

Guide to the Tenure and Promotion Process for Candidates

Introduction and Overview

The guidelines in this document are designed to familiarize Tenure-track Faculty applying for tenure and promotion to the rank of Associate Professor, and Tenured faculty applying for promotion to Professor with the procedures and requirements of the [UFV Tenure and Promotion Procedures](#). Academic staff, faculty or administrators who supervise the tenure and promotion process at UFV, should refer to the [Guide to the Tenure and Promotion Procedures for DRCs, URCs, and Deans](#).

The system of Tenure and Promotion at the University of the Fraser Valley (UFV) has been developed to inform, support, and enhance the professional and intellectual growth of Teaching Faculty at a primarily undergraduate, teaching intensive university. The main documents that provide the framework for review, evaluation, and decision on all applications for tenure or promotion at UFV are:

- a) the UFV-FSA Collective Agreement (CA) and the [Tenure and Promotion Procedures](#), which govern the conditions and expectations of Faculty work, and define the ***process and structure*** of rank, tenure, and promotion.
- b) the various [Faculty and Division Standards](#) which are approved by Senate and define the ***criteria and standards*** of Faculty work upon which the review, evaluation, and decisions on any one application for tenure or promotion at any level are made.

While this guideline document is intended to summarize the main processes, candidates must also refer to the documents above and ensure their application meets the requirements. In the event of inconsistency between the contents of these guidelines and the Procedures, Collective Agreement, and Faculty Standards documents, the latter are the authoritative sources.

The Goals of the Tenure and Promotion Process at UFV

In general, the goals of the tenure and promotion process at UFV are like those at other universities. UFV's process enables you, as a Tenure-track Faculty member, to achieve your professional, academic, and personal goals, including, but not limited to the: a) building of a culture of quality and capacity; b) support and ownership of individual goals and aims; and c) reputation and peer recognition. The process encourages career advancement by providing a transparent, fair, and formative process for growth and development that begins at the time of your first appointment and carries on through your entire career at UFV.

From a university perspective, the process supports UFV's mission that communicates in a single sentence who we serve, what we do, and what impact we make. UFV's system builds and maintains professional capacity, promotes its strategic goals, grows the professoriate, and enhances its reputation.

UFV's process differs from other universities in that it has been developed and implemented with the clear understanding that UFV is a teaching intensive university. Throughout, the implementation and application of UFV's process of tenure and promotion subscribes to the following principles:

- a clear, transparent, and confidential process for the review, assessment, and decisions on Candidates' applications;
- deliberations by Division Review (DRC), University Review (URC) and University Review Appeal (URAC) Committees governed by procedural fairness, and the highest standards of professionalism, discretion, and equity;
- full public knowledge of, and agreement on, the Standards of teaching, scholarship, and service set by the academic units and approved by Senate;
- assessment of Candidates' applications only on the Senate approved Standards specifically applicable to the Candidate's Faculty or division (or faculties or divisions in the case of cross-disciplinary applications);
- the even application of Standards to all Candidates' applications;
- evaluation of Candidates' applications based only on information in the Candidate's Tenure and Promotion File (TPF);
- decisions based on the evidence and without favor or prejudice;
- the right of Candidates to be heard and to know what is being decided and why; and
- decisions made in an efficient and timely manner.

University-Wide Principles

Below are excerpts from the [University Wide Principles for the Establishment and Review of Standards for Tenure and Promotion](#) for each of Teaching, Scholarship and Service, which inform the Faculty/Academic unit standards. While the individual Faculty Standards document for a candidate's division are used for the assessment of tenure and promotion, the University Wide Principles provide guidance on general expectations for each Faculty Standards document.

Associate Professor

For tenure and promotion to the rank of Associate Professor, the University places particular emphasis on the quality of work accomplished and meaningful contribution made to the areas of teaching, scholarly activities, and service. Standards for the rank of Associate Professor should stipulate the expectancy of progression from the baseline stipulated for the Assistant level. **An Associate Professor:**

- a) demonstrates proficiency in teaching and provides evidence of effectiveness, creativity, and meaningful reflection on teaching and the support of student learning. They will have facilitated the students' own process of discovery and application of what they learn both within and outside the classroom. They set an example of ethical practice for students in the pursuit, construction, and application of knowledge.
- b) has established a record of achievement within an established program of scholarly activities. This will include critical review by peers and dissemination of one's research, scholarship, or creative work through professional networks appropriate to the field of practice.
- c) has established a record of sustained and meaningful contributions of service to the University, the academic community, and/or the community at large.

