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SPECIAL EVALUATIONS: PROMOTION, TENURE, AND NOT IN GOOD STANDING

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POLICY

NAME	Special Evaluations: Promotion, Tenure, and Not in Good Standing
CATEGORY	Academic Affairs
POLICY NUMBER	AA07
ACCOUNTABILITY	
Office of Accountability	Senate
Office of Administrative Responsibility	Vice President Academic and Research
Approved By	Senate
RELEVANT POLICY DATES	
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Review Frequency	5 years
MODIFICATION HISTORY	
June 2019	Taken from the Faculty Handbook 2010
June 2021	

POLICY STATEMENT

1. SCOPE

This policy applies to tenure track faculty only.

2. GENERAL PRINCIPLES

- 2.1. As with annual evaluations, special evaluations of tenure track faculty shall be based on academic and professional growth, as manifested in teaching quality, scholarship, other professional activity, and service. Faculty are also assessed on their efforts to grow as Christian professors who understand that faith in Christ has an impact on teaching, scholarship, and service, as outlined in the Statement of Faculty Faith Commitment).
- 2.2. Special evaluations are used at key points in a faculty member's career when a more thorough evaluation is needed than described in the TSS Distributions, Annual Evaluations, and Advancement Policy.
- 2.3. Special evaluations must always be done recognizing that each individual faculty member is a child of God with unique gifts and limitations, and that the way criteria are met should respect this belief.
- 2.4. Promotion is a community experience where shared discernment allows for a robust evaluation of all candidates. The process is meant to, where possible, encourage both the applicant as well as the wider faculty body.
- 2.5. The King's University does not use rank to determine what roles faculty members can take on within the institution. However, there are certain roles that do normally require that a faculty member achieve tenure. Examples include sitting on the Faculty Senate Evaluation Committee or serving as a faculty Dean.
- 2.6. There are three types of special evaluations: Promotion, Tenure, and Alleged Seriously Diminished Professional Effectiveness.
- 2.7. Special evaluations are normally performed by the Dean of the Faculty of which the member is a part. The Dean makes a recommendation to the Faculty Senate Evaluation Committee. The Committee will deliberate over the

Dean's recommendation and either support it or make its own recommendation. The Committee's recommendation is sent to Senate, where final decisions about special evaluations are made.

2.8. Special Evaluations of Faculty Deans will be initiated by the Vice President Academic and Research in conjunction with the Faculty Senate Evaluation Committee.

3. EVALUATION CRITERIA FOR THE GRANTING OF CONTINUOUS TENURE

3.1. A faculty member is eligible for a continuous tenure appointment after a full-time faculty appointment at the University of not less than three and not more than nine years. Failure to receive continuous tenure within nine years of appointment to a full-time faculty position will result in automatic termination of appointment. Unsatisfactory performance may result in a limited tenure faculty member not having their contract renewed within this period. Normally, a person with no previous experience will become eligible for continuous tenure after seven years at the University, i.e., they are eligible to apply after six years in a full-time faculty position. Leave of absence during the years of limited tenure appointment extends the 9 year limited tenure period by a time equal to the leave of absence.

3.2. Faculty members at the rank of Assistant Professor will normally not be granted continuous tenure. At the same time, appointment to the rank of Associate Professor or Professor does not imply continuous tenure.

3.3. A faculty member can apply for continuous tenure any time eligibility criteria are met. Such application normally coincides with consideration for promotion.

3.4. Evaluation Criteria:

- a. The faculty member should be able to provide clear evidence that they are developing in the areas outlined in section 2 of the Statement of Faculty Faith Commitment.
- b. The faculty member will show evidence of contributing to the The King's University's community of scholarship.
- c. Academic criteria as described below for promotion to Associate Professor are considered when granting of continuous tenure as well.

4. EVALUATION CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR

4.1. In a general sense, the elements and criteria used in judging a faculty member's performance will be those described in the *TSS Distribution, Annual Evaluations, and Advancement Policy* acknowledging that these are guides and not an exhaustive checklist of excellence. A faculty member must achieve satisfactory standards in teaching, scholarship, service, and maturity as a Christian Assistant Professor. For promotion to be considered, there should also be signs of excellence at the Assistant Professor rank and clear evidence that the faculty member is likely to achieve satisfactory performance at the Associate Professor rank.

