

Complete Policy Title:
**Material Required by Senate
Committee on Appointments on
Recommendations for Re-Appointment,
Tenure, Permanence
and/or Promotion**

Policy Number (if applicable):
SPS B10

Approved by:
**Senate
Board of Governors**

Date of Most Recent Approval:
**December 14, 2011
December 15, 2011**

Date of Original Approval(s):
October, 1992

Supersedes/Amends Policy dated:
March 11, 2009 (SPS 14)

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

DISCLAIMER: *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

The material submitted by Deans of Faculties to the Senate Committee on Appointments must include the following:

1. Name of candidate.
2. Recommendation (i.e., tenure, permanence, re-appointment, no action, promotion) and effective date.
3. Degrees with dates.
4. Previous appointments with full dates (day, month, year) including present position at McMaster.
5. A statement outlining the Faculty or joint-Faculty Tenure and Promotion Committee position. This statement must include:
 - i. a description of the reasons for the Committee's recommendation;
 - ii. a summary of the evidence considered; and
 - iii. the Committee's vote.
6. The departmental submission to the Faculty or joint-Faculty Committee, which must include the Departmental Committee vote on each case, and the dossier detailed in SPS B12.

If, in the vote on any case, there are more than two non-positive votes (i.e., negative votes or true abstentions) **or** if the Faculty Committee is recommending that the candidate's tenure-track or teaching-track appointment be allowed to lapse, all other supporting documentation, if any, must be submitted to the Senate Committee on Appointments.

The material under headings 1-4 will be the material that will be submitted to Senate by the Appointments Committee.