Professor

Promotion to Professor recognizes the exceptional contributions of Faculty members in teaching, scholarly activities, and service. Standards for the rank of Professor should stipulate the expectancy of progression from the requirements stipulated for the Associate level. **A Professor:**

- a) is recognized by students and peers for distinguished and innovative teaching. They contribute to enriching UFV's pedagogical practices through curriculum development and mentorship of peers in relation to teaching.
- b) has attained distinction and wide recognition in their scholarly activities.
- c) has established a record of substantial and meaningful contributions in service, including capacity building and leadership.

Appointment and the Initial Probationary Period

The following sections apply to all new permanent full or part time Teaching Faculty initially appointed at UFV to a Tenure-track position at the rank of Assistant Professor. They do not apply to sessional or limited term Faculty appointments, but they do apply, with some modifications, to permanent full or part time teaching Faculty who, at the date of appointment, already hold a Tenure-track or ranked tenured position at another recognized university. Guidelines for applications by tenured Associate Professors for Professor are addressed separately at the end of this document.

New Tenure-track Faculty initially appointed at the rank of Assistant Professor may apply for early tenure during the third year of employment, but most will do so during the fourth, and, excepting in the case of an approved request for an extension, never any later than the fifth. During this period, you and UFV are afforded multiple opportunities for mutual appraisal.

The Initial Probationary Appointment

For the first two years of your Tenure-track appointment, you will be appointed to an initial probationary position which normally includes two teaching semesters in each year, and during which the university holds the right to dismiss or lay you off for stated reason.

At the time of your hiring, your Dean will consult with your Department Head/Director on the appointment of a three-member Individual's Probationary Evaluation Committee (IPEC) comprising two departmental members, one of whom will be the Chair, and one non-departmental member. The IPEC will meet with you to review the criteria and explain what can be expected during the initial probationary period.

While it is the faculty member who declares the weightings (percentages assigned to teaching, scholarship, and service) on how they wish to be evaluated in the application for tenure and promotion, this declaration does not have to be made until the time of application. Therefore, it is advisable to consult with your Dean, Department Head/Director, departmental colleagues, or other mentors as you develop your own profile of teaching, scholarship, and service throughout the entire tenure-track process.

While the second probationary period leading up to the award of tenure and promotion to Associate Professor is continuous with and informed by progress through the initial probationary period, they are procedurally two distinct processes. The initial probationary period falls under the review of the Dean with input by the Department and the IPEC. The award of tenure and promotion to Associate Professor falls under the review of the DRC and URC, with input by your Dean.

The initial probationary period is divided into two years (normally two teaching semesters in each). For complete details, please refer to the [UFV Individual Faculty Evaluation Procedures](#), but in broad summary consists of the following:

During Year 1 of your initial probationary period, the IPEC ensures that you provide all data required for your Individual Probationary Evaluation File (IPEF) (i.e., student evaluations of all courses you teach; classroom observations by IPEC members; departmental colleague evaluations; all course syllabi, exams, and assignments; records of service and scholarship; curriculum vitae; and self-evaluation). The IPEF is maintained in the Dean's office, but available to you.

Towards the end of Year 1, the IPEC reviews the data to ensure that the IPEF is complete and uses reasonable efforts to collect any information that might be missing; it is important to remember while your IPEC has a role, you bear responsibility for providing almost all the data required for the IPEF. In the event your IPEC advises the Dean that some of the information is missing, the Dean will determine whether this reflects a concern with your performance or extenuating circumstances beyond your immediate control.

At least two weeks prior to the end of the first year of your initial probationary period, or any other date established due to exceptional circumstances at the time of appointment, the IPEC prepares for the Dean a summary report of your teaching, scholarship, and service, based on all the data in the IPEF.

The Dean decides whether to continue the first probationary period and provides their decision, including reasons, to you. The decision will be to either: a) continue to Year 2; b) extend your initial probationary period to include a third year, with reasons for same; or c) terminate your appointment.

During Year 2, the process of collecting all the required data, up to and including the completion of the IPEF and its review by the IPEC, remains the same. At least ninety (90) days prior to the completion of your initial probationary period (normally at the end of the fourth full semester of regular teaching assignments [or equivalent]), the IPEC provides a second summary report of your teaching, scholarship, and service to the Dean, using the same criteria as in Year 1, but referring to only the data collected during Year 2.

