

2023-2027 Monthly Calendar

Area	Date	Article #	Action Required
Probation Renewal	1-Aug	14.5.9(iii)	the candidate shall have provided to the Department Head (or Dean of a non-departmentalized College) such information as the candidate wishes to introduce in support of the candidacy for renewal at the meeting of the committee first considering it;
Tenure	1-Aug	15.11.10(iii)	the candidate shall have provided to the Department Head (or Dean of a non-departmentalized College) such information as the candidate wishes to introduce in support of the candidacy for tenure at the meeting of the tenure committee first considering it;
Promotions	1-Aug	16.6(v)	the candidate shall have provided to the Department Head (or Dean of a non-departmentalized College) such information as the candidate wishes to introduce in support of the candidacy for promotion
Salary review	1-Sep	17.5.6 (iii)	the candidate shall have provided to the Department Head (or Dean of a non-departmentalized College) such information as the candidate wishes to introduce in support of the candidate's case;
Sabbatical	30-Sep	20.6.2	An employee who has been granted a sabbatical leave may cancel such leave before 31 March of the academic year in which the leave is granted if the leave is to begin July 1 or before 30 September if their leave is to begin January 1. After these dates the leave may be cancelled only with the approval of the candidate's Department Head and Dean or the candidates Dean in the case of non-departmentalized Colleges.
Sabbatical	30-Sep	20.12(i)	all sabbatical leave applications shall have been made to the Dean or College Sabbatical Leave Committee for leaves to begin in the following academic year
Probation Renewal	7-Oct	14.5.9 (iv)	the Department Head (or Dean of a non-departmentalized College) shall have convened a meeting of the Department (or College) Renewals and Tenure Committee, which shall have considered all cases for renewal, and transmitted its recommendations in writing to the College Review Committee or the University Review Committee

Tenure	7-Oct	15.11.10(iv)	the Department Head (or Dean of a non-departmentalized College) shall have convened a meeting of the Renewals and Tenure Committee, considered all cases for tenure, and transmitted its recommendations in writing to the College (or University) committee;
Promotions	21-Oct	16.6(vi)	department committees shall have considered all cases for promotion and submitted their recommendations to the College
Sabbatical	31-Oct	20.12(ii)	The Dean or College Sabbatical Leave Committee shall have determined which sabbatical leave projects are acceptable, and the applicants shall have been informed.
sabbatical	15-Nov	20.12(iii)	all appeals shall have been filed with the Sabbatical Leave Appeal Committee;
Probation Renewal	21-Nov	14.5.9(v)	the Dean of a departmentalized College shall have convened a meeting of the College Review Committee, and the Committee shall have considered all cases for renewal, and transmitted, in writing, its positive recommendations to the President for transmission to the Board, and its negative recommendations to the University Review Committee
Tenure	21-Nov	15.11.10(v)	the Dean of a departmentalized College shall have convened a meeting of the College Review Committee, and the Committee shall have considered all cases for tenure, and transmitted its recommendations in writing to the University Review Committee;
Salary review	30-Nov	17.5.6(iv) 17.5.2	the Department Head shall have met with each employee to discuss the salary recommendations as described in Article 17.5.2. and the department committees shall have considered all salary reviews, made awards were appropriate, submitted their recommendations to the College, and informed employees in the department of rankings, awards and recommendations, as well as the reasons for awards and recommendations;
Sabbatical	30-Nov	20.12(iv)	all appeals shall have been considered by the Sabbatical Leave Appeal Committee, and the appellants informed of the Committee's decision;
Admin leaves	30-Nov	21.9	The Department Head or Assistant Dean, shall submit a plan of activities to the Dean by November 30 of the academic year preceding the administrative leave

Promotions	7-Dec	16.6(vii) 16.4.2	College committees shall have considered all cases for promotion and submitted their recommendations to the University Review Committee or to the President in accordance with Article 16.4.2
Sabbatical	15-Dec	20.12(v)	each Dean shall have informed the members of the College who have acceptable sabbatical leave projects whether the Dean will transmit to the Board a recommendation for granting of the employee's leave during the subsequent academic year, or a recommendation for delay of leave.
Educ leaves	31-Dec	21.6.8	Applications for educational leave must be submitted to the Vice-President Academic and Provost no later than six calendar months before the date on which the intended leave is to begin. The employee shall be notified of the result of the consideration of the application within three calendar months
Probation Renewal	31-Jan	14.5.9(vi)	the President shall have convened the University Review Committee, and the Committee shall have considered all appeals and shall have transmitted all of its recommendations to the President for transmission to the Board
Tenure	31-Jan	15.11.10(vi)	the President shall have convened the University Review Committee, and the Committee shall have considered all cases for tenure, and transmitted its positive recommendations in writing to the President for transmission to the Board;
Salary review	31-Jan	17.5.6(v)	College Review Committees in departmentalized colleges shall have considered all salary reviews, made awards where appropriate, submitted their recommendations to the President's Review Committee, informed individual employees of decisions and recommendations, and submitted decisions to the President for information of the Board;
Salary review	31-Jan	17.5.6(vi) 17.5.2	the Dean of non-departmentalized colleges shall have met with each employee to discuss the salary recommendation as described in Article 17.5.2 and the College Salary Committee shall have considered all salary reviews, made awards where appropriate, submitted their recommendations to the President's Review Committee, informed employees in the College of rankings, awards and recommendations, as well as the reasons for awards and recommendations, and submitted its decisions to the President for the information of the Board;

