

CONTINUOUS APPOINTMENT COMMITTEE TERMS OF REFERENCE



PURPOSE:

The selection and evaluation of faculty are based on the commitment of the college and its faculty to effective teaching and service and the provision of high quality educational opportunities for students. One expression of that commitment is the search for excellent faculty in the initial selection process followed by a rigorous evaluation of probationary faculty members prior to granting continuous appointment. All faculty must meet the criteria of competence as defined by the “Professional Responsibilities of Faculty at Red Deer College” described in the “Faculty Performance” policy. The Continuous Appointment Committee reviews the evaluation materials as presented by the candidate for continuous appointment. The Committee then makes a recommendation regarding the continuous appointment of the probationary faculty member to the Vice President Academic (VPA) as specified in the FARDC/Red Deer College Collective Agreement. Where the Vice President Academic may be in a conflict of interest with respect to a candidate for continuous appointment, the responsibilities and authority of the VPA will be delegated, normally to the Associate Vice President Academic.

MANDATE:

The Continuous Appointment Committee is mandated by the FARDC/Red Deer College Collective Agreement (Definitions and Article 6). The Committee is established and supported through the office of the VPA. The Continuous Appointment Committee has recommending authority to the VPA to grant or deny the continuous appointment of a probationary faculty member following a review of the materials presented to the Committee by the probationary faculty member and a hearing with the probationary faculty member, Associate Dean or designated supervisor, and Dean.

RELATIONSHIP TO OTHER COMMITTEES:

Faculty Performance Committee: The Vice President Academic chairs all continuous appointment committees. The Faculty Performance Committee advises the VPA regarding the terms of reference for Continuous Appointment Committees and the process of continuous appointment. Efforts are made to appoint faculty members to the Continuous Appointment Committees from the membership (including former members) of the Faculty Performance Committee.

COMPOSITION:

Continuous Appointment Committee membership is unique for each probationary faculty member who is being reviewed for continuous appointment. Membership on the committee is based on the principle that members of the committee should be impartial third parties. The membership includes:

- Two continuous appointment faculty members appointed by the Vice President Academic. Efforts are made to appoint current or former members of the Faculty Performance Committee.
- The VPA (Chair)
- A Dean appointed by the VPA. Normally, the Dean appointed is familiar with the performance evaluation process for faculty members.

ACCOUNTABILITY:

Continuous Appointment Committees are accountable to the VPA.

RESPONSIBILITY:

In holding Continuous Appointment Committees accountable, the VPA is responsible for ensuring that all committee procedures and recommendations adhere to the provisions of the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act and that the appointments to the Committees ensure an impartial recommendation regarding continuous appointment.

The VPA is also responsible for maintaining the records of the Committees and receiving the recommendations of the Committees.

ADMINISTRATIVE SUPPORT:

Administrative support for Continuous Appointment Committees is provided by the office of the VPA. This includes:

- communications with Committee members,
- communications with probationary faculty members who are being reviewed for continuous appointment,
- communications with relevant Deans, Associate Dean or designated supervisor, or other designated individuals,
- receipt and dissemination of all materials required for the continuous appointment process including the continuous appointment portfolios,
- maintaining all records of the proceedings, and
- communication of the continuous appointment decisions.

OPERATING PROCEDURES:

All proceedings of the Committee are considered confidential. All recommendations are based on verifiable evidence and provide adequate opportunity for the candidate for continuous appointment to be heard. All proceedings of the Committees are recorded in the form of notes which are maintained for at least one year following each decision of a Committee.

1. Each year the VPA, with the assistance of the Human Resources Office, determines the candidates for continuous appointment during that academic year. The candidates and their Deans receive notice of their candidacy no later than September 30 for the current academic year.
2. The VPA appoints a Dean and two continuous appointment faculty members to each Continuous Appointment Committee. One committee is struck for each candidate although the membership on each committee may be duplicated. Members of the Committees are normally impartial third parties.
3. The VPA sets the deadline for submission of the continuous appointment portfolios, meeting times for the committee meetings, and the interviews of the candidates including their respective Deans and Associate Dean or designated supervisor. These dates are communicated to all parties concerned by November 15 for December appointments, and March 15 for May appointments.
4. The candidate delivers four copies of the continuous appointment portfolio to the VPA at least 14 calendar days prior to his/her interview. The VPA provides the members of the Continuous Appointment Committee with their copies at least 10 calendar days prior to the interviews and at least 4 calendar days prior to the initial meeting of the Continuous Appointment Committee.

5. At its initial meeting, the Continuous Appointment Committee discusses the candidate's portfolio, determines if any additional information is required, and formulates questions that will be posed at the interview. If additional information is required by the Committee or if additional individuals are to be interviewed by the Committee, the candidate is informed and given an opportunity to provide and/or respond to any new information.
6. The Committee interviews the candidate, the candidate's Dean or designated supervisor, and the candidate's Associate Dean or designated supervisor and any other individuals the Committee deems necessary. If, at this point, additional information is required by the Committee or if additional individuals are to be interviewed by the Committee, the candidate is informed and given an opportunity to provide and/or respond to any new information.
7. The Committee, after deliberation, formulates its recommendation regarding the continuous appointment of the candidate. This recommendation is conveyed to the VPA immediately following the deliberations. The recommendation is made based solely on the candidate's competence relative to the Professional Responsibilities of Faculty at Red Deer College as stated in the Faculty Performance Policy. (Other considerations such as decreased enrolment, discontinuation of a program or course, or insufficient demand that result in the position not being required are not considerations for this Committee).
8. Recommendations are to either grant the continuous appointment or to deny the continuous appointment.
9. If the committee fails to reach a majority decision, the Chair of the Committee casts a second and deciding vote.
10. The FARDC/Red Deer College Collective Agreement outlines the conditions under which the VPA may deny a continuous appointment for reasons other than performance.
11. The VPA may make a verbal offer of continuous appointment immediately following the deliberations and recommendation but a written offer of continuous appointment or a written notice of denial of the continuous appointment must be made within 10 working days of receiving the recommendation from the Committee. In the event that such notice is not given by that date, the member shall be deemed to be employed on a Continuous Appointment Contract.
12. Within 10 working days of the candidate receiving notification of the continuous appointment, the candidate must notify the VPA in writing whether the offer of employment is accepted or not. The offer is deemed refused if notification of acceptance is not received within the 10 day deadline.
13. If the continuous appointment is denied due to performance related issues, the candidate may appeal the VPA's decision to the President within 10 working days of receipt of the notification. The Continuous Appointment Appeal Process is described in FARDC/Red Deer College Collective Agreement (Appendix B). The Continuous Appointment Committee may be involved in providing information if a Continuous Appointment Appeal Committee is struck and if it deems it necessary to seek such information. If the request for appeal is not submitted within the specified time, the right of appeal is deemed to have been forfeited.
14. In any event, the FARDC/Red Deer College Collective Agreement takes precedence over the Continuous Appointment Committee Terms of Reference.

*** Levels of Authority for Decision Making:**

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.