4.2. Promotion to Associate Professor will only be recommended provided the dossier of the faculty member reflects the following:

- a. To be eligible, a faculty member must normally be at step seven or higher in the Assistant Professor rank and must have held a tenure track appointment at The King's University for no less than three years.
- b. A faculty member must demonstrate maturity and cumulative achievement in the fulfillment of teaching standards.
- c. A faculty member must demonstrate increasing facility and excellence in scholarly achievement.
- d. A faculty member must demonstrate continuing engagement in service and professional activities within and outside the institution.

- e. A faculty member must demonstrate that their work reflects the spirit of the Statement of Faculty Faith Commitment.

5. EVALUATION CRITERIA FOR PROMOTION TO PROFESSOR

- 5.1. Promotion from Associate Professor to Full Professor can occur provided that a faculty member's performance satisfies certain standards and that the faculty member's appointment at the University fulfills certain conditions.
- 5.2. In a general sense, the elements and criteria used in judging a faculty member's performance will be those described in the *TSS Distribution, Annual Evaluations, and Advancement Policy* acknowledging that these are guides and not an exhaustive checklist of excellence. Faculty must achieve satisfactory standards in teaching, scholarship, service, and maturity as a Christian Associate Professor. For promotion to be considered, there should also be extensive signs of excellence at the Associate Professor rank and clear evidence that the faculty member is likely to achieve satisfactory performance at the Full Professor rank.
- 5.3. Promotion to Professor will only be recommended provided the dossier of the faculty member reflects the following:
 - a. To be eligible, a faculty member must normally be at step seven of the Associate Professor rank and must normally have held a tenure track appointment at The King's University for no less than three years.
 - b. A faculty member must demonstrate excellence in teaching.
 - c. A faculty member must demonstrate exemplary achievement in a wide range of professional responsibilities, including extensive evidence of productive and published scholarly research and/or artistic work. This work must be recognized by fellow scholars or artists at a significant level (usually some national or international recognition).
 - d. A faculty member must demonstrate a record of other excellent service and professional activities within and outside the institution.
 - e. A faculty member must demonstrate that their work reflects the spirit of the Statement of Faculty Faith Commitment.

6. EVALUATION PROCEDURE OF A FACULTY MEMBER NOT IN GOOD STANDING

- 6.1. If, in the opinion of the Vice President Academic and Research or the Faculty Senate Evaluation Committee, there are indications that the professional effectiveness of a faculty member in carrying out the duties as outlined in the faculty contract may be seriously diminished, the Vice President Academic and Research may request a special evaluation of the faculty member. Such an evaluation may be carried out at any time, and could coincide with the annual evaluation. The faculty member will be informed that such an evaluation is being initiated.
- 6.2. If it is alleged that a faculty member has committed a serious breach of professional ethics, no longer appears to endorse the educational principles of the University (Statement of Faith, Mission Statement, and Code of Ethics), and/or engages in or promotes conduct judged to be incompatible with these principles, or willfully violates University policy, the Vice President Academic and Research may request a special evaluation of the faculty member. The faculty member will be informed that such an evaluation is being initiated.
- 6.3. The Vice President Academic and Research, in consultation with Human Resources, must be satisfied that all reasonable efforts to improve the faculty member's performance and accommodate their needs have been made.

- 6.4. The evaluation is to be carried out by the Faculty Dean, in consultation with Human Resources, who will inform the faculty member that such an evaluation is being conducted. A report will be prepared by the Dean for FSEC. The faculty member will be allowed to respond to the report in writing.
- 6.5. The Faculty Senate Evaluation Committee will review the report presented by the dean, the response by the faculty member, interview the faculty member and make a recommendation. If termination is recommended, this is forwarded to the president and the termination policy and procedure is followed (see *Termination of Employment Policy*).
- 6.6. The faculty member has a right to appeal to the President any decision involving a non-renewal or termination of a contract using the appropriate appeal process.

7. APPEALS

An appellant cannot appeal a policy of the University, but only a decision constituting the application of such a policy to them, or the administration of such a policy by the body whose decision is being appealed.

8. CONFIDENTIALITY

Persons and committees involved in evaluation and/or appeal procedures are bound to maintain confidentiality.

