



Reappointment Checklist for Heads/Directors

This overview has been taken from Part 4, Article 5 "*Procedures for Appointment, Reappointment, Tenure and Promotion*" of the *Agreement on Conditions of Appointment for Faculty*, [Collective Agreement, Part 4](#) in the event of a discrepancy, the latter shall prevail. For a full description of the procedures, please consult the *Agreement* and for additional information, please refer to section 5 of the Guide to Reappointment, Promotion and Tenure procedures at UBC [SAC Guide](#)

Annually

- ☐ 1. Review procedures regarding consultation with departmental committee to ensure procedures are current (5.06)
- ☐ 2. If procedures are not current, discuss with eligible members of the Department (5.06)
- ☐ 3. Have new procedures approved by the Dean (5.06)
- ☐ 4. Ensure that each faculty member in the Department is informed of the procedures (5.06)

2 years prior to the anticipated date of reappointment

- ☐ 5. Meet with the candidate to identify potential difficulties and assist with concerns (5.02)
- ☐ 6. Record matters discussed with the candidate in an agreed memorandum (5.02(d))

Year prior to the anticipated date of reappointment

- ☐ 7. Meet with the candidate to discuss documentation to be submitted by September 15 and to identify potential difficulties and assist with concerns (5.02)
- ☐ 8. Record matters discussed with the candidate in an agreed memorandum (5.02(d))
- ☐ 9. Note that the candidate or the University can supplement the file with additional information at any time up to the stage of the President's decision (5.03)

After September 1

- ☐ 10. Consult with department standing committee (5.04) regarding the need for referees (5.05). Letters from referees are only required if the departmental standing committee considers that it, or you may recommend denial of reappointment, and a deficiency in scholarly work is a reason. If required, request letters of reference.



- ☐ 11. Consult with departmental standing committee regarding reappointment as non-voting chair (5.06)
- ☐ 12. If department standing committee raises serious concerns, inform candidate (in writing) of the serious concerns (5.06(f)). If letters of reference were obtained, provide a summary of the referees' opinions (prepared by a member of the departmental standing committee).
- ☐ 13. Enable candidate to respond either orally or (preferably) in writing and to introduce further relevant evidence (5.06(f))
- ☐ 14. Have departmental standing committee vote (5.06(g))
- ☐ 15. Prepare the report of the departmental committee, containing a full statement of the reasons of the committee and of the majority and any minority opinions (5.07)
- ☐ 16. Circulate a draft of the report to the committee and invite comments on the draft (5.07)

December

- ☐ 17. Prepare recommendation to the Dean, including a record of consultation with the candidate, record of the vote and full report of departmental committee (5.07)
- ☐ 18. Send recommendation to the Dean along with the CV, solicited reference letters (if any), and unsolicited information from faculty members or students that qualifies for consideration (5.07)

AND AT THE SAME TIME

- ☐ 19. Inform candidate in writing of recommendation being forwarded to the Dean, including reasons for any negative recommendation and if negative, invite candidate to respond (5.08)
- ☐ 20. Be prepared to be asked for further information by the Dean or to reconsider the case (5.10)
- ☐ 21. Wait for notice of Dean's recommendation (5.13)
- ☐ 22. Inform department standing committee of Dean's recommendation (5.13)
- ☐ 23. Wait for notice of President's recommendation (5.15)