

# Faculty of Land and Food Systems

## APT Procedures (updated 2025)

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- The *Agreement* requires that the Dean consult with a committee of colleagues in the Faculty before making recommendations on appointments, reappointments, promotions, and tenure.
- The Faculty of Land and Food Systems doesn't have "Departments" but rather "Programs". Required consultation is provided through two committees—the **Standing Committee** (equivalent to a Departmental Standing Committee) and the **Faculty APT Committee** (Dean's Advisory Committee).
- A Standing Committee consists of a subset of eligible members of the Faculty and a Chair. Nominations for members of the Standing Committee are requested for each case to be reviewed, and in the absence of any nominees, members are approached and asked to serve.
- The members of the Standing Committee include:
  - For Initial Appointments – faculty members *at a rank equal to or higher than the rank at which the appointment is to be made*;
  - For Reappointments and Promotions – faculty members *at a rank higher in rank than the candidate, except that in the case of reappointment of a Professor those holding the rank of Professor are eligible to be consulted*;
  - Tenure Cases – faculty members *who are tenured and of equal or higher rank*.
- In the case of a Joint Appointment, the procedures in offer letter will dictate procedures; in many cases a joint standing committee is formed; however, there can be no more than two members from the other Faculty serving on the committee.
- The Dean's Advisory Committee (Faculty APT Committee) consists of four to six full professors, half of whom are appointed by the Dean and half of whom are elected by the faculty, who consider all Faculty APT cases. The Dean chairs this Committee. The members normally serve for three year terms (staggered).
- The candidate is requested to submit their dossier by July 1 of the academic year they are going to be reviewed for promotion.
- Standing Committee members include a subset of eligible members of the Program. Members from outside the Program may be added to the Standing Committee when the number of eligible members (not including the Chair) is fewer than three (3).
- The candidate is also requested to submit a list of four to six arms' length referees, of which two are from the candidate's list and two are chosen by the Standing Committee.

- The Standing Committee meets to review the dossier early in in the academic year they are going to be reviewed for promotion, to make any recommended changes to the CV and choose external referees.
- The Chair of the Standing Committee solicits the letters from the external referees (or HR Manager on behalf of Chair).
- Once the letters have been received, the Standing Committee meets to vote on the case.
- Once a vote is taken, the Chair writes a letter of recommendation to the Dean, as well as the candidate with overall recommendation.
- For cases involving initial appointments at, or promotion to, the rank of Associate Professor or Professor, or appointments with tenure, the Dean's APT Committee meets to review the case, and then votes (the Dean doesn't vote).
- Once a vote is taken, the Dean s a letter of recommendation to the President, as well as the candidate with overall recommendation.