The Dean assesses your performance, ensuring that there is clear evidence of successful teaching as outlined in the IPEF, and reflected in the scores on the Faculty Student Evaluation Questionnaires, the Probationary Faculty Classroom Evaluation Reports, the comments from the Colleague Evaluation Reports, and evidence of contributions to service and scholarship.

At least ninety (90) days prior to the completion of two years' full time academic work (allowing for any extension at the end of Year 1 and/or extension of the initial probationary period on account of unusual hiring date), the Dean will recommend whether you should be: a) appointed to the second probationary Tenure-track period, specifying any specific conditions or expectations attached; b) appointed with tenure (if eligible under CA 12.7 (a)); or c) terminated.

Secondary Probationary Period

In these guidelines, the second probationary period refers to the period immediately following, and continuous with, the Dean's confirmation that you have successfully completed your initial probationary period. Unless shortened because you held tenure or rank at a previous university, or because you applied for early tenure and promotion, this period normally constitutes Years 3, 4, and 5 of the entire Tenure-track process, and normally involves application for tenure and promotion to Associate Professor in Year 4, with the decision no later than June 1 in Year 5.

Substantively and in terms of process and structure, it is during this period that the responsibility to review, assess, and make a determination on the awarding of tenure and promotion to Associate Professor passes to the DRCs and URC constituted under the authorities of the Procedures and the applicable Standards approved by Senate.

Guidelines for Application for Tenure and Promotion to Associate Professor

Prior to the first meeting of the DRC (typically in October), the Dean will provide you and the Chair of the DRC with a written assessment of your progress since the end of the initial probationary period. This will apply in most cases although there may be exceptions due to circumstances occasioned by the date of hiring and conclusion of the initial probationary period.

Between February 1 and February 28 of the fourth year a Tenure-track Faculty member's appointment (normally during the eighth full semester of teaching assignment since the date of initial appointment), the Dean will send you written notification that you are expected to apply to be reviewed for tenure and promotion in the following year and that, if an application is not made, your employment will cease at the end of the Tenure-track appointment. **Following this notification, you must confirm to your Dean your intention to apply on or before March 31.**

If you are on (or have been on) maternity or parental leave, you may elect to defer consideration of your application relating to tenure for one year by providing **written notice to your Dean no later than four weeks prior to commencement of the leave**. For leaves occasioned on documented medical grounds the four-week notice requirement may be waived. Tenure-track Faculty on approved long term disability leave may defer application for two years from the date the leave is approved.

You may also apply directly to the Dean prior to March 31 of the (normally) fourth year of employment for an Extension of not more than one year due to exceptional circumstances. **Faculty members will not be granted more than once except by express written permission of the President.**

If you are eligible to apply for early tenure (i.e., eligible to apply in your third year of employment for award of tenure and promotion to Associate Professor in your fourth year) – or are a Tenured Faculty member with the rank of Associate Professor applying for promotion to Professor – **you must send written notification to your Dean between March 1 and 31 of the year of application.** Should you choose this option, you will not be required to demonstrate qualifications beyond those required for tenure. However, reviewers will hold such applications to the same Standards as applications on the normal timeline. UFV strongly recommends that if you are applying for early tenure, you consult with your Dean, your colleagues, or other mentors to satisfy yourself that your application will meet the Standards.

Once you have confirmed to your Dean that you will be applying for tenure and promotion to Associate Professor, you must submit a formal Letter of Application to the Chair of the relevant DRC, and your tenure and promotion Dossier in PDF format **must be uploaded to the appropriate secure drive by May 31.** If you decide to withdraw your application after you notified your Dean before March 31 that you were intending to apply, you must also **send written notification to your Dean before May 31** of the year of application.

Candidates applying for tenure and/or promotion **directly to the URC must declare their intention by July 31 and submit their Dossier by September 10.** This circumstance does not apply to typical tenure-track faculty members.

Overview of the Review Process

The processing of your application for tenure and/or promotion is a three-step process beginning with review by the DRC. The Recommendation and Report of the DRC is uploaded to your TPF, including any additional documents added to it during the deliberations of the DRC (as described below), to the University Review Committee (URC). The URC reviews your application, and its Recommendation and Report is uploaded to your TPF, and any further additional documents added to it during the deliberations of the URC (as described below), to the President for a final decision.

In the event the URC makes a negative recommendation, you are entitled to appeal that decision to the University Review Appeals Committee (URAC). The URAC will either uphold the negative recommendation of the URC or, if it determines that grounds for your appeal have been substantiated, must refer the matter back to the URC, giving specific reasons and any recommendations to the URC pertaining to them. The URC must address the URAC recommendations and report to the President the actions it took. This report will be added to the Candidate's TPF.

