

# GPC Manual



***Manual of Policies and  
Procedures for the Annual  
Assessment of Academic  
Staff (Salary Increments  
And Promotions)***

**October 2005**

**MANUAL OF POLICIES AND PROCEDURES  
FOR THE ANNUAL ASSESSMENT OF ACADEMIC STAFF  
(INCREMENTS AND PROMOTIONS)**

This version of the *GPC Manual* has been amended to incorporate the provisions of the *Procedures Pertaining to Appointment, Promotion, and Tenure of Academic Staff (APT Manual)* as amended June 25 and December 10, 2004.

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## **1.0 GENERAL**

### **1.1 Use of Manual**

This Manual, which has been prepared under the authority of the President, contains the policies and procedures for the use of promotions committees, Heads, Deans and other individuals involved in the process of making recommendations for increment and promotion awards to academic staff.

### **1.2 Definitions**

The following terms are used consistently throughout the Manual:

*Academic appointee* means all staff holding a 'Continuing', 'Contingent Term' or 'Limited Term' (full or part time) Board of Governors' appointment – teaching, administrative and professional.

*APT Manual* means the current *Procedures Pertaining to Appointment, Promotion, and Tenure of Academic Staff* approved by the General Faculties Council and Board of Governors.

*Career Progress Adjustment (CPA)* means the component of an increment unit determined by the General Promotions Committee to be the award when the evaluation of a staff member's performance is satisfactory (currently 0.4 of a unit); a CPA is not automatic.

*Dean* means the administrative officer responsible for making and forwarding increment and promotion recommendations to the General Promotions Committee (GPC).

*Department Head* means the senior administrative officer of a formal Department in a departmentalized faculty, or the equivalent officer in a non-departmentalized faculty or in a non-faculty unit.

*Faculty Promotions Committee (FPC)* means a Faculty Promotions Committee established pursuant to Section 6.4 of the *APT Manual*.

*GFC* means General Faculties Council.

*Increment* means a unit awarded on the basis of an evaluation of an academic appointee's performance.

- 1.3.2 The procedures approved by the GFC related to the annual assessment of academic staff are set out in the *APT Manual* referred to in the Definitions Section. This Manual incorporates all material from the *APT Manual* related to the assessment of academic staff, merit increments and promotion, and such extracts are identified by placing them in italics and citing the appropriate APT Section number in square parentheses.

## 2.0 GENERAL PROMOTIONS COMMITTEE

*The General Promotions Committee is a President's Advisory Committee. The General Promotions Committee shall formally review, evaluate and recommend to the President on all recommendations for merit increments and promotions in rank that are submitted by Deans and equivalents following upon the advice received from a Faculty Promotions Committee or the equivalent. [APT 6.5.1]*

### 2.1 Membership

*The General Promotions Committee shall be composed of the following members:*

- a) President;*
- b) Provost & Vice-President (Academic) who chairs the Committee;*
- c) seven full-time members of the academic staff, recognized scholars in their fields, appointed by the President in consultation with the Striking Committee of the General Faculties Council, the seven-member slate as a whole to be approved by the General Faculties Council;*
- d) two General Faculties Council representatives elected by the Council;*
- e) either the President or the Vice-President (Academic) of the Students' Union;*
- f) either the President or the Vice-President (Academic) of the Graduate Students' Association;*
- g) two non-voting members appointed by the Faculty Association;*
- h) a Secretary (non-voting) appointed by the Provost & Vice-President (Academic).*

*Both genders shall be included among the voting academic staff members on the Committee.*

A member of the General Promotions Committee cannot also serve as a member of a Faculty Promotions Committee (or equivalent), except in unusual circumstances, requiring approval of the Chair, General Promotions Committee. [APT 6.5.2]

The current GPC Membership Directory is attached as Appendix A.

The General Promotions Committee was first established by GFC in 1966 with the concurrence of the President for the purpose of considering recommendations for the award of increments and promotion of individual academic staff members on a University-wide basis. This Committee operates in accordance with the current *APT Manual*.



