



## FACULTY OF ENGINEERING

### GUIDELINES FOR REAPPOINTMENT OF FULL-TIME ACADEMIC STAFF IN DEPARTMENTS AND SCHOOLS

A copy of these guidelines must be provided to all new untenured appointees, whether assistant or associate professors, by the Chair of the department or Director of the school no later than sixty days after the commencement date of their initial appointment.

These guidelines are based on the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff* (referred to as the “*Regulations*” hereafter) available at:

<https://www.mcgill.ca/secretariat/tenure-promotion/information-tenure>

Relevant sections related to appointment, reappointment, and tenure are found in sections 6 and 7 of the *Regulations*. Hereafter, sections of the *Regulations* will be simply referred to as “section” with the appropriate number.

#### **A. Timing of Reappointment Consideration**

The first consideration for reappointment takes place at the beginning of the third year of a full-time assistant professor’s or associate professor’s initial three-year appointment. Subsequent reappointment considerations (if necessary) occur at the beginning of the final year of the term for which a staff member was re-appointed.

#### **B. Reappointment Criteria**

The “academic duties” of members of the full-time academic staff are set out in the *Regulations* (section 4.1) – they include:

1. teaching (such as graduate and undergraduate courses, supervision of individual students and assessment of student work);
2. research and other original scholarly activities, and professional activities; and
3. other contributions to the University and scholarly communities.

The *Regulations* require that academic units establish reappointment criteria to provide guidance both to new appointees as to what is expected from them in the discharge of their academic duties, and to the unit in evaluating the staff member’s performance of academic duties in anticipation of meeting the requirements for tenure (section 6.12.1). In essence, at time of reappointment a decision has to be made as to whether a staff member’s performance of his or her academic duties supports the conclusion that the staff member shows reasonable promise of being able to meet the tenure criteria by the time of mandatory tenure consideration. The criteria for the award of tenure are “superior” performance in any two categories of academic duties noted above, and at least reasonable performance in the remaining category (section 7.11.1).

While the assignment of academic duties is the responsibility of Chairs/Directors (section 4.3), it is also the responsibility of staff members, in consultation with the Chair/Director, to seek appropriate opportunities to meet the criteria for reappointment.

In addition to the above duties, at the time of reappointment, full-time academic staff in engineering departments must already be a member of, or have applied for membership in, a Canadian professional engineering association.

The basic reappointment criteria – the factors that are weighed in determining whether a candidate has met the criteria for reappointment – are indicated in the Appendix, hereto.

### **C. Procedures**

At the commencement of the final year of his or her appointment a staff member (hereafter “candidate”) must provide the Chair/Director with a dossier containing the information and supporting documentation necessary to establish that the candidate warrants reappointment (section 6.13). This dossier need not be as detailed as that required for tenure consideration; nevertheless, it is recommended that a reappointment dossier be modeled on the requirements of a tenure dossier



## **APPENDIX**

### **CRITERIA FOR REAPPOINTMENT OF FULL-TIME ACADEMIC STAFF IN DEPARTMENTS AND SCHOOLS OF THE FACULTY OF ENGINEERING**

At the time of reappointment an evaluation is made of a candidate's performance of academic duties to determine whether he or she is on track to meet the requirements for tenure. The minimum requirements for tenure are "superior" performance in two categories of academic duties and "reasonable" performance in the remaining category (see sections 4.1 and 7.11.1 in the *Regulations*).





## **Membership in a Canadian professional engineering association**

In light of accreditation requirements associated with undergraduate engineering programs, full-time academic staff appointed in engineering units are required to be:

- enrolled as a licensed engineer, i.e., Eng. or P.Eng. (this can include a *limited license for faculty members*),