

Approved

TO: Joseph S. Paul  
President

FROM: Lance A. Nail  
Provost and Senior Vice President for Academic Affairs

RE: Faculty Handbook Recommendations

DATE: July 12, 2024

Below you will find recommendations from the Office of the Provost regarding changes to the Faculty Handbook as submitted by the Faculty Handbook Committee. Upon receipt of these documents, I engaged General Counsel in a review to assess for conflicts or potential risk factors.

Item # 1 (3.3.3): APPROVE Financial Conflict of Interest Disclosure. Clarifies definition of conflict of interest with Office of Research Integrity website.

Item #2 (3.3.4): APPROVE. Scholarly Misconduct. Slight change to the definition of misconduct to align with official university policy.

Item #3 (Appendix A): APPROVE. Remove Appendix A. Content contained in appendix is already available from other sources on campus and often more current.

Item #4 (2.6): APPROVE. Emeritus Faculty. Further details the emeritus selection process and defines benefits to be consistent with other sources of information.

Item #5 (Bylaws Changes): APPROVE. Extensive changes to the bylaws, but the most prominent change was in allowing individuals from outside of governing bodies to bring concerns about bylaws interpretations directly to the FHC.

Item #6 (2.3.1.1) APPROVE. Teaching Tracks. Tightened up language about teaching track promotion and removed language that offered instructors with terminal degrees a guaranteed pathway to teaching professor faculty.

Item #7 (57.1.3) APPROVE. Promotion from Associate Professor to Professor. Clarifies that early promotion to professor cannot occur before the fifth year in rank.

Item #8 (57.1.4) APPROVE. Tenure Application. Clarifies when the award of tenure becomes final.

Provost Nail and President Paul,

[REDACTED]

[3.3.4. Scholarly](#)

month from September until May, and with your generous approval we met in June as well. Meetings

[REDACTED]



As referenced in the memo, 2.6, Emeritus Faculty has been pulled from the recommendations for further review

On February 17<sup>th</sup> the chair announced that Drs. Winstead (Arts and Sciences), Story (Nursing and

[Emeritus Facu](#)

On March 11<sup>th</sup> we finished our Bylaws revisions.

The committee met again on April 8<sup>th</sup>. During this meeting the proposed Bylaw revisions were  
presented to the faculty during the 30-day revision period before holding a vote. In April the chair also emailed

[5.7.2. Promotion](#)

