



## MEMORANDUM

**To:** All CUASA Faculty from Carleton University  
**From:** Kathy McKinley, Assistant University Secretary (Senate)  
**Date:** October 2025  
**Subject:** **Call for Nominations: Faculty members for *Tenure and Promotions Appeal Committee***

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The Carleton University Senate is calling for nominations for CUASA faculty to serve on the *Tenure and Promotions Appeal Committee (TPAC)* for the **2025-26 academic year**.

To be eligible, faculty and faculty, teaching stream must currently hold the rank of Associate or Full Professor. Ten positions are available as follows:

- One delegate and one alternate from each of the five Faculties
- At least one member from each Faculty on the committee must be a Full Professor

The committee must be constituted of a majority of Full Professors to address any appeals of the denial of promotion to the rank of Full Professor.

To submit a self-nomination to serve on the *Tenure and Promotions Appeal Committee*, please send a statement of candidacy to Kathy McKinley, Assistant University Secretary ([kathy.mckinley@carleton.ca](mailto:kathy.mckinley@carleton.ca)) **at your earliest convenience and before November 30, 2025**. The statement of candidacy should include the name of the committee (TPAC) on which you wish to serve, your name, rank, academic unit, and Faculty.

Meetings of TPAC would generally be held in April (tenure) and May (promotion) in order to complete reports by April 30 for cases involving tenure and May 31 for cases not involving tenure.

Following the nomination period, candidates for contested positions will be elected by the tenured and tenure-track employees of the respective Faculties. If an elected delegate and their alternate are unavailable, the Provost and Vice-President (Academic) and the President of CUASA shall, acting reasonably and expeditiously, mutually agree on an appointee to serve on the TPAC.

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The procedural rules of the committee are in accordance with Article 10 of the ratified 2024-2027 Collective Agreement with CUASA. Once available, a link to this Collective Agreement will be provided.

Regarding eligibility for membership on this committee, please note the following general committee rules which are an excerpt of clause 10.11 of the CU/CUASA Collective Agreement:

*(a) Members must not serve on any Tenure and Promotion committee in any year in which they have applied for tenure and/or promotion.*

*(b) Members of the Tenure and Promotion Committees at the Department, Faculty, and University levels cannot serve on the TPAC in the same academic year.*

*(c) Members of the Tenure and Promotion Committees who serve on both the Department and Faculty committees cannot also serve on the UPC in the same academic year.*

*(d) The Presidential Officers of the Association and the CUASA Grievance Chair shall not serve on any DTPC, FTPC, UPC or TPAC.*

*(e) Any person taking part in the assessment of a candidate will disclose any relationship which could be a cause for a conflict of interest. The Committee shall determine whether or not the relationship constitutes a conflict of interest. In such decisions, the Committee will err on the side of caution. A person may request that a conflict of interest decision be made by JCAA.*

*(f) All committees established as part of the tenure and promotion review process must have at least one male and one female member and best efforts shall be made to reflect the diversity of the academic community these committees are representing.*

Please note that clause 10.11 contains additional provisions regarding the process and should be consulted for further information.

Thank you

Kathy McKinley  
Assistant University Secretary (Senate), Carleton University