



Key Processes for Department Chairs

Dates & Actions Checklist

- Application for Tenure
- Application for Promotion
- Assignment of Teaching Workload
- Program & Course Changes
- Application for Reclassification & Continuing Appointments (IAs & AAs)
- Application for Sabbatical
- Scholarships & Awards

Key sources for the processes, actions, and timelines within this document include the Brandon University [Calendars](#) and [Faculty Association Collective Agreement](#).

(A) - indicates an action by the Department Chair/Coordinator is required.

Application for Tenure

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| By Sept 15 | <input type="checkbox"/> | Dean/Director will notify faculty whose terms of appointment require that they be considered in that year, by Sept 15. | 12.1 |
| By Oct 1 | <input type="checkbox"/> | Eligible Faculty wishing to apply for tenure in the current year must apply in writing to their Dean/Director, by Oct 1. | 12.1 |
| By Oct 5 | <input type="checkbox"/> | Deans/Directors will send the names of all applicants to relevant Departments, by Oct 5. | 12.1 |
| By Oct 15 | <input type="checkbox"/> | (A) Members of an applicant's Department, excluding the Dean/Director and those serving on related committees, will review the applicant's dossier and meet with the applicant before Oct 15, to formulate a recommendation based on relevant sections of Article 12. | 12.3 |
| By Nov 1 | <input type="checkbox"/> | (A) The Department's recommendations will be sent to the Dean/Director, the Chair of the Faculty/Unit Tenure Committee, and the Chair of the University Tenure Committee by Nov 1, with copies to the applicant. | 12.3 |
| By Nov 15 | <input type="checkbox"/> | Departments, applicants, and the Chair of the University Tenure Committee will receive a copy of the Dean/Director's recommendation by Nov 15. | 12.5 |
| By Dec 15 | <input type="checkbox"/> | The University Tenure Committee recommendations will normally be sent to the Vice-President by Dec 15, with copies to the applicants, Departments, Deans/Directors, and Union. | 12.5 |
| By Jan 31 | <input type="checkbox"/> | Tenure recommendations approved by the Vice-President are implemented by Jan 31, with copies sent to applicants, Departments, Deans/Directors, and Union. | 12.9 |

Applicants are notified of applications for tenure that are not approved by Jan 31, with copies sent to Departments, Deans/Directors, and Union.

Application for Promotion

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| By Oct 1 | <input type="checkbox"/> | Faculty members wishing to apply for promotion in the current year must submit their application and supporting dossier to their Dean/Director, by Oct 1. | 13.1 |
| By Oct 3 | <input type="checkbox"/> | Upon receipt of an application, within two working days, the Dean/Director will inform the member's Department of the application for promotion. | 13.1 |
| By Oct 15 | <input type="checkbox"/> | (A) Members of an applicant's Department, excluding the Dean/Director and those serving on related committees, will review the applicant's dossier and meet with the applicant before Oct 15, to formulate a recommendation based on relevant sections of Article 13. | 13.3 |
| By Nov 1 | <input type="checkbox"/> | (A) The Department's recommendations will be sent to the Dean/Director and the Chair of the University Promotions Committee by Nov 1. | 13.3 |
| By Dec 15 | <input type="checkbox"/> | The University Promotions Committee recommendations will normally be sent to the Vice-President by Dec 15, with copies to the applicants, Departments, Deans/Directors, and the Union. | 13.6 |
| By Jan 31 | <input type="checkbox"/> | Promotions approved by the Vice-President are implemented by Jan 31, with copies sent to applicants, Departments, Deans/Directors, and Union. | 13.7 |

Applicants are notified of promotions that are not approved by Jan 31, with copies sent to Departments, Deans/Directors, and Union.

Assignment of Teaching Workload

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| By Oct 1 | <input type="checkbox"/> (A) The Department will schedule a properly constituted departmental meeting to discuss the factors outlined in 9.4 (a) and formulate a recommendation for teaching workload assignments and courses of Department members, as well as all other courses offered by or through the Department. | 9.4 (c) |
| By Oct 15 | <input type="checkbox"/> (A) The Department will submit its written recommendation to the Dean/Director by Oct 15 for approval. | 9.4 (c) |
| By Dec 15 | <input type="checkbox"/> (A) The Dean/Director will inform the Department of the teaching workloads for all courses offered by or through the Department and advise of all approved term and/or sessional appointments, no later than Dec 15. This will be communicated to all members of the Department in writing, through the Department Chair/Program Coordinator. | 9.4 (d) |
| | EXCEPTION: In the absence of precise student numbers by this date, the School of Music Applied Department works to build flexibility into their assignments, recognizing that adjustments may need to be made beyond Dec 15. | 9.4 (h) |
| Early July | <input type="checkbox"/> APPLIES TO SCHOOL OF MUSIC ONLY:
(A) The Department will schedule a Department meeting where necessary to discuss potential changes to assigned teaching workload for required applied courses. The Faculty member, Department, and Dean meet to consider priorities. | 9.4 (h) |
| By July 15 | <input type="checkbox"/> APPLIES TO SCHOOL OF MUSIC ONLY:
For applied instruction, the Dean works to finalize potential changes as early as possible, and no later than July 15. | 9.4 (h) |