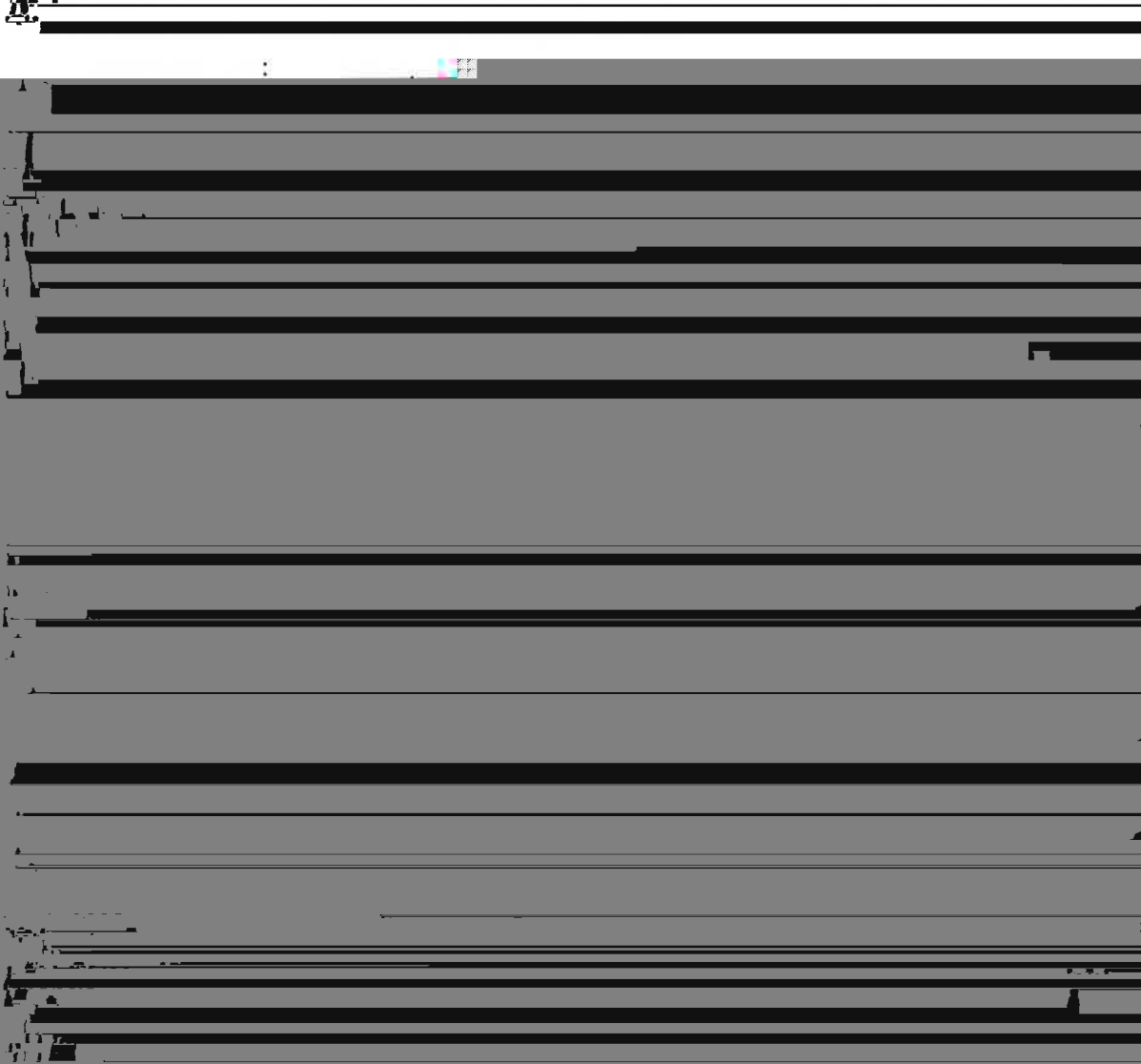
[5.7.1.3.](#) from

[Associate Profe](#) to [Professor](#)

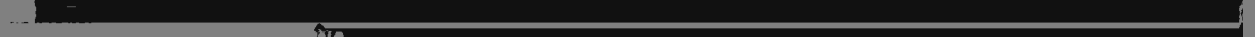
[5.2.2.](#)

[Pre-Tenure Review](#) [Evaluative Bodies](#), [5.8.1.2. Evaluative Levels and Actions](#), and

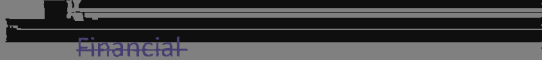
[Professo](#), [5.2.2. Pre-Tenure Review a](#), [5.8.1.2.](#)  
[Evaluative Levels and Actions](#), and [5.8.1.2.1. The School](#). All



All faculty members must complete the University's [financial conflict of interest](#) annually. The [form](#) is available at [http://www.utoronto.ca/research-integrity](#) and it provides definitions for



Have its language changed to:



All faculty members must complete the University's [financial](#) annually. The [form](#) can be found [at-on](#) the University's Office of Research Integrity website, and it provides definitions for which kinds of ~~financial~~ interests must be disclosed under the policy.