- all recommendations for promotion to the rank of full Professor;
  - all appropriate appeals;
  - all recommendations for the award of a zero increment, where such increment represents "unsatisfactory performance".
- g) the following cases may be considered individually:
- recommendations for increment unit awards of:
    - 2.4 or greater to an Instructor or Assistant Professor,
    - 2.2 or greater to an Associate Professor or Senior Instructor, and
    - 2.0 or greater to a full Professor;
  - such special cases as the President may stipulate from time to time.
- h) with the exceptions noted in (f) and (g), the responsibility for the review of performance assessments, increment recommendations for individuals at the following ranks / salary ranges, and promotions to the rank of Associate Professor are effectively delegated to the Faculty Promotions Committee (or equivalent) in accordance with the Faculty Guidelines:
- Instructor/Assistant Professor,  
Senior Instructor / Associate Professor  
Full Professor.
- No documentation is required, except where the General Promotions Committee requests information on individual cases, such as would be contained in the Academic Annual Report of the faculty member, but only for the purpose of reviewing the application of institutional assessment criteria and, if deemed appropriate, directing that revisions be made to the Faculty Guidelines for Increments / Promotions. See Section 3.4.3 of this Manual.
- i) for academic staff (Administrative and Professional), the provisions of (f), (g) and (h) shall apply on the basis of their salary placement in the appropriate Instructor / Professorial salary range at the time of review.
- j) *The Chair or any other member of the General Promotions Committee may at any time raise for consideration and decision by majority vote any matter (other than an individual case) which they feel should be determined to ensure due process and the integrity of the assessment system. [APT 6.5.6]*

- 2.3.5 *Cases not expressly covered by existing guidelines or procedures may be determined by the General Promotions Committee so as to ensure fair and equitable treatment consistent with its policies and procedures. [APT 6.5.8]*
- 2.3.6 *The General Promotions Committee may require a Dean to reconvene the Faculty Promotions Committee to reconsider some or all of a set of recommendations to ensure compliance with [APT] Section 6.5.11. [APT 6.5.13]*
- 2.3.7 The Chair shall not cast a vote except to break a tie; however, the Chair shall participate fully in the discussion.

## **2.4 Quorum**

- 2.4.1 *A quorum shall consist of two thirds (2/3) of the members selected under [APT] 6.5.2 (c) and 6.5.2 (d). At least one of the non-voting Faculty Association members shall be present at all GPC meetings. [APT 6.5.3]*
- 6.5.2 (c) refers to "Slate of Seven" and 6.5.2 (d) refers to two GFC representatives elected by the council.

## **2.5 Zero Increments**

- 2.5.1 *Where the performance during the assessment period is deemed to be "unsatisfactory" the administrative officer performing the evaluation shall clearly state this in writing. [APT 6.2.8]*
- 2.5.2 *In those cases where the General Promotions Committee is likely to make a determination that an increment recommended for an academic appointee be reduced to zero, the Chair shall inform the applicant and the Dean, in writing, of the concerns identified by the Committee. Members of the General Promotions Committee shall also be given a copy of this document. The applicant and the Dean or equivalent shall be given one week to respond in writing to the Chair, following which both the applicant and the Dean or equivalent shall be invited to discuss the original recommendation of the appropriate Faculty Promotions Committee or the Dean's recommendation and to show cause why the zero increment should not be awarded.*
- An applicant invited to attend GPC under this provision may be accompanied by (or if unable to attend may be represented by) an advisor, who shall be a Continuing, Contingent Term, or Limited Term member of the academic staff. At least one day prior to meeting with the General Promotions Committee, the applicant shall inform the Chair of the name of the advisor. [APT 6.5.15]*
- See also Section 6.5.1 concerning the interpretation of a zero increment award as constituting unsatisfactory performance, and Section 6.6 which outlines the serious consequences of sustained unsatisfactory performance.
- 2.5.3 *In every case where the General Promotions Committee determines that an increment recommended for an academic appointee be increased from zero, the General Promotions Committee shall invite the Dean or equivalent to defend the original recommendation submitted to the General Promotions Committee by providing only clarification of factual information which members of the General Promotions Committee may request. [APT 6.5.16]*



