



MEMORANDUM

TO: Provost and Chancellors

FROM: Michael A. McRobbie
President

RE: Notification of Promotion and Tenure Recommendations

DATE: December 5, 2008

A handwritten signature in black ink, appearing to read "Michael A. McRobbie", written over a horizontal line.

OFFICE OF THE
PRESIDENT

1. This memorandum describes the points at which candidates for promotion and tenure are to be notified of actions taken at the executive level of review. It does not alter any other procedures or practices, nor does it affect any rights of review available to a candidate.
2. The term "executive review" refers to review of promotion and tenure dossiers by a chancellor or the provost, by the executive vice president charged with managing dossiers from regional campuses, and by the president, as part of which the president will make a final decision in the form of a recommendation to the Board of Trustees. Executive review occurs after the review and recommendations by the relevant campus faculty committees and academic administrators have been completed and transmitted to the appropriate chancellor or provost.
3. The appropriate chancellor or provost will report the outcome of executive review for each candidate for promotion and tenure only as follows:
 - a) If executive review supports promotion and tenure, the president will forward the recommendation to the Board of Trustees, and the appropriate chancellor or provost will notify the candidate of the favorable recommendation. The president will notify the candidate of the final decision of the Board of Trustees.
 - b) If executive review results in a negative recommendation for tenure, the chancellor or provost will notify the candidate of the negative recommendation. The candidate may then pursue the remedies, if any, available under university or campus policies.
4. The president will not entertain requests for reconsideration of the results of executive review, except upon the positive recommendation of the appropriate chancellor or provost and of the executive vice president in appropriate cases.

cc: John Applegate, Vice President for Planning and Policy
Simon Atkinson, UFC Co-Secretary
David Malik, Associate Executive Vice President
Jeanne Sept, Vice Provost for Academic Affairs and Dean of the Faculties
Herb Terry, UFC Co-Secretary

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