**Rationale:** These changes are a mere matter of housecleaning.

[REDACTED]

**Scholarly Misconduct, on October 9, 2023.**

First Vote Date: Oct. 9, 2023

First Vote Results 9-0

Majority Opinion:

[REDACTED]

[Redacted text]

[Redacted text]

[Redacted text]

biosafetv (biosafetv level 2 o above) or materials transfe

[Redacted text]

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**The University Faculty Handbook Committee proposes changes to our Bylaws, on October 9, 2023.**

Read to the floor: April 8, 2024

Length of Review and Potential Vote Date - Minimum 28 days: May 13, 2024

[Click here to see current bylaws](#)

Vote Date: May 13, 2024

Vote Results:

Majority Opinion:

Minority Opinion:

Presidential Approval or Rejection with date

incl Handbook C

**ARTICLE II  
MEMBERSHIP  
IP**

**Section 1. Members**

**Voting Elected Members:**

- Member of the faculty from the College of Arts and Sciences ~~selected~~ elected by the college\*
- Member of the faculty from the College of Business and Economic Development ~~selected~~ elected by the college\*
- Member of the faculty from the College of Education and Human Sciences by the college\*
- Member of the faculty from the University Libraries elected by the library\*
- Member of the faculty from the College of Nursing and Health Professions elected by the college\*
- At-Large Member of the faculty the Gulf Coast elected by the coast locations\*

**Voting Appointed Members:**

- Member of Faculty Senate appointed by the Faculty Senate Executive Committee
- Member of the Dean's Council by the College Deans Council
- Member of the Council of Directors appointed by the Council of Directors

**Non-voting Ex-officio Member:**

- A representative from the Office of General Counsel
- A representative from the Office of the Provost

\* Must be regular faculty with at least 3 years' experience in a tenure-track or teaching-track position. Must be one of the top 100 major universities (described in the faculty handbook 1.8)

**Section 2. Terms**

~~Terms shall be as follows: For the first year, August 21. Members appointed as members and~~

shall serve staggered three-year terms

The committee will be split into two groups. The chair of

The groups are assigned as follows

**Group 1 (3-year terms beginning September 1 of 2021, 2024, 2027, 2030, etc.)**

- Member of the faculty from the College of Arts and Sciences
- Member of the faculty from the College of Nursing and Health Professions

Member of the Faculty Senate

2019, 2022, 2025, 2028, 2031,

- Member of the faculty from the College of Business and Economic Development
- Member of the faculty from the College of Education and Human Sciences
- At-Large Member of the faculty from Gulf Coast

**Section 3. Elections**

The Faculty Handbook Committee will elect a chair and **historiansecretary** at the first meeting of the year.

Members representing Dean's Council, Council of Deans, The Office of General Counsel, and The Office of the Provost

The

**historiansecretary**

Each constituency group needing an elected or appointed member will be notified in February of the need for an election or appointment (see section 1 for qualifications). All

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represented body

The chair is also responsible for

confirming membership for the academic year for the voting appointed and ex-officio members before the first meeting in September.

## Section 4. Responsibilities

Members are to attend all regularly scheduled meetings of the Faculty Handbook Committee and communicate the issues raised in the committee meetings to their represented constituencies/bodies. If a member of the Faculty Handbook Committee is no longer a member of their constituency group, their seat will be declared vacant. If a member of the Faculty Handbook Committee fails to attend two regularly scheduled meetings of the committee, their seat will be declared vacant.

## Section 5. Proxies and Vacancies

**Proxies:** In the case-event that a member of the committee must be absent from a meeting it is expected that a proxy will be named to represent the committee member at the meeting. The proxy must meet the eligibility requirements for membership (see section 1 for qualifications) and it is preferred that the proxy be chosen from the members of the represented body.

Head of the \_\_\_\_\_ It is the \_\_\_\_\_  
\_\_\_\_\_ privileges-  
\_\_\_\_\_ until \_\_\_\_\_ election can take  
\_\_\_\_\_ elected replacements will be seated at the next \_\_\_\_\_

## ARTICLE III

### OPERATING PROCEDURES

#### Section 1. Meetings

Regular meetings of the Faculty Handbook Committee will be held on the second or third Monday of the month at 3 PM during the academic year. The chair may call special meetings as needed. A quorum, consisting of a majority of members or their proxies, is required. The

proposals, amendments, and recommendations are posted and distributed to the committee.