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**2.6**

## **Promotion to Full Professor**

2.6.1

## **2.8 Implementation of Increments / Promotions**

- 2.8.1 *Once the President has made decisions on the recommendations of the General Promotions Committee, individual academic appointees will be informed, in writing, of the increment and promotion recommendations that will be implemented. [APT 6.7.1]*
- 2.8.2 *In every case where the recommendation approved by the President is less favourable to the candidate than the recommendation of the Dean (or equivalent) to the General Promotions Committee, the Chair of General Promotions Committee shall advise the academic appointee, the Dean and the Head in writing of the reasons for such action. [APT 6.7.2]*
- 2.8.3 *In every case where the recommendation approved by the President is one of "unsatisfactory performance" the Dean shall outline the performance deficiencies, in writing, along with a statement of the improvements expected of the academic appointee, as well as the possible consequences of sustained unsatisfactory performance. [APT 6.7.3]*
- 2.8.4 *Promotions usually take effect on July 1. [APT 6.7.4] Salary adjustments, if any, are also normally effective on that date.*

## **3.0 FACULTY PROMOTIONS COMMITTEES**

### **3.1 Membership**

#### **3.1.1**



### **3.3 Operational Procedures**

3.3.1 *The process for a Faculty Promotions Committee shall in all cases include the following:*  
[APT 6.4.8]

- a) *individual consideration of each academic appointee's case;*
- b) *comparative consideration of the assessments of all academic appointees (for function and form of assessments). See also [APT] 6.2.5 and 6.2.6;*
- c) *normally increasing expectation of performance as an academic appointee progresses through any rank, and from rank to rank;*



3.4.3 *The General Promotions Committee may review the Faculty guidelines and, if necessary, direct that appropriate revisions be undertaken at the Faculty level to ensure University-wide equity and conformity with University standards. [APT 3.5.5]*

### **3.5 Quorum**

*The quorum for a Faculty Promotions Committee shall be 51% where, excluding the Dean or other member who votes only to break a tie, the number of voting members is 8 or less. Where the number of voting members is 9 or more, the quorum shall be two-thirds (2/3). The non-voting Faculty Association member shall be present at all meetings of a Faculty Promotions Committee or equivalent. [APT 6.4.9]*

*appointee's particular field. This senior departmental administrator must act in this area with prudence and after seeking advice from a variety of sources. The Head should explain to the department the principles on which the Head intends to make recommendations and be open to additional suggestions. [APT 6.2.1]*

- 5.1.2 *In Faculties or other units without a formal departmental structure, the Dean may elect to either:*
- a) *carry out this responsibility, in which case, the recommendations of the Faculty Promotions Committee shall be the recommendations submitted to the General Promotions Committee; and, a member of the Faculty Promotions Committee, other than the Dean, shall act as Dean for the purposes of the Faculty Promotions Committee and General Promotions Committee procedures, or*
  - b) *delegate this responsibility, within the Faculty or unit, to an appropriate individual such as an Area Chair, a Program Director, an Area Co-ordinator, an Associate Dean or equivalent, or to a committee. [APT 6.2.2]*
- 5.1.3 *The regular assessment of Heads, Assistant Deans, Associate Deans and equivalents shall be prepared by the Dean or equivalent. [APT 6.2.3]*
- 5.1.4 *The regular assessment of an individual academic appointee's performance and recommendations for the award of a merit increment or for promotion in rank shall be prepared in writing. A copy shall be presented to the appointee concerned and an opportunity shall be provided for discussion within the scheduled time period established by the General Promotions Committee. [APT 6.2.4]*
- 5.1.5 *Assessments provide critical information for Promotions Committees. They should be comprehensive statements on performance and should reflect consideration of the performance of the academic appointee in relation the*

- increment / promotion recommendation approved by the Faculty Promotions Committee;
- increment / promotion recommendation submitted to the General Promotions Committee by the Dean (and if different from the Faculty Promotions Committee's recommendation, a brief statement of the reasons);
- in cases where the individual is at a rank / salary range ceiling, a clear statement whether the individual's performance during the reporting period was "meritorious", "satisfactory", or "unsatisfactory"; or FPC may choose to provide a shadow increment.



