professional field and the community such as serving on external grant selection committees; serving on a board, commission, council, or task force by virtue of special academic competence or expertise; service as an external examiner of graduate theses or academic programs. Appropriate weight shall be given to such activity in terms of its contribution to the discipline concerned.

#### Article 11.1.21: Promotion

(a) Promotion is in no sense automatic, that is, depending only on length of service at this University or elsewhere. Subject to any credit granted for years in rank pursuant to the provisions of Article 10.1.30(c) and as specified in the Letters of Appointment issued since July 1, 2009, a Faculty Member shall ordinarily spend a minimum number of years in each rank before becoming eligible for the next higher rank and he/she must demonstrate a standard of excellence appropriate to the rank sought.

(b) Except as provided in clause (c) hereof, the minimum periods of service within rank shall be as follows:

Lecturer	3 years
Assistant Professor	5 years
Associate Professor	8 years

(c) Accelerated promotion, that is, with fewer than the number of years in rank specified in (b) above, may be sought by a Faculty Member on the grounds of exceptional teaching or research accomplishments or both. At the time of application, the faculty member must state the grounds on which accelerated promotion is being sought. A Faculty Member may apply for accelerated promotion only once for a given rank. The Faculty Member must meet the criteria for the rank being sought, as per Article 12.1.

(d) In cases of promotion, the Department and the University Review Committee (see 11.1.40 below) shall take into account the appropriate qualifications for the rank as set out in Article 12.1 as well as the criteria indicated in 11.1.14.

(e) A faculty member whose promotion has been denied shall not be eligible to be considered at a promotion hearing held in the following year, except for those Members who applied for promotion under Article 11.1.21(c) and who were denied early promotion.

#### Article 11.1.22: Tenure

(a) A Faculty Member on probationary appointment may be granted tenure on completion of five (5) years' full-time service at the University at the rank of Assistant Professor or above. Consideration for tenure shall take place before the end of the Academic Year completing the appropriate period of service. As a result of a special condition(s) of appointment, or, upon the request of the Employee, consideration for tenure may take place at an earlier time during the probationary appointment. Before requesting early consideration for tenure, the Faculty Member shall consult with his or her Dean.

(b) In considering a possible recommendation for tenure, the Department and the University Review Committee (see 11.1.40 below) shall remain alert to the fact that they are assessing the worth of the Candidate to the University on a long-term basis. Tenure is to be recommended only if the Candidate has established himself/herself as a successful teacher, has contributed to the discipline through research and publication, and is, in their judgement, a person who will contribute to the growth and stature of the University, and will promote its objectives as set out in the Saint Mary's University Act, 1970.

Additionally, the criteria set out in 11.1.13 above shall be taken into account.

(c) The Department and the University Review Committee (see 11.1.40 below) shall recommend one of the following courses of action with respect to tenure:

- i) Tenure be granted;
- ii) A decision on tenure be deferred for a period of either one or two years, to be followed by a final tenure hearing; in exceptional circumstances, the University Review Committee may recommend one further deferral of either one or two years to be followed by a final tenure hearing;
- iii) Tenure be denied.

#### Article 12.1: RANK FACULTY MEMBERS

Academic ranks shall be designated and distinguished as follows for all full-time Faculty Members. In determining rank, due consideration shall be given to practical experience, the relevant merits of academic degrees and professional qualifications.