

### ***Excerpt from SAC Guide Section 4.2: Meetings with the Head***

The purposes of the meetings are to:

- Review the expectations for reappointment, promotion and tenure as applicable;
- Determine the timing of the next review;
- For candidates in the Professoriate stream, identify areas of scholarly activity (i.e., traditional publications, scholarship of teaching and/or professional contributions) and teaching that will be assessed and how those areas will be assessed;
- For candidates in the Professoriate stream, identify if the case will be considered under more than one area of scholarly activity (i.e. a blended case) and what type of evidence of scholarship will be sent to referees. It is important that this be confirmed in writing in accordance with Article 5.02 of the Agreement. For example, a case may have elements of both traditional scholarship and professional contributions, or it may have elements of all three areas of scholarly activity - traditional scholarship, scholarship of teaching and professional contributions;
- For candidates in the Educational Leadership stream, identify areas of educational leadership and how those areas will be assessed;
- If the individual holds a joint appointment, clearly lay out the procedures and criteria for tenure and promotion as laid out in Joint Appointments (Section 11);
- Discuss the faculty member's record and identify strengths as well as those areas requiring improvement or presenting potential difficulties;
- Assist the candidate with any concerns;
- When a review is pending, advise the candidate that it is her or his responsibility to provide an up-to-date dossier as outlined in CV and Publications Record (Section 5.1) and other relevant information to the Head, no later than September 15 of the review year (unless the Head agrees to a later date) of the year in which the case is being considered; and
- Identify, where relevant, the information and documents required for the review to proceed;
- Advise the candidate, who is asked for a list of potential referees, not to communicate with potential referees about any aspect of the letter of appraisal or the tenure and promotion review, for doing so invites questions about their impartiality; and
- Determine the timing of the next review.