*in [APT] Section 3, with expectations adjusted to take into account the special duties and the fractional time commitment to administration associated with these positions. [APT 6.2.14]*

5.1.9.1

*Notwithstanding the payment of administrative honoraria, the administrative role and the quality of academic administration and leadership provided shall be taken into account*

5.1.17 *The Chair of the Faculty Promotions Committee shall provide written notice to each academic staff member of the recommendation being forwarded to the General Promotions Committee. [APT 6.4.20]*

5.1.18 The primary responsibility of the Department Head (or equivalent) in initiating increment and promotion recommendations was explicitly recognized in the following statement in the 'Report of the Committee on Appointment, Authority and Responsibility of Department Heads', which was approved by GFC:

"Although various officially constituted University and faculty committees advise Deans and the President on these matters, recommendations made by the senior departmental administrator tend to be prepotent. Because of this and because financial and status issues can easily cause discord, the senior departmental administrator must act in this area with prudence and after seeking advice from a variety of sources.

The senior departmental administrator should explain to the department the principles on which s/he intends to make his/her recommendations and be open to additional suggestions. In large departments, at least, the Committee considers that an advisory group for these matters should be established. Further, the Committee cannot overemphasize the importance of obtaining assessments from students as part of the evidence on effectiveness of teaching. Improvement in the teaching functions of the University will be most easily achieved through a recognition that these can result in rewards and sanctions."

## **5.2 Increments for Faculty Association Officers Granted Release Time**

5.2.1 Officers for whom release time is purchased shall be awarded a 1.2 merit increment with respect to the time released for service to the Association. This merit increment shall be prorated in accordance with the fraction of time released for service to the Association, and shall not be funded from the merit increment pool of the officer's Faculty. For the portion of time not released for service to the Association, the normal assessment and merit increment processes will apply. [*Collective Agreement 10.11.10*]

5.2.2 In assessments of members' performance, service to the Association shall be considered as Service within the meaning of Section 3.4 of the *Procedures Pertaining to Appointment, Promotion, and Tenure of Academic Staff*. [*Collective Agreement 10.12*]

## **5.3 Appeals**

5.3.1 The Department Head's assessment and/or increment recommendation, as well as the denial of promotion to a higher rank, may be appealed to the appropriate Faculty Promotions Committee or equivalent. See also Section 9 of this Manual.

## **6.0 ASSESSMENT PROCEDURES AND CRITERIA**

### **6.1 Application**

The following assessment procedures and criteria apply *mutatis mutandis* to the General Promotions Committee, Faculty Promotions Committees, Deans, Heads, and other individuals involved in the process of determining increment and promotions recommendations for academic staff.

**6.2 Increment Pool**

- 6.2.1 The General Promotions Committee, the Deans, and through them the Faculty Promotions Committees will be advised annually of the parameters and guidelines associated with the increment pool established by the Board of Governors. The normal procedure has been to establish a University-wide increment pool on the basis of 1.0 increment unit per eligible FTE academic appointee (excluding those increment units required for the promotion of academic appointee from the ceiling of the Associate Professor rank, which are provided

**6.3**

**Leaves Without Pay**



- 6.7.7.3 *Part of such evaluation of teaching may be based upon the general reputation enjoyed by the teacher among informed peers and students. Such reputation shall be evidenced only by signed documentation or formal evaluation processes. [APT 3.2.4]*
- 6.7.7.4 *The University also recognizes the legitimate role of academics as 'knowledge brokers' in transferring state-of-the-art knowledge to persons in government, business, industry, the professions and the wider community through the organization and presentation of seminars, workshops, and short courses for persons outside programs leading to degrees. [APT 3.2.5]*
- 6.7.7.5 *The development, testing, and application of computer-assisted learning techniques and software shall be deemed to be innovative teaching when the techniques or software have been successfully integrated into the teaching of University course offerings and the usefulness of the activity has been acknowledged by informed peers in a manner similar to the peer review of materials submitted for publication. [APT 3.2.6]*
- 6.7.8 *Research, scholarship, and other creative activities constitute a major University function. The primary concern of the individual and the University shall be the importance of high-quality work. [APT 3.3.1]*
- 6.7.8.1 *These research activities shall be evaluated on a regular basis and shall normally be measured by the quality and pattern of the academic appointee's work, through media and outlets appropriate to each discipline for 6.8(1)6.8a and*