The timeline for the review process, from when your TPF is first opened by the DRC to the final decision of the President, typically occurs between October 1st and June 1st. While there is enough flexibility in this timeline to allow for appeals to the URAC, should this be necessary, the expectation is that the review of your application will take place in a timely manner: a) review by your DRC during the fall semester of the review (academic) year; b) review by the URC during the early winter semester of the review year; and c) the decision of the President on or before June 1 of the review year.

Tenure and Promotion File (TPF)

By the time your tenure and promotion file (TPF) is opened by the DRC for review, typically on or about October 1 of the review year, it has been housed on the designated and secure drive on MS Teams. As the Candidate, you can retain access to your TPF throughout the review process, as does your Dean (or Associate Dean, if applicable), Dean's Assistant and the Advisor, Tenure and Promotion. While it is necessary for the members of the DRC, URC, URAC (if applicable), and the President to have access at the appropriate stages in the review process, no other persons may access your TPF without your written permission.

It is your responsibility to provide the DRC with sufficient information for it to make a reasoned evaluation of your application for tenure and/or promotion. Prior to the first meeting of the DRC, you must ensure that all required components of your TPF have been uploaded to the secure drive. TPFs that are complete and well-organized are extremely important for DRC and URC members to review and access the files in an efficient manner. All files should be clearly labelled and have a consistent naming structure. It is not necessary to include your name on each file as your secure folder will only contain documents specific to your application. **Candidates should ensure that material redundancies are removed from their applications and encouraged to organize their TPF as below:**

1. Candidate's Letter of Application (PDF).
 - In this letter it is advisable to include the weightings (percentages) you wish to be assigned to teaching, scholarship, and service.
 - It is also advisable to identify the Faculty Standards version you wish your application to be reviewed under. Typically, this will be the latest version of the document for your division. Candidates wishing to be reviewed under a previous version in place at the time of their hiring, should seek advice from the Director, Tenure & Promotion before identifying this in the letter of application.
2. Dossier (Folder)
 - Dossier (PDF)
 - Appendices (Folders or PDFs)
3. Dean's Reports (Folder)
 - Dean's Summary Report of the Candidate's Individual Probationary Evaluation (PDF)
 - Dean's Written Assessment of the Candidate's Progress Since the Completion of the Initial Probationary Period (PDF)
 - *Response to the Dean's Written Assessment (if applicable) (PDF)*
4. Student Evaluations (Folder with PDFs)
 - Student evaluations for each undergraduate or graduate section or cohort per semester taught since appointment as a Tenure-Track Faculty member up to the application for tenure (**Tenure and Promotion to Associate Professor**)
 - Student evaluations from the two (2) most recent sets of evaluations per Article 13.5 (or the most recent if only one (1) Article 13.5 evaluation since the award of tenure) (**Promotion to Professor**)
5. Peer Evaluations (Folder with PDFs)
 - Two (2) peer evaluations of two (2) different courses or modules in one (1) year for each year in the period between the end of the initial probationary period and the application

for tenure. For semester-based programs, the evaluations will occur in two (2) different semesters. In programs where a desktop review is not practical (e.g., clinical teaching), an in-class teaching observation will suffice. **(Tenure and Promotion to Associate Professor)**

- Peer evaluations of two (2) different courses or modules in one (1) year in two (2) of the three (3) years preceding application for promotion. For semester-based programs, the peer evaluations will occur in two (2) different semesters. In programs where a desktop review is not practical (e.g., clinical teaching), an in-class teaching observation will suffice. **(Promotion to Professor)**
- Any records as described in the Procedures Section 3 (c), (e), (f), (k) or (q)

6. Letters of Assessment (Folder with PDFs) (For Promotion to Professor)

- Letter of Assessment 1 (PDF)
- Letter of Assessment 2 (PDF)
- *Response to Letter(s) of Assessments (if applicable) (PDF)*

The Review Committees

All DRCs are six person committees. The Chair and three other tenured Faculty of the DRC, as well as an alternate, are elected by and from Tenure-track and Tenured faculty members of your Division. In the case of cross-divisional appointments, the Chair will be the Head of the Division or will be appointed by the Dean. The sixth member of the DRC, the external, is appointed by the Dean from another Division. In case of applications in Divisions that do not have enough eligible members to serve, the Dean may combine members from other related Divisions and the Dean, and those members will agree on the selection of the Chair. In the case of cross-appointments, the cross-appointed Candidates will, in consultation with the Dean (or Deans), select the Division and related Standards they wish to have applied for purposes of tenure and/or promotion. Normally, the Division selected will be where the Candidate has the majority of their teaching, scholarship, and service activities.