Program & Course Changes

By Sept 1	<input type="checkbox"/> (A) The Department determines what, if any, course and/or program/co-op changes will be proposed for the following academic year. The Department develops and approves formal proposals at the Departmental level.	Academic Calendar
By Sept 30	<input type="checkbox"/> The Registrar's Office provides Departments a copy of their respective sections of the Undergraduate/ Graduate Calendars, soliciting any changes* NOT REQUIRING Senate approval. <i>*changes to take effect for the following year</i>	Academic Calendar
By Oct 15	<input type="checkbox"/> (A) Final opportunity to submit course and/or program change proposals to Faculty/School Council for changes to take effect the following year. Send the Department's approved proposal to the Dean/Director for consideration at the next Faculty/School Council. Return a single copy of the Department's Undergraduate/ Graduate Calendar section(s), including all changes* NOT REQUIRING Senate approval, to the Registrar's Office. <i>*changes to take effect for the following year</i>	Academic Calendar
By Nov 15	<input type="checkbox"/> Program/course change proposals approved by Faculty/School Councils forwarded to Senate Office for consideration by the Curriculum & Academic Planning (CAP) Committee and/or the Graduate Studies (GSC) Committee.	Academic Calendar
3 weeks prior to December Meeting	Program/course change proposals approved at CAP and/or GSC submitted to Senate Office for consideration at December meeting of Senate.	
By Jan 31	<input type="checkbox"/> The Registrar's Office provides Departments a copy of their respective sections of the Undergraduate/Graduate Calendars, reflecting all non-Senate and Senate approved changes for final verification.	Academic Calendar
By Jan 31	<input type="checkbox"/> Undergraduate and Graduate Calendars for next academic year published to Registrar's Office website.	Academic Calendar

Application for Reclassification (IAs & AAs)

By Jan 15	<input type="checkbox"/>	Instructional Associates (IAs) and Administrative Associates (AAs) applying for reclassification must submit their application and supporting dossier to their Dean/Director by Jan 15 to be considered in that academic year.	G2
By Jan 17	<input type="checkbox"/>	(A) The Dean/Director will ask Departments of each member who has applied for reclassification to meet to review the application, normally within two working days of receipt.	G2
By Feb 1	<input type="checkbox"/>	(A) Department recommendations, along with supporting rationale, are submitted to the Dean/Director by Feb 1, with copies sent to the applicant and Union.	G2
By Feb 15	<input type="checkbox"/>	The Dean/Director will send their recommendation, along with the recommendation of the Department, application and supporting documentation, to the Chair of the Reclassification Committee, normally by Feb 15.	G6
By Feb 20	<input type="checkbox"/>	The Reclassification Committee normally meets between Feb 20 and Mar 15 to make a decision.	G6
By Mar 20	<input type="checkbox"/>	The Reclassification Committee normally makes its decisions by March 20 and sends them to the President for implementation, with copies to the applicant, Department, Dean/Director, and Union.	G8

Application for Continuing Appointment (IAs & AAs)

No later than 20 th month of probation period	<input type="checkbox"/>	Instructional Associates (IAs) and Administrative Associates (AAs) applying for a continuing appointment must submit their dossier to their Department no later than the 20 th month of their probationary period and normally no earlier than the 19 th month.	7.6 (c)
By the 24 th month of probation period	<input type="checkbox"/>	(A) The Department of the applicant reviews the application and makes a recommendation to the Dean/Director by the 24 th month of the probationary period.	7.6 (c)

Application for Sabbatical

By Mar 1	<input type="checkbox"/>	Eligible faculty wishing to apply for sabbatical leave to start between July 1 of the following year – June 30, must apply in writing to their Dean/Director by March 1 of the current year.	21.23
By Apr 1	<input type="checkbox"/>	(A) The Department of the applicant meets with the applicant and makes a recommendation to the Dean/Director by Apr 1.	21.25
By Apr 15	<input type="checkbox"/>	The Dean/Director meet with the applicant and forward the application, the Department’s recommendation, and their own recommendation to the President by Apr 15.	21.25
By May 31	<input type="checkbox"/>	The President’s decisions are submitted to the Board of Governors for ratification and informs applicants by May 31.	21.30

Scholarships & Awards

Between Apr 1-7	<input type="checkbox"/>	Requests will come for Silver Medal recipients – due in about two weeks.	Academic Calendar
Between May 1-7	<input type="checkbox"/>	(A) Requests will come for Department Recommended Awards recipients – due in about two weeks.	Academic Calendar