- 6.7.9.1 *Service may also be measured by informed assessment of evidence of substantial contributions to activities such as service on editorial boards of disciplinary or interdisciplinary journals, on grant selection committees and adjudication panels of provincial, regional or national agencies, and similar professional involvement. [APT 3.4.2]*
- 6.7.9.2 *Service may also be measured by substantial contributions to the general or professional community, the Province, and the Nation through the application of scholarly or professional knowledge and expertise. [APT 3.4.3]*
- 6.7.9.3 *Other service to the community that flows from the discipline or that accrues through other distinguished service to the University or the community may be acknowledged when it brings distinction to the University. [APT 3.4.4]*
- 6.7.9.4 *Appropriate levels of service shall be expected of each rank. Nevertheless for individuals whose duties include teaching and research, the normal expectations for teaching and research cannot be fulfilled by service activity in the absence of written agreements with the Dean. Meeting the expectation of service should normally require a smaller portion of effort than is required for the functions of Teaching and Research. [APT 3.4.5]*
- 6.7.9.5 *Outside Professional Activity for remuneration shall not normally be counted as service for the purposes of assessment. [APT 3.4.6]*
- 6.7.10 *Appointment to the rank of Assistant Professor normally requires evidence of successful teaching ability or professional experience, with evidence of appropriate research or professional activity beyond that involved in the completion of academic or professional training. [APT 3.6.1]*
- 6.7.11 *Appointment or promotion to the rank of Associate Professor requires evidence of teaching effectiveness, recognized research attainment or equivalent professional attainment and a satisfactory record of service. [APT 3.7.1]*
- 6.7.11.1 *When the teaching function is assessed, evidence of effective performance respecting graduate programs and the supervision of and involvement with graduate students shall be considered, where appropriate. [APT 3.7.2]*
- 6.7.12 *The rank of Professor is reserved for those who, in the opinion of colleagues, within the University and beyond, are outstanding in their discipline. [APT 3.8.1]*
- 6.7.12.1 *Appointment or promotion to the rank of Professor requires evidence of teaching effectiveness. When the teaching function is assessed, evidence of effective performance respecting graduate programs and the supervision of and involvement with graduate students shall be considered, where appropriate. [APT 3.8.2]*
- 6.7.12.2 *Appointment or promotion to this highest rank requires documented evidence of an established scholarly and professional reputation supported in writing by three or more eminent referees external to the University. This reputation must be at either the national*





An academic staff member shall disclose in advance to the Dean or Department Head if

6.9.6 *When considering a candidate for promotion, the Promotions Committee shall use*



•

in department / unit, and job profile.

- h) summary of FPC appeals – total number of appeals with the number granted, number denied, and analyzed by gender.

6.10.2 *The Chair of General Promotions Committee shall not distribute to General Promotions Committee members any written information pertaining to any individual case which is received from sources other than the Chair of a Faculty Promotions Committee or equivalent, the only exception being the appeal documentation submitted by academic appointees. [APT 6.4.17]*

## **7.0 LEAVES OF ABSENCE**

7.1 "Leave does not entail any loss of rank or appointment status". *[Collective Agreement 18.1.11]*

7.2 Academic staff members on paid leaves of absence are eligible to be considered for merit increases and promotions in accordance with procedures adopted by the General Promotions Committee.

7.3 Individuals on paid leaves of absence during the normal assessment period shall be evaluated with respect to the period of leave, on the basis of the activities set out in the approved leave application; and with respect to periods before or after the leave, on the normal criteria. For example, if teaching activities are not expected as part of the leave, the individual should not be penalized for not teaching. Nonetheless, if teaching or other relevant activities occur in addition to the proposed leave activities, then these activities should be reported and evaluated.

7.3.1 It is the intent that an individual who is on maternity or sick leave shall not be penalized for interruption in academic productivity during the period of absence. Productivity while on leave is to be included in the staff member's assessment.

7.3.1.1 Increments will be assigned notionally for the overall (Teaching, Research & Service)

calendar year. Any revisions to the *GPC Manual* will normally be issued to Deans, Heads and equivalent administrative officers before the end of the calendar year.