All DRC members shall endeavour to participate in all meetings of the Committee. A member who misses two consecutive regular meetings will be deemed to have resigned from the DRC and will be replaced by the alternate. No DRC member present (physically or in exceptional cases by technological means) at the deliberations of a DRC may abstain from voting, even if the DRC member has not been present at all previous meetings where the application was considered. No DRC member may vote unless they are present at the meeting and the Chair may vote only in the case of a tie.

DRC members are expected to have completed a training workshop by UFV, are bound by the strictest confidentiality, and must declare at the outset if they are in a conflict of interest with you. Similarly, you are entitled to indicate to the Chair of your DRC that you consider one of the members to be in a conflict of interest on your application, and the Chair is obligated to replace that member if they determine such conflict exists. **You must review the composition of the DRC and declare any conflicts of interest before your file is reviewed.**

The DRC's assessment of your application is governed by procedural fairness and the highest standards of integrity, professionalism, discretion, and equity, based entirely and only on information contained in your TPF and justified according to the criteria of the Senate-approved Standards that apply in your division. The review is conducted in person, but the DRC may, at any time the majority deems it necessary, ask you, the Candidate, for clarification of any material in your TPF. The DRC may also ask you, the Candidate, or your Dean, to appear before it to answer questions about your application. A written record of any such requests and/or questions from the DRC, and your or your Dean's responses to them, will be placed in your TPF.

After deliberating on your application and determining whether you have met the Standards, the DRC will conduct a vote on a motion that is framed in the affirmative: that you be granted tenure and/or promotion to Associate or Professor, respectively. The recommendation will be determined by majority of the ballots cast and each member of the DRC will be required to state the reasons that were persuasive in their vote. Any member dissenting from the majority vote will be required to state their reasons in writing, substantiated by reference to the Standards, and the dissent will be appended to the majority report. No names will be attached to either the majority recommendation or any dissenting votes.

You will receive a copy of the Recommendation and Report of the DRC, along with your Dean, when it is forwarded to the Chair of the URC. If the DRC's recommendation is to deny tenure and/or promotion, you have the right to respond in writing to the Recommendation and Report and to have this included in the submission to the URC.

The URC is an eleven-member committee consisting of the Provost, three Deans appointed by the Provost, and a tenured Faculty member elected by and from the membership of each of the six UFV faculties. Each Faculty also elects an alternate. Quorum for all meetings of the URC is two thirds of the appointed and elected membership. A URC member who misses two consecutive regular meetings will be deemed to have resigned from the URC and will be replaced by an alternate. No URC member present (physically or in exceptional circumstances by technological means) at the deliberations of the URC may abstain from voting, even if the URC member has not been present at all previous meetings where the application was considered. No URC member may vote unless they are present (physically or in exceptional circumstances by technological means) at the meeting and the Chair may vote only in the case of a tie.

The URC's assessment of your application is governed by procedural fairness and the highest standards of integrity, professionalism, discretion, and equity; and based entirely and only on information contained in your TPF, including the DRC Recommendation and Report. The assessment is conducted in person, but the URC may, at any time the majority deems it necessary, ask you for clarification of any material in your TPF. The URC may also ask you or your Dean to appear before it to answer questions about your application. A written record of any such requests and/or questions from the URC, and your Dean's responses, will be uploaded to your TPF.

The URC will review your TPF and the Recommendation and Report of the DRC, and after determining whether your application meets the Standards, all Committee members present will vote on a motion that is framed in the affirmative: that you be granted tenure and/or promotion to Associate or Professor, respectively. The recommendation will be determined by a majority of the ballots cast, and each member of the URC will, after the vote has been cast, state the reasons that were persuasive in their vote. Any member dissenting from the majority recommendation will state their reasons in writing, and the Chair will ensure that the dissent is appended to the report.

If the URC makes a negative recommendation, you have the right to appeal the decision to the URAC. In such cases, you must submit a Notice of Appeal, including a statement of your case, to the President of the University within fifteen (15) workdays of having received the URC's recommendation. At this time, you must indicate whether you wish to appear before the Review Panel. Such a request will not be denied. Any such appeal must be based on one or more of: a) a material procedural irregularity or defect in the application of the Procedures; or b) an unreasonable decision on the basis of the evidence of the improper application of the Standards. Your appeal cannot be based on the contents of the Standards themselves.