DEFINITIONS

Historic Christianity	The King’s University is an institution where faculty and staff from many Christian traditions work together to live out God’s call as reflected in the mission statement. When the institution refers to historic Christianity, it refers to biblically founded beliefs and practices that are common across many traditions extending back to the early church. As a general guide, those who honestly believe and can defend historic creeds like the Nicene Creed will find a home at The King’s University. For further guidance see the institution’s Statement of Faith.
Academic Rank	Refers to a description of faculty members based mainly on academic experience and achievement. There are four ranks: lecturer, assistant professor, associate professor, and professor.
Service	<p>Service refers to the activities, both within the institution and without, that are required for the orderly operation of the University, enhance the reputation and public awareness of the University, and serve other communities. These can be:</p> <ul style="list-style-type: none"> a. Duties of a faculty member not particularly related with their discipline but required for the smooth operation of the University and for maintaining good relations with the University’s constituency. b. Activities, specialized or generalized, that derive from the faculty member’s disciplinary expertise and that are not subsumed under teaching and scholarship. Normally these activities should result from achievement in teaching and scholarship. c. Activities that derive from the faculty member’s expertise as a Christian Professor, either generally or disciplinarily.

Faculty Status	<p>The faculty constituted as a deliberative body (Faculty Council) recognizes two levels of membership status:</p> <ol style="list-style-type: none"> a. Full-Time Faculty Status implies voting rights in Faculty Council meetings, and an obligation to serve on one or more faculty committees and hold faculty office. b. Limited Faculty Status implies the right of the floor in Faculty Council meetings, but no voting rights and no obligation to serve on faculty committees or hold faculty office. <p>Tenure track faculty members, tenure track faculty members with major administrative responsibility, and administrative officers have full faculty status. Titular faculty, visiting faculty, and full-time and part-time sessional and lecturer faculty have limited faculty status except for the VPAR who has voting rights.</p>
Promotion	Of tenure track faculty, corresponds to a change in academic rank.
Scholarship	In general, scholarship at King’s is defined as knowledge or skill gained by advanced study as recognized by one’s academic peers and disseminated by various means among scholars, professional colleagues, or the general public. For more information, see the Scholarship Policy.
Teaching	Refers to engaging students in the classroom, laboratory, and studio, and to all activities outside these settings that pertain directly to the education of students.
Tenure	<p>A term of appointment or contract.</p> <p>A limited tenure appointment is for a period of two years and is subject to renewal. Such an appointment is what is normally referred to as “tenure track” and is intended to be a long-term appointment.</p> <p>The initial appointment shall be a limited tenure appointment.</p> <p>The University must demonstrate grounds for the termination of faculty members with continuous tenure.</p>
Tenure Track	<p>Faculty members appointed at the ranks of assistant, associate, or full professor are said to be appointed in the tenure track but do not necessarily have continuous tenures. Faculty members appointed at the lecturer level are not in the tenure track, and their appointment is for a fixed term, usually one or two years.</p> <p>Occasionally, faculty members are appointed to tenure track positions before their doctorates are completed. Such appointments are for two years only, and faculty members are expected to complete the doctorate within this period. They are given an appropriate slate of responsibilities, with consideration for additional work they must do to complete their dissertations. If the doctorate is not completed within two years, faculty members may request a single, two-year extension. Faculty members appointed to tenure track positions prior to completion of their doctorates will serve at two steps below their level of appointment until documentation is received that their doctoral work is completed. Upon receipt of such documentation, they assume the level to which they were appointed. If such</p>

faculty members receive an annual merit incrementation prior to completion of the doctorate, they will serve at two steps below the level to which they are incremented until documentation is received that their doctoral work is complete. At that time they will assume the level to which they have been incremented.

PROCEDURES

NAME	Special Evaluations: Promotion, Tenure, and Not in Good Standing
CATEGORY	Academic Affairs
POLICY NUMBER	AA07
APPROVAL/EFFECTIVE DATE	August 2010

