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 Executive / Board of Governors

Date of Most Recent Approval: February 10, 2021 / March 4, 2021 - effective March 4, 2021

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Responsible Executive: Provost and Vice-President (Academic)

Policy Specific Enquiries: Provost and Vice-President (Academic)

General Policy Enquiries: Policy (University Secretariat)

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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 Winter Term 2020 classes, as well as future 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, 2021, 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.

One-Year Extension Requirements

10. The One-Year Extension for eligible faculty is automatically granted, in compliance with the following:

a) the One-Year Extension applies to the next assessment of a Tenure-Track faculty member, specifically the academic assessment that usually occurs in the faculty member’s third year at McMaster or the tenure/CAWAR/permanence assessment;

b) faculty members currently in years 1, 2 or 3, may decide if they want to go forward with the year 3 assessment or defer to year 4;

c) faculty members currently in years 4 or 5 may decide if they want to go forward with the tenure/CAWAR/permanence assessment in year 5 or defer to year 6;

d) faculty members currently in year 6 may go forward with the tenure/CAWAR/permanence assessment or request a final review in year 7; and

e) the total tenure clock will be a maximum of 7 years.
Faculty Member Decision to Proceed on the Normal Timing

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):

<table>
<thead>
<tr>
<th>TENURE, PERMANENCE AND/OR PROMOTION DOSSIER: Dr. E. Z. Rider</th>
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<tbody>
<tr>
<td><strong>Table of Contents</strong></td>
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<tr>
<td>1. Written Recommendation of the Departmental Tenure and Promotion Committee based on an examination of the following elements of the dossier:</td>
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<tr>
<td>2. Curriculum Vitae</td>
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<td>3. Candidate’s Statement</td>
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<td>4. Departmental Teaching Evaluation Report</td>
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<td>5. Candidate’s Response to Departmental Teaching Evaluation Report</td>
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<td>6. List and Biographical Sketch of Potential Referees</td>
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<td>7. Referee Letters</td>
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<tr>
<td>8. Sample Copy of Chair’s or Dean's Letter Sent to Referees, and the Relevant Policy for Referees</td>
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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 2021 to determine if conditions require an extension of the application of this Policy and/or if revisions are necessary.