Promotions	15-Feb	16.6(viii)	the University Review Committee shall have considered all cases for promotion and submitted its positive recommendations to the President for transmission to the Board;
Probation Renewal	28-Feb	14.5.9(vii)	the President shall have advised all candidates for renewal of the decision of the Board, except those whose cases are pending before Renewals and Tenure Appeal Committees
Tenure	28-Feb	15.11.10(vii)	the President shall advise all candidates for tenure of the decision of the Board, except those whose cases are pending before Renewals and Tenure Appeal Committees;
Salary review	28-Feb	17.5.6(vii)	any employee wishing to appeal a decision of a Salary Committee or College Review Committee shall have submitted the appeal to the secretary of the President's Review Committee;
Probation Renewal	31-Mar	14.5.9(viii)	Renewals and Tenure Appeal Committees shall have determined all cases before them and shall have made their recommendations to the President for transmission to the Board
Tenure	31-Mar	15.11.10(viii)	Renewals and Tenure Appeal Committees shall have determined all cases before them and shall have made their recommendations to the President for transmission to the Board;
Promotions	31-Mar	16.6(ix)	the President shall have advised all candidates for promotion of the decision of the Board, except those whose cases are pending before the Promotions Appeal Committee
Salary review	31-Mar	17.5.6(viii)	the President's Review Committee shall have considered all cases before it and submitted its decisions to the President for the information of the Board.
Sabbatical	31-Mar	20.6.2	An employee who has been granted a sabbatical leave may cancel such leave before 31 March of the academic year in which the leave is granted if the leave is to begin July 1 or before 30 September if their leave is to begin January 1. After these dates the leave may be cancelled only with the approval of the candidate's Department Head and Dean or the candidate's Dean in the case of non-departmentalized Colleges.

Promotions	15-Apr	16.6(x)		the Promotions Appeal Committee shall have considered all appeals and submitted its positive recommendations to the President for transmission to the Board;
Tenure	30-Apr	15.11.10 (ix)	15.11.4	the President shall advise all candidates who appealed to the Renewals and Tenure Appeal Committee of the decision of the Board. If the decision is negative, the candidate shall receive from the chair of the Board a written statement of reasons for the negative decision (see Article 15.11.4).
Probation Renewal	30-Apr	14.5.9 (ix)	15.11.4	the President shall advise all candidates who appealed to the Renewals and Tenure Appeal Committee of the decision of the Board. If the decision is negative, the candidate shall receive from the chair of the Board a written statement of reasons for the negative decision (see Article 15.11.4)
Promotions	15-May	16.6 (xi)		the Board shall have considered all cases for promotion and the President shall have advised all candidates in writing of the Board's decision.
Promotions	31-May	16.6(i)	16.5.1	the Department Head (or Dean of a non-departmentalized College) shall have met with each candidate, as described in Article 16.5.1
Probation Renewal	31-May	14.5.9(i)	14.5.2	the Department Head (or Dean of a non-departmentalized College) shall have met with each candidate as described in Article 14.5.2
Tenure	31-May	15.11.10(i)	15.11.2	the Department Head (or Dean of a non-departmentalized College) shall meet with each candidate as described in Article 15.11.2
Promotions	15-Jun	16.6(ii)		Candidates shall advise their Department Head or Dean by June 15 of their decision to seek promotion in the following academic year;
Probation Renewal	30-Jun	14.5.9(ii)		the Department Head (or Dean of a non-departmentalized College) shall have advised the candidate to provide such information as the candidate wishes to introduce in support of the candidate's own case
Tenure	30-Jun	15.11.10(ii)		the Department Head (or Dean of a non-departmentalized College) shall have advised the candidate to provide such information as the candidate wishes to introduce in support of the candidate's own case
Promotions	30-Jun	16.6 (iii)		the period under review ends on June 30 of the academic year prior to the one in which the review takes place;

Promotions	30-Jun	16.6(iv)	the Department Head (or Dean of a non-departmentalized College) shall have advised the candidate to provide such information as the candidate wishes to introduce in support of the candidate's own case;
Salary review	30-Jun	17.5.6 (i)	the period under review ends on June 30 of the academic year prior to the one in which the review takes place;
Salary review	30-Jun	17.5.6(ii) 17.2	the Department Head (or Dean of a non-departmentalized College) shall have advised the candidate to provide such information as the candidate wishes to introduce in support of the candidate's own case. The information should refer to the categories in Article 17.2;
Educ leaves	30-Jun	21.6.8	Applications for educational leave must be submitted to the Vice-President Academic and Provost no later than six calendar months before the date on which the intended leave is to begin. The employee shall be notified of the result of the consideration of the application within three calendar months