

**APPOINTMENTS, PROMOTION & TENURE COMMITTEE  
OF ACADEMIC COUNCIL**

**TERMS OF REFERENCE**

**Effective Date:** September 1, 2024

**Supersedes:**

**Date of Next Review:**

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The Appointments, Promotion and Tenure Committee (AP&T) reviews recommendations for appointment, and applications for promotion and tenure and recommends to the President such actions, subject to the President's recommendation to the Board of Directors, and the Board's approval.

Candidates for appointment, tenure and promotion are responsible for assembling all documentation to support the process.

Any future changes in the Collective Agreement between King's University College and the King's University College Faculty Association which are relevant to promotion, tenure and appointments shall be reflected in these Terms of Reference

**Areas of responsibility**

**Tenure**

- The Committee must ensure the confidentiality of all files related to the appointment, promotion, and tenure process.
- The normal time for an Assistant Professor to be eligible to be granted tenure is five years. Time alone is not a criterion for granting tenure.
- Follow criteria found in collective agreement.
- Consider the evidence provided to the Committee and make a consensus decision on tenure based on such evidence.
- Recommend to the President that tenure be granted to the Applicant.
- Following approval by the Board, the President will communicate to the applicant faculty member the terms of their new appointment.

**Promotion**

- The committee must ensure the confidentiality of all files related to the promotion process.
- The committee will review:
  - Departmental recommendations with respect to promotion.

## **COMPOSITION**

### **Voting**

- Five full-time faculty members, which shall include two from Group A (Modern Languages, Philosophy and Religious Studies, History, and Political Science); two from Group B (Sociology, Economics, Business, Mathematics and Psychology and one from Social Work, elected by full-time faculty members in those disciplines.

### **Ex officio (voting)**

- The Vice-President Academic Dean, who is Chair.

### **Terms**

The term for faculty members shall be three years, with membership staggered so as to ensure continuity.

The term of office shall begin September 1 and run to August 31.

Members of the Committee who have applied for promotion or tenure must withdraw during consideration and will be replaced by a member chosen by the Chairperson.

A faculty member may not participate in the committee's deliberations if they are also a member of the department of the candidate being considered.

## **GENERAL PROCESS FOR COMMITTEES**

The Committee shall develop an annual work plan for approval by Academic Council. The work plan shall respect the confidentiality of the Committee's work.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report regularly to Academic Council or the Board, if requested, either individually or through the President, maintaining the ongoing confidentiality of the committee's work.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee and report results to the AP&T Committee's members for their review.

Quorum shall be 50 percent of voting members.

Non-voting members, or members who have withdrawn for reasons of conflict of interest in the considerations, shall not be counted toward quorum.

**LIMITS ON AUTHORITY**

The Committee functions in accordance with the Ontario Not-for-Profit Act 2010, and the Board of Directors' bylaws, policies and procedures.

Committee members must abide by the bylaws of the Academic Council, unless cited otherwise in these Terms of Reference.