

2011-2012 - INSTRUCTIONS

	Documents required	# of copies	Deadline	Comments
<p>Contract Renewal <i>Article 17.3.3</i></p>	<ul style="list-style-type: none"> - Letter of request - Current CV - A-Reports of courses taught since hiring - Summary of teaching & research activities/plan 	<p>Original - paper copy + Electronic copy in pdf format</p>	<p>September 1, 2011</p>	<p>For professors with a contract ending on June 30, 2012. *If your contract is ending on June 30, 2012 and you are applying for tenure and promotion, you must still apply for contract renewal.</p>
<p>Academic Leave <i>Article 26</i></p>	<ul style="list-style-type: none"> - Completed academic leave form available on the ‘‘Professor Resources’’ website - Letter of request for academic leave - Detailed project including a) description of the project and methodology, b) if it is a project in collaboration, the nature of collaboration, c) expected tangible outcomes, d) specifications as to the arrangements in place for the supervision of graduate students - Copy of last academic leave report - Current CV 	<p>Original - paper copy + Electronic copy in pdf format</p>	<p>October 3, 2011</p>	<p>Late applications will not be accepted</p>
<p>Leave of absence with or without pay <i>Article 29.3</i></p>	<ul style="list-style-type: none"> - Letter of request - Current CV - Specifications as to the arrangements in place for graduate student supervision 	<p>Original - paper copy + Electronic copy in pdf format</p>	<p>6 to 18 months prior to the planned date of departure</p>	

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Tenure & Promotion to Associate Professor <i>Article 25.3.2</i>	<ul style="list-style-type: none"> - Letter of request for tenure & promotion - Current CV - A-Reports for the last 3 years - Summary of teaching & research activities/plan - List of at least 3 proposed external evaluators (refer to article 23.3.2.4 & 23.3.2.5) - 5 Publications for external evaluators (refer to article 23.3.1) 	Original - paper copy + Electronic copy in pdf format including 5 publications	September 1, 2011	A regular faculty member at the rank of assistant professor applies for promotion to associate professor which, if granted, automatically carries with it the granting of tenure. A member cannot apply for tenure only. The member must have, at the end of the calendar year in which the decision takes effect, 4 or more years of recognized regular university-level experience (RULE) of which the last 2 academic years are at the University of Ottawa.
Promotion to Full Professor <i>Article 25.3.3</i>	<ul style="list-style-type: none"> - Letter of request for promotion - Current CV - A-Reports for the last 3 years - Summary of teaching & research activities/plan - List of at least 3 proposed external evaluators (refer to article 23.3.2.4 & 23.3.2.5) - 5 Publications for external evaluators (refer to article 23.3.1) 	Original - paper copy + Electronic copy in pdf format including 5 publications	September 1, 2011	The member must have, at the end of the calendar year in which the decision takes effect 9 or more years of recognized regular university-level experience (RULE).

	Documents required	# of copies	Deadline	Comments
Tenure *for faculty members hired at the rank of Associate or Full Professor Article 25.3.2.2	<ul style="list-style-type: none"> - Letter of request for tenure - Current CV - A-Reports for the last 3 years - Summary of teaching & research activities/plan - List of at least 3 proposed external evaluators (refer to article 23.3.2.4 & 23.3.2.5) - 5 Publications for external evaluators (refer to article 23.3.1) 	Original - paper copy + Electronic copy in pdf format including 5 publications	September 1, 2011	A regular faculty member at the rank of either associate or full professor may apply for tenure independently. In the case of a regular faculty member at the rank of either associate of full professor, tenure shall be granted if the member meets the conditions set out in 25.3.2.2 for promotion to associate.

Please submit the electronic copy of your application in separate pdf files. There should be one pdf file for every part of your application (letter, CV, A reports, summary, list of evaluators, publications)

Before submitting your request, please consult the APUO website at www.apuo.ca should you have any questions about the different articles related to your application.

Also, please feel free to contact me if you have any questions or concerns. A copy of this memorandum will be available on the faculty "Professor Resources" website for your perusal at http://www.engineering.uottawa.ca/en/computing_facilities/professor/

Please note that no request will be accepted after the prescribed deadlines.