8.2 *The General Promotions Committee shall also establish its own procedures and schedules and shall publish them for the information of all academic appointees well in advance of the closing date for submission of appointees' reports to the President. [APT 6.5.5]*  
The GPC schedule will include:

- date by which Faculty Promotions Committees must have concluded their meeting(s);
- date by which Deans must submit their recommendations to the Chair of the General Promotion Committee;
- date by which appeals to General Promotions Committee must be filed;
- dates of the final General Promotions Committee review meetings to conclude annual cycle of activities (late April – early May).

8.3 Other meetings of the General Promotions Committee as are deemed necessary or desirable may be held at any time of the year.

8.4 Where external references are required, as for promotion from Associate to full Professor, the process of documentation may be very time-consuming and must be started early. Deans are advised to contact Departments in the fall with a view to initiating, as soon as possible, the assembly of the appropriate documentation, particularly the statements from external referees. Incomplete documentation for promotion to full Professor shall not be entertained by the General Promotions Committee. Consideration of such cases may not normally be deferred beyond the last day of GPC's scheduled spring deliberations.

8.5 The General Promotions Committee shall normally conduct its annual cycle of proceedings so as to convey its recommendations to the President by May 31 (re: increments / promotions to become effective the July 1 following).

## 9.0 **APPEALS**

*It is the responsibility of the Dean or equivalent to establish timeline for receipt of appeals, and to ensure that all academic appointees are made aware of the procedures and deadlines for filing appeals to the various Promotions Committees. [APT 6.6.1]*

### 9.1 **Academic Appointees Whose Cases are Reviewed by a Faculty Promotions Committee or Equivalent**

9.1.1 *A copy of the Head's written evaluation of an academic appointee which is being carried forward to the Faculty Promotions Committee shall be provided by the Head to the appointee concerned at least one week prior to the deadline for receipt of appeals by the Faculty Promotions Committee. [APT 6.6.4.1]*

9.1.2 *Any academic appointee (Teaching and Research) may appeal an assessment or an increment recommendation or a denial of promotion to a higher rank. Such an appeal and the grounds thereof shall be in writing to the Chair of the appropriate Faculty Promotions Committee, who shall circulate it to all committee members and to the Head (or equivalent) [APT 6.6.4.2]*

9.1.3 *In order to avoid conflicts of interest, a member of FPC who is appealing his/her own merit*

*of the teaching, research and service contributions for the period under consideration.*  
[APT 6.6.4.4]

- 9.1.5 *The procedures for appeals by academic appointees (Teaching and Research) to a Faculty Promotions Committee outlined above shall apply to academic appointees (Administrative and Professional).* [APT 6.6.5.1]
- 9.1.5.1 *Appeals shall be directed to the Chair of the Information Resources Promotions Committee, Student Services Promotions Committee or the Administrative and Professional Staff Promotions Committee, as appropriate.* [APT 6.6.5.2]
- 9.1.6 *When an appeal is being considered, the Chair of the Faculty Promotions Committee shall invite the appellant and the appellant's Head to be present together to provide any clarification of factual information which members of the Faculty Promotions Committee may request. The appellant and the appellant's Head shall not be present when the Committee deliberates and votes on the appeal.* [APT 6.6.4.5]
- 9.1.7 *Every academic appointee shall be informed in writing at least one week before the deadline for receipt of appeals by the General Promotions Committee of the recommendations being carried forward to General Promotions Committee by the appropriate Dean or equivalent, particularly if the award of a zero increment is being recommended.* [APT 6.6.6.1]
- 9.1.8 *If the Dean's recommendation to General Promotions Committee is less favourable to the candidate than the Head's recommendation, reasons shall be given in writing.* [APT 6.6.4.7]
- 9.1.9 *In cases where an appeal to the Faculty Promotions Committee is denied, the Dean shall advise the academic appointee in writing, giving substantive reasons for the denial of the appeal.* [APT 6.6.4.8]
- 9.1.9.1 *Where an appeal to the Faculty Promotions Committee is denied, an academic appointee may initiate a formal appeal regarding the recommendation to the General Promotions Committee. The appeal and the grounds therefore shall be in writing to the Chair of the General Promotions Committee.*
- 9.1.10 *When an appeal of an assessment is upheld by a Faculty Promotions Committee, the committee may direct that the assessment be modified before it is entered into the personnel file of the academic appointee concerned.* [APT 6.6.4.9]
- 9.1.11 *Upon receipt of an appeal, the Chair of the General Promotions Committee shall ensure*