The President will forward the Notice of Appeal to the Chair of the URAC within five (5) workdays of having received it. Your TPF will be made available to the URAC Chair within the same timeframe. The Candidate will be informed of the names of the members of the Review Panel and have the opportunity to challenge those names within three (3) workdays stating substantial reason. The URAC Chair will consider the challenge and within three (3) workdays make a decision.

The Review Panel will complete its review and the Chair will write a report and recommendation that is an accurate reflection of the Panel's deliberations, stating its reasons with specific reference to the contents of the Notice of Appeal within twenty-five (25) workdays of having given access to the TPF.

If the URAC determines that the grounds for the appeal have been substantiated, it must refer the matter back to the subset of the URC that made the recommendation, giving specific reasons and any recommendations to the URC pertaining to them. The URC must address the URAC recommendations and report to the President the actions it took. This report will be added to the Candidate's TPF.

The President reviews the recommendations of the URC, or if applicable the URAC, and decides that tenure and/or promotion be granted or denied on or before June 1 of the review year. The President may not capriciously overturn a recommendation of the URC and if their decision is to deny tenure and/or promotion, must specify the reasons in writing. While the President's decision is final and not subject to appeal, the decision may be grieved as described in Article 7 of the CA.

Additional Guidelines for Application for Promotion to Professor

As a tenured Associate Professor, you are eligible at any time to apply promotion to Professor. In such cases, it is **your responsibility to notify your Dean no later than March 31** for review in the following academic year. Having notified your Dean of this intent, the steps and timelines for submission of your Dossier (or any subsequent withdrawal of your notification to apply), the opening of your TPF, and review by the DRC, URC, and if necessary, the URAC, and through the decision of the President, are the same as described above for applications for tenure and promotion to Associate Professor. The final decision of the President will be either that you will be promoted or that you will not be promoted. Such decision is subject to the same criteria as described in the previous paragraph.

Over and above the additional requirements for your TPF (as described in the Procedures) you also participate in the selection of two external peer reviewers. **On or before May 31 of the year of your application**, you must provide the Dean with the names of two external reviewers who are recognized academics in your discipline or field and hold or have held the rank of Professor.

In exceptional circumstances, one of your recommended names can be a reviewer who is not an academic but has equivalent qualifications or expertise. In any case, you cannot recommend family members, anyone who served as your graduate or postdoctoral supervisor or has collaborated with you in a meaningful way in the five years before your application, or anyone who holds or has ever held an appointment at UFV.

As part of this process, the Dean will consult with the head of the Candidate's Division to obtain the names and contact information for two external reviewers. These will be compiled without consultation with the Candidate. Each name must be accompanied by a brief description of the individual's qualifications to serve as a reviewer. The Dean will select from each list one external reviewer who will be asked to provide the letters of assessment for the Candidate.

The Dean will ensure that recommended reviewers **have no material or perceived conflicts of interest** with the Candidate. The Dean will inform the Candidate of the names of the reviewers recommended by the DRC. The Candidate has the opportunity to challenge any name by stating substantial reasons. The Dean will consider the Candidate's challenge before making a final decision. The Dean will then select one name from each of the two lists and send a Letter of Request to Review to both.

If none of the reviewers are able to provide an assessment, the Dean will ask the Candidate and the head of the Candidate's Division to provide a supplementary list of two potential reviewers each (including names, contact information, and brief description of their qualifications to serve as reviewers). If the Candidate and the head of the Candidate's Division are unable to provide supplementary names that are available to serve as external reviewers, the Dean will make all reasonable efforts to identify and secure two suitable reviewers.

Regardless, the names of the two external reviewers finally chosen will not be made known to you. You will receive anonymized copies of their assessments and have an opportunity to comment in writing prior to consideration of the assessments by the review committees, and to have such comment included in the TPF. Failure by either of the two external reviewers to provide an assessment prior to consideration by the DRC will not prejudice your application in any way. In such cases, the DRC will be instructed that it can base its decision on only one external review.

In the event of an unsuccessful application for promotion to Professor you must wait two academic years before re-applying. In such cases, you must repeat the entire application process, including the submission of a new Dossier and new letters of assessments from external reviewers, as described above. You may re-apply for promotion to Professor only twice.

Additional information regarding the [selection of external reviewers for promotion to Professor](#) may be found on UFV's website.

Questions about the tenure and promotion process may be directed to Dr. Alastair Hodges, Director, Tenure & Promotion at: alastair.hodges@ufv.ca