

## 2017-2022 Monthly Calendar

Area	Article #	Date	Action Required
probation renewal	14.5.9(vi)	January 31	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	15.11.10(vi)	January 31	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	17.5.6(v)	January 31	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	17.5.6(vi)	January 31	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	16.6(viii)	February 15	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	14.5.9(vii)	February 28	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	15.11.10(vii)	February 28	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	17.5.6(vii)	February 28	any employee wishing to appeal a decisions of a Salary Committee or College Review Committee shall have submitted the appeal to the secretary of the President's Review Committee
probation renewal	14.5.9(viii)	March 31	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	15.11.10(viii)	March 31	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	16.6(ix)	March 31	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	17.5.6(viii)	March 31	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	20.6.2	May 1	An employee who has been granted a sabbatical leave may cancel such leave before 1 May of the year in which the leave is granted if the leave is to begin July 1. After this date the leave may be cancelled only with the approval of the candidate's Department Head and Dean or Dean in the case of non-departmentalized Colleges
promotions	16.6(i)	May 31	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	14.5.9(i) 14.5.2	May 31	the Department Head (or Dean of a non-departmentalized College) shall have met with each candidate as described in Article 14.5.2
tenure	15.11.10(i) 15.11.2	May 31	the Department Head (or Dean of a non-departmentalized College) shall meet with each candidate as described in Article 15.11.2

tenure	13.3.2.1 13.3.2.2	June 15	the employee must inform the Employer by June 15 whether the employee wishes to be considered for tenure in the next academic year
promotions	16.6(ii)	June 15	Candidates shall advise their Department Head or Dean by June 15 of their decision to seek promotion in the following academic year
probation renewal	14.5.9(ii)	June 30	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	15.11.10(ii)	June 30	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	16.6(iv)	June 30	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	17.5.6(ii) 17.5.6(i)	June 30	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. The period under review ends on June 30 of the academic year prior to the one in which the review takes place
educ. leaves [for start date <b>January 1</b> ]	21.6.8	June 30	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	14.5.9(iii)	August 1	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	15.11.10(iii)	August 1	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	16.6(v)	August 1	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	17.5.6(iii)	September 1	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	20.12(i)	September 30	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	14.5.9(iv)	October 7	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	15.11.10(iv)	October 7	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	16.6(vi)	October 21	department committees shall have considered all cases for promotion and submitted their recommendations to the College
sabbatical	20.12(ii)	October 31	The Dean or College Sabbatical Leave Committee shall have determined which sabbatical leave projects are acceptable and which are not acceptable, and the applicants shall have been informed
sabbatical	20.6.2	November 1	An employee who has been granted a sabbatical leave may cancel such leave before 1 November if the leave is to begin January 1. After this date the leave may be cancelled only with the approval of the candidate's Department Head and Dean or Dean in the case of non-departmentalized Colleges

sabbatical	20.12(iii)	November 15	all appeals shall have been filed with the Sabbatical Leave Appeal Committee
probation renewal	14.5.9(v)	November 21	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	15.11.10(v)	November 21	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	17.5.6(iv)	November 30	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	20.12(iv)	November 30	all appeals shall have been considered by the Sabbatical Leave Appeal Committee, and the appellants informed of the Committee's decision
admin leaves	21.9	November 30	..... 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	16.6(vii)	December 7	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	20.12(v)	December 15	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 [for start date <b>July 1</b> ]	21.6.8	December 31	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