- 9.1.13 *At any Faculty Promotions Committee meeting where the appellant is in attendance, the appellant may be accompanied by an advisor, who shall be a Continuing, Contingent Term, or Limited Term member of the academic staff. At least one day prior to meeting with the Committee the appellant shall inform the Chair of the name of the advisor. [APT 6.6.4.10]*
- 9.1.14 *An academic appointee who wishes to appeal a recommendation and who is on an approved leave of absence that precludes attendance, may name a representative (who must be a member of the Continuing, Contingent Term, or Limited Term academic staff) who may act for the academic appointee concerned in all stages of the appeal. [APT 6.6.4.11]*
- 9.2 Academic Appointees Whose Cases are Reviewed in the First Instance by the General Promotions Committee**
- 9.2.1 *All academic appointees, whose cases are reviewed in the first instance by the General Promotions Committee shall be advised in writing by the appropriate Dean or equivalent at least one week before the deadline for receipt of appeals by the General Promotions Committee of the recommendation being carried forward to the General Promotions Committee. [APT 6.6.8.1]*
- 9.2.1.1 *Such an academic appointee may initiate a formal appeal regarding the recommendation. The appeal and the grounds therefore shall be in writing to the Chair of the General Promotions Committee. [APT 6.6.8.2]*
- 9.2.2 *Upon receipt of an appeal, the Chair of the General Promotions Committee shall ensure that the Dean (or equivalent) concerned is provided with a copy of the appeal documentation. The Dean may submit a written response to the Chair of General Promotions Committee, provided a copy is also sent to the appellant. This response shall be restricted to the clarification of factual information. [APT 6.6.8.3]*
- No further communication from either party shall be accepted by the GPC Chair, unless the Dean's response to the appeal contains new information not previously documented. In this case, the appellant may respond to provide clarification of the new information.
- 9.2.3 *In every case where the General Promotions Committee determines that an increment recommendation for an academic appointee whose case is reviewed in the first instance by the General Promotions Committee should be increased or reduced, the Dean or equivalent shall be invited to meet with the Committee to defend the original recommendation, before the Committee confirms its recommendation to the President. [APT 6.6.8.4]*



*information is required, the appellant and the appellant's Dean (or equivalent) shall be invited to be present together to provide only such clarification of factual information as members of the General Promotions Committee may request; the appellant and the appellant's Dean (or equivalent) shall not be present when the Committee deliberates and votes on the appeal. [APT 6.6.6.3]*

*negotiations. These proposals will not include dismissals but will relate to alternative measures designed to preclude dismissals. [APT 7.5.5]*

10.3

*If these negotiations do not resolve the problem and savings are still required, the University Planning Committee in conjunction with the University Budget Committee will allocate the required budget cuts to budget units with the instruction to effect the*

- 11.3 It follows from Section 11.1(b) that the granting of emeritus status is strongly related to the cumulative record of annual assessments and performance evaluations conducted by the Heads and Deans (or equivalent administrative officers), which are reviewed by FPC's and the GPC. Thus, an individual who has consistently demonstrated meritorious performance would normally be recommended for emeritus status on retirement.
- 11.4 Emeritus status, if granted, shall be at the rank held at retirement, and shall indicate the field of specialization (see emeritus listing in the current University Calendar for examples). Promotion to a higher rank shall not be considered on retirement. In exceptional cases the

- b) names retained on all appropriate departmental, Faculty and University mailing lists (e.g. for receipt of newsletters, announcements, information on lectures, seminars, social functions, etc.);
- c) business cards indicating emeritus status and title;

**Appendix A****2005 – 2006 General Promotions Committee****Chair**

Dr. Ronald Bond	Provost & Vice-President (Academic)	5464	<a href="mailto:rbond@ucalgary.ca">rbond@ucalgary.ca</a>
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**Executive Secretary**

Ms. Sandy Repic	Associate V.P. (Human Resources)	6228	<a href="mailto:srepic@ucalgary.ca">srepic@ucalgary.ca</a>
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**Voting Members**