## Section 2. Changes to Handbook

Proposals, amendments, and recommendations from any administrative office,

including the Faculty Handbook Committee. Proposals must be submitted in writing at least 10 days prior to the next meeting and shall receive reasonable consideration from the committee.

Faculty members may submit matters they would like the Faculty Handbook Committee to consider to their representative or the committee chair in writing at least 10 days prior to the meeting described in as much detail as possible in the Faculty Handbook. Matters will be distributed as written to the committee but will be blinded in an attempt to preserve anonymity. The matter shall receive reasonable consideration from the committee and will determine whether they should move forward with the proposal.

At the second reading, the proposal is voted on and then taken to the represented bodies, the Office of the President, the Board of Trustees, and the Faculty. The representative will report any feedback or suggestions regarding the proposed change to the Faculty Handbook Committee before the second vote. A proposal is considered approved by the committee. Editorial or clerical changes may be made without a second reading upon approval of the majority of the committee.

Annually, the Faculty Handbook Committee secretary will review all active URL links in the current Faculty Handbook to verify accuracy. Any errant URLs will be reported to the

period

advances to second

14-10

5-6-1-1-

Final counsel review

Final Provost review

Advances to step 6

All changes approved by the committee will be formally recommended to the President of the University through the Provost and Senior Vice President of Affairs by June 1 of the next fiscal year. Changes to the official handbook take effect July 1 of the next fiscal year. All changes made to the handbook in a given year will be included in an

**Section 3. Changes to Bylaws**

submitted to the President of the University through the Provost and Senior Vice President of Affairs by June 1 of the next fiscal year. The committee's membership will be determined by the Provost and Senior Vice President of Affairs.

The Faculty Handbook Committee reports and moves recommendations to the President of the University through the Provost and Senior Vice President of Affairs

~~for a final decision.~~

**Section 2. Staff Support**

The Faculty Handbook Committee will have staff support from the Office of the Provost as well as the Office of the President. The Office of the President will assign a point of contact for other

Minutes of the Faculty Handbook Committee meetings are recorded by the ~~historiansecretary~~

of the committee for distribution to the committee members, directors, deans, the Provost, and the President. Past minutes are kept on website for a minimum of five years.

### Section 5. System for Preserving Minutes, Changes, and Copies

The Faculty Handbook Committee will communicate to the university community utilizing an appropriate website. The Faculty Handbook Committee website will be the primary resource regarding amendments/revisions in the Faculty Handbook, committee minutes, membership list, and bylaws.

### Section 6. Annual Report

The most current copy of the Faculty Handbook is retained by the Office of the Provost as a ~~reference and is designated as the official Faculty Handbook.~~

The Faculty Handbook Committee will submit an annual report recommending the changes that were approved by the committee during the academic year to the President of the University through the Provost and Vice President of Academic Affairs so they can make the final decision.

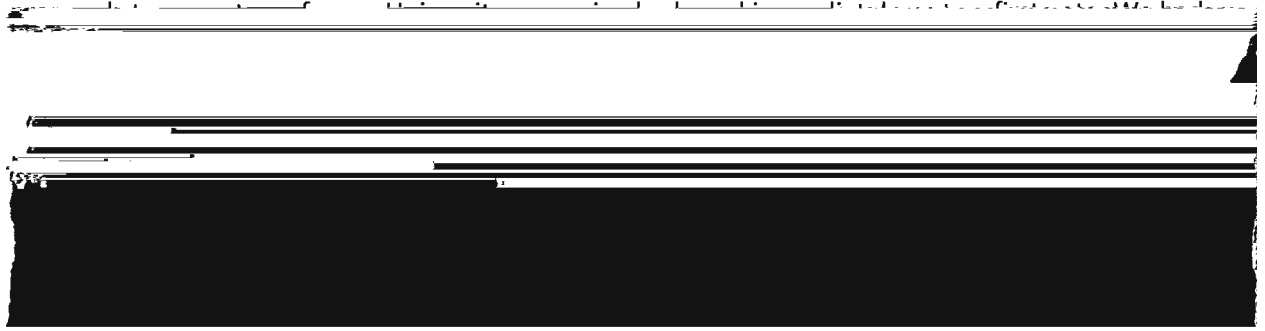
Changes to the official handbook take effect July 1 of the next fiscal year. All changes to the handbook in a one year will be included in an annual appendix of the

