

Memo

From: Ken Wilson, Vice-Provost, Faculty Relations
Date: September 10, 2020
Subject: Access to Information Procedure

The University Review Committee agreed that candidates appealing negative decisions on renewal of probation or tenure should have access to confidential material contained in their case file. To provide such access, while at the same time ensuring that the commitment of confidentiality to external referees and others is maintained, the following procedures will be used for the 2020/2021 review period.

Material available to candidate:

1. Upon written request, the candidate will be provided with a list of the documents in their case file. Generally, this is a photocopy of the file contents page.
2. Upon written request, the candidate will be provided with a copy of any or all of the non-confidential documents in their case file.

Confidential material only available to candidate's colleague or representative:

1. Confidential material includes, but is not limited to:
 - The actual tenure or renewal of probation forms completed by the department and/or college review committees.
 - Confidential letters requested and received from external referees.
 - Other information or assessments received in confidence.
2. Upon written request, this material will only be made available to the candidate's identified colleague or representative.
3. Confidential material will be anonymized so as to prevent the identification of the author as much as possible, but to retain the salient contents of the documentation.
4. Confidential material will be identified as such and it may not be recopied. Nor may others be permitted to view the material.
5. Confidential material is released in confidence to the candidate's colleague or representative. The substance and basis of negative decisions can be relayed to the candidate; however, the vote counts and any other information that could point to colleagues on collegial committees, or to the identity of individuals providing information and assessments in confidence, cannot be shared.
6. All confidential material will be marked as such and must be returned to our office upon completion of the case.