PROCEDURE STATEMENT

1. EVALUATION PROCEDURE FOR PROMOTION

- 1.1. Faculty members may request consideration for promotion in rank at any time by notifying their Faculty Dean. Promotion will only be granted effective June 1 of any given year. To be considered for promotion, a faculty member must request consideration not later than June 30 of the previous year. Faculty members who are unsure of their eligibility are encouraged to discuss this with their Faculty Dean and/or the Vice President Academic and Research. If the Faculty Dean deems the faculty member eligible, the faculty member must submit a completed dossier. If the promotion coincides with contract renewal, the promotion recommendation and the new contract will be forwarded to the President for action as soon as possible following the meeting of the Faculty Senate Evaluation Committee.
- 1.2. The candidate prepares a detailed record of teaching, scholarship, and service covering their entire academic career. Specific items to include are:
 - a. Reflection on life as a Christian scholar, including descriptions of efforts made to mature in this area.
 - b. Description of efforts to develop as a teacher, including specific examples, and a reflection on student perception.
 - c. Reflection on what it means to be a Christian teacher in the discipline.
 - d. Reflection on the member's scholarship, including a summary of past scholarly areas or projects, vision and goals of scholarship for the next five years, quantity and quality of scholarly output, supervision of students, and what it means to be a Christian scholar in the discipline.
 - e. Reflection on key areas of service to the institution and greater community.
 - f. A current CV.
 - g. Copies of representative course outlines.
 - h. Copies of representative scholarly contributions.
 - i. Copies of unique pedagogical tools.
 - j. Copies of course evaluations (not including courses co-taught), classroom visit reports, annual evaluation letters, and advancement letters.
- 1.3. The documentation (excluding those for item j) will be sent to all full-time faculty. The Faculty Dean will solicit written responses from faculty members. By applying for promotion, the faculty member authorizes access to all documents solicited as part of the evaluation process to FSEC, Senate and external referees.
- 1.4. The detailed record will be sent to one (Associate) or two (Full) external referee(s) for comment. The referee(s) should be familiar with the discipline of the candidate and with the aims of a Christian liberal arts university; the referee should also be at the equivalent rank, or higher, to which the candidate is applying and not be a close personal relation to the applicant or someone who has collaborated with the applicant in the previous three years. The referee(s) shall be chosen by the Vice President Academic and Research; the candidate will be asked to make suggestions. The referee(s) will be advised that the evaluation is confidential. The Faculty Dean may seek advice from other persons who are able to comment on the research, if necessary.

- 1.5. The faculty members and the external referee(s) will be reminded, at the time of the evaluation, of the criteria established for evaluation.
- 1.6. Independently of normal annual student evaluations, eight (Associate) or twelve (Full) students will be contacted for their evaluations of the candidate's performance as a Christian University Professor. These evaluations should be by students not currently taught by the candidate. The students may or may not be currently enrolled at The King's University. The Faculty Dean will select half of the students independently and half in consultation with the candidate, ensuring that the students are representative of students taught by the candidate. The students should be advised in a letter accompanying an evaluation form that the evaluation is for promotion in rank, and be asked to assess the course attended and the candidate.
- 1.7. The Faculty Senate Evaluation Committee reserves the right to have one of its members visit the classroom of the candidate, and the Committee is also willing to arrange such a visit if requested by the candidate.
- 1.8. The Faculty Dean will evaluate the candidate's contributions to the University outside the classroom, such as administrative and committee work and faculty offices held.
- 1.9. The Faculty Dean will send a recommendation with all the evaluations and relevant material to the Faculty Senate Evaluation Committee. The faculty member will receive a copy of the recommendation only.
- 1.10. In its evaluation, the Faculty Senate Evaluation Committee shall examine all the materials described above, and it shall also examine self-evaluations, activity sheets, and Faculty Senate Evaluation Committee evaluations from previous years. It will then formulate a decision about the request for promotion.
- 1.11. The Vice President Academic and Research will notify the faculty member of the Committee's decision with a copy to the Faculty Dean. If the faculty member considers the decision unacceptable, they may request an interview with the Faculty Senate Evaluation Committee. Failing resolution, the faculty member has the option to appeal the FSEC decision within two weeks of notification using the appeal procedure.
- 1.12. Having waited two weeks after notification of the faculty member to allow for possible appeal, the Vice President Academic and Research informs the President and the Chairperson of Senate of the FSEC decision in writing for approval by Senate and implementation by the President.

2. PROCEDURE FOR GRANTING CONTINUOUS TENURE

- 2.1. Eligible faculty members may request consideration for continuous tenure at any time by notifying their Faculty Dean. Continuous tenure will only be granted effective June 1 of any given year. To be considered for continuous tenure, a faculty member must request consideration not later than June 30 of the previous year. Faculty members who are unsure of their eligibility are encouraged to discuss this with their Faculty Dean and/or the Vice President Academic and Research. If the faculty member is deemed eligible by the Faculty Dean, the faculty member must submit a completed dossier. The granting of continuous tenure requires a contract renewal. The new contract will be forwarded to the President for action as soon as possible following the February meeting of the Faculty Senate Evaluation Committee.
- 2.2. The application dossier should follow the same guidelines as outlined for promotion with an increased emphasis on demonstrating how the faculty members work is impacted by their faith in ways consistent with the Statement of Faculty Faith Commitment.