minutes of the year

Since that is messy, here is another document with changes tracked



**Rationale:** Article 3, Section 2 of the current bylaws felt restrictive, only permitting fully written



**The University Faculty Handbook Committee proposes changes to the University Faculty Handbook concerning 2.3.1.1. Teaching Tracks, on April 8, 2024.**

First Vote Date: 5/13/24

First Vote Results: 7-1-1-0 (for/against/abstain/absent)

Majority Opinion:

Minority Opinion:

Length of Review and Potential Second Vote Date: 1 month/June

University Counsel Opinion: none

Employee Handbook Opinion: none

Faculty Senate Opinion: 8 for/16 against

Council of Directors Opinion: no

Deans Opinion: none

Vice President of Research Opinion: none

Provost Opinion: none

Second Vote Date: June 10, 2024

Second Vote Results: 6-1-0-2 (for/against/abstain/absent)

Majority Opinion:

Minority Opinion:

Presidential Approval or Rejection with date:

**The University Faculty Handbook Committee moves that the following section:**

***2.3.1.1. Teaching Tracks***

Teaching faculty who do not have a terminal degree in the discipline, or a closely related one, in which they teach are initially appointed as instructors and can be promoted to lecturer and then senior

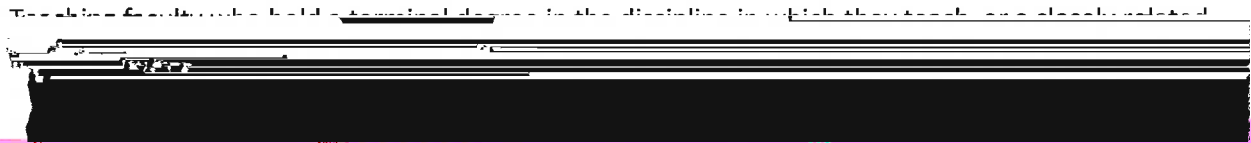


**Have its language changed to:**

*2.3.1.1. Teaching Tracks*

Teaching faculty who do not have a terminal degree in the discipline, or a closely related one, in which they teach are initially appointed as instructors and can be promoted to lecturer and then senior lecturer. Individuals in these positions who earn the relevant terminal degree may be moved to the rank of assistant teaching professor.

~~Teaching faculty who do not hold a terminal degree in the discipline in which they teach, or a closely related~~





**concerning 5.7.1.3. Promotion from Associate Professor to Professor, on April 8, 2024.**

First Vote Date: 5/13/24

First Vote Results: 9-0-0-0 (for/against/abstain/absent)

Majority Opinion

Minority Opinion

Length of Review and Potential Second Vote Date: 1 month/June 10

University Counsel Opinion: none

Employee Handbook Opinion: none

Faculty Senate Opinion: 4 for/19 against

The standard probationary period for promotion from associate professor to professor is five years. In

sixth-fifth (or later)

professor to professor, with an approved promotion effective at the beginning of the following academic year. In exceptional cases, it is possible for an individual with a rank higher than assistant professor to be promoted to professor, with an approved promotion effective at the beginning of the following academic year.

Generally, eligibility for early promotion may be granted prior to the fifth year in rank.

~~Notes: This modification allows for the possibility of an individual with a rank higher than assistant professor to be promoted to professor, with an approved promotion effective at the beginning of the following academic year.~~

concerning 5.7.1.4, Tenure Application, on April 8, 2024.

