A GUIDE TO APPLICATION FOR
CONVERSION TO A CONTINUING APPOINTMENT

Please reference the following articles with the RRUFA Collective Agreement

CONVERSION:

- ARTICLE 17 – Faculty Appointment
- ARTICLE 18 – Terms of Faculty Appointment
- ARTICLE 18.3 – Conversion from a Probationary to a Continuing Appointment
- ARTICLE 23 – Members’ Rights, Duties and Responsibilities
- ARTICLE 18.3(n) – Request for Review (MOU)

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<th>STEP</th>
<th>TIME FRAME</th>
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| 1. Application | Within 18 months prior to the end of probationary appointment. No later than 9 months prior to the end of probationary contract | a) Before making application the Faculty Members shall first consult with his School Director or equivalent  
b) Application should be made in writing, addressed to your Dean, with a copy to the School Director or equivalent  
c) At the time of application provide the Dean with:  
  • A list of four rank-ordered referees (i.e., Professor, Associate Professor or equivalent), at least three of whom must be external to RRU and all of whom must be experienced and respected in you field of study (See Article 18.3(d))  
  • CV’s for each proposed referee (referees will be contact by the Dean’s office. Copies of referees written assessments will be provided to the applicant with all identification markers removed). | Faculty Member |
Application to include:

(To be saved in a confidential folder on the institution’s O drive – Dean’s Assistant will give instructions)

- A written statement (letter of application)
  - Statement should offer a rationale for conversion, using the descriptions of academic ranks outlined in **Article 17** and the descriptions of the areas of academic performance outlined in **Article 23**

- CV

- Referee Information
  - School Director’s report (including opinion of **Faculty** in the applicant’s program areas) – *will be added by the Dean’s office*
  - External referees’ CVs
  - Referees letters – *will be added by the Dean’s office*

- Dossier of supportive documentation, organized as follows*:
  - Teaching record
  - Publications and Research and Scholarship activities (produced during the period of time since the Member’s appointment)
  - Evidence of Service to RRU
  - Evidence of Administrative duties, special projects, initiatives, program innovation, program development, etc.
  - Summary of professional services provided to the outside community
  - Awards or recognition
  - Additional documentation in support of excellence in teaching, research and scholarship and service and academic administration
  - Course evaluations from the entire probationary period
  - Work plans and performance reviews
| 2. Feedback | Within 3 weeks of notification to the Dean of intention to apply for continuing status | • School Director, or equivalent, solicits the opinions of the Faculty in the applicant’s program areas as to his/her academic qualifications and suitability for a continuing appointment.  
• Results of this solicitation are provided to the Dean by the Director, or equivalent, in a written statement with supporting documentation to be added to the application.  
• Copy of the statement provided to the applicant, with names deleted to preserve confidentiality. | Dean/Director |
| 3. Applications submitted to UCPC for review | At least 9 months prior to the end of the applicant’s probationary contract | • Dean notifies HR that the application is complete and ready for review.  
• HR notifies UCPC that application is complete and ready for review. | Dean  
HR |
| 4. Review of application | Needs to be completed more than 6 months before the end of Probationary contract | University Promotions and Conversions Committee (UCPC) reviews application  
UCPC is made up of the following members:  
  • Faculty of Management – 2 members  
  • Faculty of Social and Applied Sciences – 2 members  
  • College of Interdisciplinary Studies – 1 member  
  
All must be Associate or Full Professor and have continuing status.  
UCPC considers the following in its deliberations:  
• Article 17 – Faculty appointments  
• Article 18.3(i) – The UCPC shall consider the following information in its deliberations  
  o Article 23 – Members’ Rights, Duties and Responsibilities | UCPC |
### 5. Meeting with UCPC

- Applicant has the right to appear before the UCPC, at least once, to discuss the application and information brought to the UCPC’s attention.
- UCPC to invite the Faculty Member to appear before it. The applicant is given at least seven (7) days’ notice. When extending the invitation the Chair of the UCPC will disclose any areas that the UCPC would like to discuss further at the meeting so that the Faculty Member is can be well prepared.
- Faculty Member may or may not accept the UCPC’s invitation

### 6. UCPC Meeting

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<th>More than 6 months prior to the end of the Faculty Member’s Probationary contract</th>
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<td>UCPC meet as a committee to deliberate on courses of action to be recommended to the Dean:</td>
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<td>o Recommend awarding of a continuing appointment to the Faculty Member</td>
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<td>o Recommend that the probationary appointment is not converted to a continuing appointment</td>
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<td>o If conversion is not recommended see Review Process – Article 18.3 (n) – Request for Review</td>
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<td>Notify Faculty Member in writing of UCPC’s recommendation with a copy to RRUFA (copy to HR)</td>
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### 7. Dean’s review of recommendation

- Dean will review the UCPC’s recommendation and consider the viability of the program and then make a recommendation to the Vice-President Academic and Provost (copy to member)
- VP Academic and Provost will forward the recommendation to the President who will decide to accept or reject the recommendation
- Decision is communicated to the Faculty Member with a copy to RRUFA (copy to HR)
| o If conversion is not recommended see Review Process – Article 18.3(n) – Request for Review |
**Article 18.3(r)** – In the event that a probationary appointment is not converted to a continuing appointment by the President, the Faculty member must receive notice from the University no later than six (6) months prior to the end of his probationary appointment. The Faculty member will have the right to file a grievance concerning the decision not to extend or convert his probationary appointment to a continuing contract under the terms of Article 37.

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<th>8. VPA&amp;P review of recommendation</th>
<th>• The VPA&amp;P will review the UCPC and the Dean’s recommendations and will forward his recommendation to the President which will be communicated with the Member, with a copy to RRUFA (copy to HR)</th>
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<td>9. President’s review of recommendation</td>
<td>• The President will decide to accept or reject the recommendation. The decision will be communicated to the Member with a copy to RRUFA (copy to HR)</td>
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*The Dean, the VPA&P and the President will consider the viability of the program(s) with which the Faculty member is affiliated in reaching a decision.*