- 2.3. An application for continuous tenure will usually be considered in parallel with a special evaluation for promotion to Associate Professor. The timeline for the procedure for the evaluation for continuous tenure will parallel the timeline for the promotion evaluation.
- 2.4. The process for achieving tenure will be the same as for promotion, except that tenure candidates will be interviewed by the Faculty Senate Evaluation Committee. This interview will cover any area explored in the applicant's dossier. Applicants can expect particular attention on areas of Christian faith, maturity as a Christian scholar, and implications of Christian faith for disciplinary teaching and scholarship.

3. EVALUATION PROCEDURE OF A FACULTY MEMBER NOT IN GOOD STANDING

- 3.1. At any time the Vice President Academic and Research or the Faculty Senate Evaluation Committee can initiate a special evaluation when there are indications that the professional effectiveness of a faculty member in carrying out the duties as outlined in the faculty contract may be seriously diminished.
- 3.2. The Vice President Academic and Research will direct the Faculty Dean to inform the faculty member that a special evaluation has been initiated.
- 3.3. The Dean will work with a Human Resources representative, in consultation with the Vice President Academic and Research, to collect appropriate information necessary to demonstrate that effectiveness is seriously diminished. This may include:
 - a. any documentation previously used by FSEC in any evaluation
 - b. any Human Resources documents that pertain directly to the alleged loss of effectiveness
 - c. written opinions of previous Deans
 - d. any other official documentation, letters of complaint, or feedback that pertains to the alleged loss of effectiveness
 - e. written statements from up to two witnesses identified by the faculty member, the Dean, or a complainant
- 3.4. The Faculty Senate Evaluation Committee will interview the faculty member and deliberate. FSEC can decide:
 - a. to take no action, the faculty member is considered to be in good standing
 - b. to recommend certain corrective action to the faculty member, which is to be reviewed at subsequent annual or special evaluations
 - c. to recommend to the President non-renewal of the faculty member's contract or termination of appointment before the end of the faculty member's contract.
- 3.5. In cases when the FSEC decides to recommend non-renewal or termination of the faculty member's contract, the faculty member must be informed of this recommendation before it is advanced to the President to allow time for appeal. The faculty member must address their appeal to the President within two weeks of notification of the FSEC decision. The appeal will proceed in accordance with the appropriate appeal procedure.
- 3.6. Failing an appeal, the president will accept or reject FSECs. If the President rejects the recommendation, the President can formulate recommendations to the FSEC for further action with regard to the faculty member. FSEC will consider these and can in turn recommend to the faculty member corrective action, which is to be reviewed at subsequent annual evaluations.
- 3.7. A faculty member awaiting the final outcome of an investigation as described above may be suspended by the President or assigned to other duties, should continuation of normal duties be considered harmful to the member concerned, to others, or to the University. Salary continues during the period of suspension. The period of suspension and related appeal procedure is to last no longer than six months.

3.8. A complainant or a respondent to a complaint cannot function as member of any committee hearing the complaint, and their place on the committee will not be filled.

4. APPEAL PROCEDURES

4.1 General Procedures applying to both types of appeal:

- a) All appeals will be conducted considering natural justice and fundamental fairness.
- b) Appeals are not constrained by the Rules of Court or the law of evidence.
- c) Appeal panels may make rulings on situations arising during the conduct of an appeal.
- d) Appeals are normally conducted in camera unless the panel decides otherwise.
- e) Appeal decisions will be provided in written form with reasons explaining the basis for the decision, and what information was considered or excluded in reaching that decision.
- f) A decision of an appeal panel is final, subject only to judicial review by the Alberta courts.
- g) Persons appearing before an appeal panel may be represented by counsel or a personal representative.
- h) Submissions to an appeal panel may be in writing or oral, or both.
- i) Persons appearing before an appeal panel may bring a reasonable number of support persons with them, subject to the prior approval of the panel.
- j) Appeals are conducted informally with due respect to the seriousness of the matters being considered. This is not a court proceeding.
- k) Applications for appeal must be submitted in writing, within the specified time limits and with rationale provided by the applicant. The requested relief must also be specified.
- l) The appellant and the panel may call witnesses as required, and subject to approval of the panel.
- m) Applications for appeal must be made within two calendar weeks of the appellant being informed of the decision in question.
- n) Extensions to the time period may be considered by the Senate in cases where extra-ordinary circumstances precluded meeting the time limitation.
- o) Appeals may only be filed by the individual directly impacted by the decision.
- p) Appeal hearings will be conducted in the following phases:
 - 1. Opening of appeal, submission of any procedural matters.
 - 2. Presentation of the case by the appellant.
 - 3. Presentation of the case by the respondent.
 - 4. Rebuttal by the appellant.
 - 5. Questions by the panel.
 - 6. Closing statements respondent.
 - 7. Closing statements appellant.
 - 8. Closing of receipt of submissions, departure of all parties.
 - 9. Appeal panel deliberation and decision-making.
- q) The individuals who constitute the appeal panel at the outset should continue with the process until the decision is rendered in writing. No one may join the process part-way. Individuals may leave the process without impacting the fairness of the decision-making as long as a quorum of decision makers remains on the appeal panel.
- r) Deliberations of an appeal panel are always conducted in private with only the addition of administrative support persons if required.
- s) Personal notes and records developed during the appeal are to be destroyed when the appeal decision is finalized.
- t) The appeal decision will be signed by the chair of the body forming the appeal panel.

