

**Confirmation Timetable - Lecturer (Instructor)** *[This document is a guide. In case of discrepancy, the CUASA Collective Agreement prevails.]*

| Action Is To Be Taken By | Candidate For Confirmation     | Chair of Department  | Chair of Departmental Committee                                      | Faculty Committee  | Dean of Faculty   |
|--------------------------|--------------------------------|--|--|--|---|
| spring - summer          | •prepare dossier               |  |  |  |   |
| Sept. 30**               | •finalize dossier              | •establish Department Tenure Committee<br>•ensure an Instructor is on the committee    |  |  |   |
| Early Oct.               |                                |  |  |  | •confirm eligibility of candidates<br>•hold review session with departmental chairs/directors |
| Early/mid Oct.           |                                | •prepare statements on teaching, appraisals, and recommendations for committee meeting | •gather relevant documents and extend invitations to candidates      |  |   |
| Mid/late Oct.            |                                |  | •hold committee meeting to decide recommendations<br>•prepare report |  |   |
| Oct. 31                  |                                | •candidate may submit additional information   | •submit report to dean and candidate                                 |  |   |
| Early Nov.               |                                |  | •reconvene committee if requested                                    |  |   |
| Nov. 15                  |                                |  |  |  | •establish Faculty Tenure Committee   |
| Late Nov.                |                                | •assist dean with report   |  | •hold committee meeting to decide recommendations<br>•prepare report |   |
| Nov. 30                  |                                |  |  | •submit report to Dean   |   |
| Dec. 31                  |                                |  |  |  | •Dean notifies candidate of decision  |
| mid-Jan.                 | •candidate may grieve decision |  |  |  |   |

\*\* Except for Sprott School of Business which starts at the faculty committee level in accordance with Appendix L of the Collective Agreement.