Collective Agreement Calendar

October 2023 – September 2024*

* Deadlines that fall on a weekend or holiday are automatically adjusted to the following working day
October 2023

S  M  T  W  T  F  S
1  2  3  4  5  6  7
8  9  10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

**CA-Driven Deadlines**

**FRAA Deadlines**

**VPAC Operations**

**Reading break**

**Multiple Deadlines**

**Holiday Periods**

**Section 34.5**
Deadline for faculty members to apply for Study Leave.

**Section 36.6**
Deadline for faculty members to apply for Administrative Leave.

**Section 33.22**
RPT Process: Promotion. Deadline for the committee Chair to send the candidate's materials to the referees.

**Section 33.46 (a-e)**
RPT Process, UAAC: Deadline for the President and the President of the Faculty Association to jointly appoint the members of the UAAC.

**Section 33.35 a**
RPT Process: Reappointment and Continuing Appointment. Deadline for the Chair of the committee to send the Recommendation Report to the Dean.
November 2023

Section 33.35 b
RPT Process: Tenure and Promotion. Deadline for the Chair of the committee to send the Recommendation Report to the Dean.

Section 33.41 a
RPT Process: Reappointment and Continuing Appointment. Deadline for the Dean to submit their recommendation to Faculty Relations.

13 - 15
Reading Break

13
Remembrance Day (observed)
December 2023

15 Section 33.41 b
RPT Process: Tenure and Promotion. Deadline for the Dean to submit their recommendation to Faculty Relations

15 Section 33.44 a
RPT Process: Reappointment and Continuing Appointment. Deadline for the President to refer the file to the UAAC

24 - 1 Winter Holiday
January 2024

**Section 30.22**
Deadline for a Librarian who wishes to apply for Promotion to submit their application to the University Librarian.

**Sections 11.3a, b i, b ii**
The University will provide the Association with:
1. An up-to-date list of all members
2. List of all members who received an administrative stipend,
3. List of all members who received extra-to-load payments in the prior academic year

**Section 33.35 c**
RPT Process: Promotion, Deadline for the Chair of the committee to send the Recommendation Report to the Dean

**Section 30.23**
Deadline for the supervising Librarian to provide a written statement of a Librarian's suitability for Promotion to the University Librarian.
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Section 30.24 Deadline for the University Librarian to refer a Librarian's application for Promotion to the ACRP</td>
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<tr>
<td>15</td>
<td>Section 33.55 a RPT Process: Reappointment and Continuing Appointment. Deadline for the candidate to be notified of the President’s decision.</td>
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<td>15</td>
<td>Section 33.41 c RPT Process: Promotion. Deadline for the Dean to submit their recommendation to Faculty Relations.</td>
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<td>28</td>
<td>Section 22.3 Deadline for the selection of members of the Librarian Appointments Advisory Committee.</td>
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<tr>
<td>28</td>
<td>Section 33.57 b RPT Process: Promotion and Tenure. Deadline for the UAAC to send its report to the President.</td>
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<td>19</td>
<td>Family Day</td>
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<td>20 - 23</td>
<td>Reading Break</td>
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**February 2024**

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- **CA-Driven Deadlines**
- **FRAA Deadlines**
- **VPAC Operations**
- **Reading break**
- **Multiple Deadlines**
- **Holiday Periods**
Section 33.44 c
RPT Process: Promotion. Deadline for the President to refer the file to the UAAC.

Section 33.59 b
RPT Process: Promotion and Tenure. Deadline for the candidate to be notified of the President's decision.

Good Friday
April 2024

1. **Section 30.37**
   Deadline for chair of the ACRP to send the Recommendation Report on librarian Promotion to the University Librarian.

2. **Section 30.41**
   Deadline for the University Librarian to make a recommendation to the Provost on a Librarian's application for Promotion.

15. **Section 33.3**
   RPT Process: Deadline for the Chair to notify a faculty member who must be considered for Reappointment, Continuing Appointment, Promotion or Tenure of the documentation that the Faculty Member will be expected to submit and, in the case of Tenure, that the Faculty Member is required to nominate referees by the dates specified.

15. **Section 33.4**
   RPT Process: Deadline for a faculty member to notify the Chair in writing that they intend to apply for Tenure and/or Promotion.

15. **Section 33.57 c**
   RPT Process: Promotion, Deadline for the UAAC to send its report to the President.
Section 33.59 c
RPT Process: Promotion. Deadline for the candidate to be notified of the President's decision.

Section 50.37
Deadline for the Deans to submit their salary recommendations to the Vice-President Academic and Provost.

Section 26.2
Deadline for the annual meeting between the Chair and faculty members with eligibility for Tenure or Continuing Status.

Section 33.5
RPT Process: Deadline for referee nominee lists to be exchanged.

Section 30.47
Deadline for the Provost to notify a Librarian candidate if Promotion has been denied. A successful candidate will be notified in writing by May 15 or as soon thereafter as may be practical.
June 2024

3 Section 33.13
RPT Process: Deadline for the candidate to select a minimum of 2 referees from the committee's list of nominees.

17 Section 33.14
RPT Process: Deadline for the committee to select a minimum of 2 referees from the candidate's list.

17 Section 33.17
RPT Process: Deadline for the candidate to submit copies of or citations to scholarly or creative works they wish to be made available to the referees.
July 2024

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Section 50.7
Salary adjustments applied; salary notices posted on the 2nd.

Section 11.4
Deadline to provide a report to the Association listing the appointments made by waived search, confirming that all the required approvals for waiving an open competition were obtained and providing a statement of the exceptional circumstances that justified waiving an open competition.

Section 11.3 a
Within 2 weeks of July 1 - The University will provide the Association with an up-to-date list of all members: name, UVic email, gender, Tenure status, FTE, highest earned degree and year attained, rank, salary and Department, and type of leave (if applicable).

1 Canada Day

Canada Day

July 1

15 Section 11.3 a
August 2024

**Deadline for Member to request a meeting with Chair/Supervising Librarian to discuss their salary evaluation**

Section 50.40

B.C. Day

Deadline for Member to request a meeting with Chair/Supervising Librarian to discuss their salary evaluation
Section 11.3 a
Within 2 weeks of Sept. 1 - The University will provide the Association with an up-to-date list of all members: name, UVic email, gender, Tenure status, FTE, highest earned degree and year attained, rank, salary and Department, and type of leave (if applicable).

Section 33.22
RPT Process: Tenure and Promotion. Deadline for the committee Chair to send the candidate's materials to the referees.

Section 33.20 (a-g)
RPT Process: Deadline for faculty member being considered for Reappointment, Continuing Appointment, Tenure or Promotion conferring Tenure to submit their materials to the Chair.

Section 33.19
RPT Process: Deadline for nominated referees to indicate their willingness to serve.

Section 9.6
The JCAA will prepare and distribute an annual report of its work in the previous Academic Year.

National Day for Truth and Reconciliation