- u) The appeal panel decision-making will be done by majority vote.
- v) The appeal panel may decide to have the appeal recorded. No other recording devices are permitted to be used in the hearing.
- w) The goal of each appeal hearing is a fair and thorough engagement with the decision on appeal, with a chance for all relevant voices to be heard. As much as is possible hearings will operate with due pastoral concern for the well-being of all participants.

4.2 Type 1 Appeals. Appeals of decisions concerning advancement, contract renewal, promotion to Associate Professor, promotion to Professor or granting of continuous tenure.

- a) A faculty member may appeal a decision of the Faculty Senate Evaluation Committee by written notice to the Chairperson of Senate.
- b) The Chairperson of the Senate will convene Senate within two to four calendar weeks after the appellant has submitted the notice of appeal.
- c) Senate as a whole forms the appeal panel.
- d) The Chairperson of Senate will notify the Chairperson of the Faculty Senate Evaluations Committee, who will provide a written statement of the Committee's decision and the reasons for the decision.
- e) No later than two weeks prior to the convening of the appeal panel, the materials of the FSEC and any other materials Senate will consider in its decision-making will be provided to the appellant.
- f) One week prior to the appeal hearing, a written response may be provided to the Senate by the appellant at the time of hearing, if desired.
- g) The appellant faculty member will be allowed to make oral and written submissions at the hearing of the appeal.
- h) Members of the Senate who are also members of the FSEC or participated in making the recommendation under appeal are excluded from the proceedings.
- i) If the appeal is granted Senate's decision is presented to the President as a recommendation. If the appeal is denied, the Faculty Senate Evaluation Committee's decision stands, and no further appeal will be heard.
- j) The Chairperson of the Senate will notify the appellant of its decision, with a copy to the Faculty Dean and the Faculty Senate Evaluation Committee Chairperson. The Chairperson of the Senate will also notify the President of its decision.

4.3 Type 2 Appeals. Appeals of recommendations for disciplinary measures, termination of employment of faculty members alleged to be not in good standing.

- a) A faculty member who wishes to appeal such a recommendation must give written notice of appeal to the President.
- b) The appeal panel is comprised of:
 - 1. The President of the University (or their designate);
 - 2. Two tenured faculty members appointed by the Chair of Senate in consultation with the Chairperson of General Faculty Council;
 - 3. The Chairperson of Senate;
 - 4. Two additional members of the Senate appointed by the Chair of Senate.
- c) Members of the appeal panel should not have previously been involved in the decision being brought forward on appeal.
- d) The President or designate serves as convenor and chair of the appeal panel.
- e) The chair of the appeal panel does not hold a vote.
- f) The Chairperson of the body whose decision is being appealed shall make written submissions to the appeal panel at least three weeks prior to the appeal hearing. Those submissions shall include the decision with reasons supporting the decision.
- g) At least two calendar weeks prior to the appeal hearing, all written materials which will be considered by the appeal panel are disclosed to the appellant.
- h) One calendar week prior to the appeal hearing, the appellant may make a written submission to the appeal panel.
- i) The appellant faculty member will be allowed to make oral and written submissions at the appeal hearing.
- j) The appeal panel shall consider the totality of written and oral submissions in its deliberations.
- k) The appeal process shall be completed within 60 calendar days of the receipt of the written notice of appeal.
- l) The appeal panel will establish and publish for the parties a schedule for the appeal process including deadlines for the submission of materials.
- m) Any variation in appeal procedurals and rules by the appeal panel should permit the parties to make submissions to be considered by the panel.