Prof. Allan Bell	Music	5725	<a href="mailto:agbell@ucalgary.ca">agbell@ucalgary.ca</a>
Dr. Jess Chua	Haskayne School of Business	6331	<a href="mailto:jess.chua@haskayne.ucalgary.ca">jess.chua@haskayne.ucalgary.ca</a>
Dr. Roy Gravel	Biochemistry and Molecular Biology	3063	<a href="mailto:rgravel@ucalgary.ca">rgravel@ucalgary.ca</a>
Prof. A. Lucas	Law	7111	<a href="mailto:alucas@ucalgary.ca">alucas@ucalgary.ca</a>
Dr. Murray McGillivray	Department of English	4678	<a href="mailto:mmcgilli@ucalgary.ca">mmcgilli@ucalgary.ca</a>
Dr. Janet Ronsky	Mechanical & Manufacturing Eng.	8134	<a href="mailto:jironksy@ucalgary.ca">jironksy@ucalgary.ca</a>
Dr. David Watt	Teacher Preparation	7353	<a href="mailto:dwatt@ucalgary.ca">dwatt@ucalgary.ca</a>
Dr. Preston Wiley	Kinesiology	8518	<a href="mailto:wiley@ucalgary.ca">wiley@ucalgary.ca</a>
Dr. Carey Williamson	Computer Science	6780	<a href="mailto:carey@cpsc.ucalgary.ca">carey@cpsc.ucalgary.ca</a>
President or VP(A)	Student's Union	3911	<a href="mailto:suvpaca@ucalgary.ca">suvpaca@ucalgary.ca</a>
President or VP(A)	Graduate Student's Association	5997	<a href="mailto:gsapres@ucalgary.ca">gsapres@ucalgary.ca</a>

**Faculty Association Representatives**

Dr. David Bershad	Art	5237	<a href="mailto:dbersha@ucalgary.ca">dbersha@ucalgary.ca</a>
Dr. Anton Colijn	Computer Science/Faculty Assoc.	5722	<a href="mailto:tucfa@ucalgary.ca">tucfa@ucalgary.ca</a>

**Observer**

tba	Senate		
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**Administrative Support**

Ms. Margaret Stephens	Project Coordinator, IMAG	5701	<a href="mailto:stephens@ucalgary.ca">stephens@ucalgary.ca</a>
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**Appendix B****Senior Positions Designated by President  
Exempt from GPC Assessment**  
Pursuant to *GPC Manual 2.2.1*

President

Vice-Presidents

Chief Development Officer

Associate Vice-Presidents

Deans of Faculties

Registrar

Chief Business Development Officer

Chief Information Officer

Special Advisors to the President

Director, Ancillary Services

Director, Arctic Institute of North America

Director, Continuing Education

Director of Information Resources

Director, Internal Audit

Director, Learning Commons

Director, Office of Institutional Analysis

Director, University Secretariat

Associate to the President

Executive Officer of the Senate, and Assistant to the Chancellor

## Appendix C

**General Promotions Committee**  
**REVISED**

<b>October 25, 2005</b>	GPC meets to review 2005-2006 processes and recommendations, propose amendments to the <i>GPC Manual</i> , etc.
<b>no later than December 16, 2005</b>	Merit pool distributions provided to Faculties by IMAG.  Updated <i>GPC Manuals</i> provided to Departments and Faculties by IMAG; summary of revisions sent to staff members; manual available online at <a href="http://www.ucalgary.ca/hr/policies/academic.html">www.ucalgary.ca/hr/policies/academic.html</a>
<b>no later than March 17, 2006</b>	Faculty Promotions Committees meet.
<b>March 24, 2006</b>	Last day for Deans to submit increment and promotion recommendations, including all supporting documentation, to the Chair, General Promotions Committee via IMAG (A169).  All staff members must be informed in writing by this date of the recommendation being forwarded, of their right to appeal (if applicable), and of the deadline date for submission of appeals to GPC.
<b>March 31, 2006</b>	Last day to appeal recommendations to the General Promotions Committee. Documentation must be received by the Chair, GPC via IMAG (A169) by 16:30 on this date.
<b>April 19, 2006</b>	Executive Secretary of the General Promotions Committee distributes recommendations and supporting documents to