First Vote Date: \_\_5/

First Vote Results: 9-0-0-0

Majority Opinion:

Minority Opinion:

Length of Review and Potential Second Vote Date: 1 month/June 10

University Counsel Opinion: \_ none

Employee Handbook Opinion: \_\_\_non

Faculty Senate Opinion 17 for/5 inst

Council of Directors Opinion: \_\_ none

5.7.1.4. Tenure Application: ~~Oppose~~  ~~Pro~~  ~~Abstain~~  ~~None~~

Unless credit for time served at another institution has been awarded during the hiring process, faculty of service with the award becoming effective at the beginning of the following academic year (i.e., 7<sup>th</sup> year). Faculty members who are unsuccessful in a bid for tenure on a terminal contract.

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Attachment 7.7 Promotion in Teaching Track Positions on April 9, 2024

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There is no University-wide mandatory probationary period for promotion from associate teaching professor to teaching professor or for promotion from lecturer to senior lecturer for the non-tenure-

[REDACTED]

A five-year probationary period for a new assistant teaching professor or instructor provides time to

[REDACTED]

[REDACTED]

Have its language changed to:

track corps of instruction.

~~Definition:~~ This modification aligns the time frame for promotion of non-tenure track faculty with tenure



Original text of the school investigation and response form

[Redacted]

[Redacted]

[Redacted]

Identify an area in which the candidate may need to improve in order to successfully meet the...

io the school director verifies that the subm n m n

[Redacted]

As with promotion and tenure cases, the faculty member under review will receive a copy of the letter

§

University Libraries faculty will elect a pro tem school director from among the t  
heads to fulfill the responsibilities of school director in the review process. The elected ULI pro tem \_\_\_\_\_

**Rationale:**

The wording is proposed to more accurately reflect the automated Promotion and Tenure evaluative review process. Additionally, it provides a means for reviewing dossiers in the University Libraries, which “do not have schools or school directors in the same sense as the academic colleges.” (1.10.2.5)

The University Faculty Handbook Committee proposes changes to the Faculty Handbook concerning  
E 9.1.2 Evaluation Levels and Actions - 05/13/24

First Vote Date: 5/13/24

First Vote Result: 0 0 0 0 (unanimous/abstain/absent)

Majority Opinion:

Minority Opinion:

Length of Review and Potential Second Vote Date: 1 month/June 10

University Counsel Opinion: none

Employee Handbook Opinion: none

Faculty Senate Opinion: none

their administrative jurisdiction. The advice rendered by University officers or committees does not limit the legal authority or responsibility of the President for all personnel decisions.

Review of applications for promotion or tenure occurs at each institutional level of the University in the following sequence: the candidate's school promotion and tenure committee, the school director (or a joint letter from school directors in the case of interdisciplinary faculty), the college promotion and

[REDACTED]

[REDACTED]

[REDACTED]

in the case of University Libraries)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

tenure committee, the dean of the college in which the candidate's school resides (or a joint letter from

[REDACTED]

The University Faculty Handbook Committee proposes changes to the Faculty Handbook Committee

[Redacted]

[Redacted]

[Redacted]

concerning 5.8.1.2.1. The School, on May 13, 2024

First Vote Date: 5/13/24

First Vote Results: 0-0-0/5xx/appoint/obtain/absent

[Redacted]

The school promotion and tenure committee must base its deliberations on the standards for promotion or tenure mandated by the Board, those adopted by the University, and those of the school and college.

The committee submits a written report to the school director supporting or opposing promotion or tenure. The recommendation must include the rationale and vote count of the committee. In cases when votes are not unanimous, the written evaluation must reflect within the same document the rationale of the committee and the



both reports

committee no later than

the date published in the Board's calendar. A copy of the reports is retained in the candidate's

they are submitted to the

promotion and tenure committee

responsibilities of school director

### Rationale

The wording is proposed to more accurately reflect the automated Promotion and Tenure evaluative