

Complete Policy Title

**Extension of Timeline for Academic  
Assessments in Response to the COVID-19  
Pandemic**

Policy Number (if applicable):

**SPS B13**

Approved by

**Senate /  
Board of Governors**

Date of Most Recent Approval

**February 9, 2022 /  
March 3, 2022**

Date of Original Approval(s)

**April 29, 2020  
June 4, 2020**

Supersedes/Amends Policy dated

**February 10, 2021 /  
March 4, 2021**

Responsible Executive

**Provost and Vice-President (Academic)**

Policy Specific Enquiries

**[Provost and Vice-President \(Academic\)](#)**

General Policy Enquiries

**[Policy \(University Secretariat\)](#)**

**DISCLAIMER:**

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

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## PREAMBLE

1. McMaster University recognizes the exceptional circumstances that have resulted from the COVID-19 pandemic and the effect it has had on the career progression of its faculty members. COVID-19 has resulted in an unprecedented situation that has required faculty to rapidly adapt to new and/or alternate methods for teaching and course delivery for classes. This has affected their ability to engage in normal scholarly activities, University service, and has impeded faculty in their ability to undertake research and clinical scholarly activities.
2. The purpose of this Policy is to outline the details of how the academic assessment extension will be applied and administered in conjunction with the *Tenure and Promotion Policy* and *SPS (Supplementary Policy Statement) documents*.
3. For the purpose of interpreting this Policy:
  - a) words in the singular may include the plural and words in the plural may include the singular;
  - b) **One-Year Extension** means the one-year extension of a tenure-track appointment beyond the normal six-year limit and includes delaying the timing of their academic assessments by one year;
  - c) **SPS** means the [Supplementary Policy Statements](#);
  - d) **Tenure and Promotion Policy** means the [McMaster University Revised Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion \(2012\)](#); and
  - e) **Tenure-Track** means:
    - (i) tenure-track appointments;
    - (ii) teaching-track appointments; and
    - (iii) special appointments.
4. Normally the total duration of a faculty member's initial [Tenure-Track](#) appointment may not exceed six years from the date of their first appointment (Section II, clause 6 of the *Tenure and Promotion Policy*). However, the *Tenure & Promotion Policy* does envision specific situations where these time limits may be extended (Section II, clause 7).
5. In keeping with the principles of the *Tenure and Promotion Policy* the University has deemed it appropriate that all Tenure-Track faculty have their appointment extended by one year, which will in turn affect the timing of their academic assessments for re-appointment, tenure/permanence, and promotion.

## ELIGIBILITY

6. All faculty members holding a Tenure-Track appointment as of **June 30, 2022**, shall have their appointment extended by one year and the timing of their academic assessments may be delayed by one year.
7. Section II, clause 4 (c) of the [Tenure and Promotion Policy](#) will continue to apply to those in special appointments. Although this Policy outlines a one-year extension for all eligible [Tenure-Track](#) faculty, individuals do have the ability to proceed on the normal timing, as outlined in the *Tenure and Promotion Policy*.

## EXTENSION GUIDELINES

### **Responsibilities of Department Chairs**

8. It is the responsibility of the Chair of each Department to inform all members of the Department of the University's tenure and promotion provisions related to the COVID-19 pandemic.
9. The *Tenure and Promotion Policy* (Section III, clause 37a) sets out the expectation that Department Chairs should meet at least once each academic year with all Tenure-Track candidates. Results of these discussions must be recorded in writing and agreed to by both parties. When a faculty member is eligible for the One-Year Extension the extended date must be clearly documented in the written summary of these discussions.

### **Faculty Member Decision to Proceed on the Normal Timing**

10. The [One-Year Extension](#) for eligible faculty is **automatically granted**, normally applying to the next assessment. Faculty members in years 1, 2, or 3 have the option to proceed with normal timing for their 3 year assessment and use the extension later. The total tenure clock will be a maximum of 7 years.
11. Although this Policy outlines a One-Year Extension for all eligible [Tenure-Track](#) faculty, individuals do have the ability to proceed on the normal timing, as outlined in the *Tenure and Promotion Policy*.
12. Faculty members will inform their Chair in writing of their decision to go forward for re-appointment, tenure/permanence/CAWAR on the normal timing. In such cases, faculty should refer to the *Tenure and Promotion Policy* for guidance on timing and requirements.

### **Other Time Limit Extensions**

13. The One-Year Extension is in addition to any other time limit extensions that have been made in compliance with Section II, clause 7 of the [Tenure & Promotion Policy](#) (e.g. special leave, medical leave, or a pregnancy/parental leave).

## **Dossiers**

14. All eligible faculty members' dossiers (prepared in compliance with [\*SPS B12 Preparation of Dossiers for Re-Appointment, Tenure/Permanence and/or Promotion\*](#)) shall include a copy of this Policy under section #8 identified in the Table of Contents (listed below):

**TENURE, PERMANENCE AND/OR PROMOTION DOSSIER: Dr. E. Z. Rider**  
**Table of Contents**

1. Written Recommendation of the Departmental Tenure and Promotion Committee based on an examination of the following elements of the dossier:
2. Curriculum Vitae
3. Candidate's Statement
4. Departmental Teaching Evaluation Report
5. Candidate's Response to Departmental Teaching Evaluation Report
6. List and Biographical Sketch of Potential Referees
7. Referee Letters
8. Sample Copy of Chair's or Dean's Letter Sent to Referees, and the Relevant Policy for Referees

15. Chairs and Directors are encouraged to include in their statement to the Faculty Tenure and Promotion Committee a description of the effect the COVID-19 pandemic had on the candidate's research, clinical, and/or teaching activities.
16. Eligible faculty members may elect to include an additional 1-page statement on how the COVID-19 pandemic has affected their research, teaching and/or University service within section 3 of their dossier (Candidate's Statement).

## **REVIEW**

17. This Policy will be reviewed by MUFA and the Senate Committee on Appointments in December 2022 to determine if conditions require an extension of the application of this Policy and/or if revisions are necessary.