



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
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

- 2** National Day for Truth and Reconciliation (observed)
- 9** Thanksgiving Day
- 13** Section 34.5: Deadline for faculty members to apply for Study Leave
- 16** Section 33.46 (a-e): RPT Process, UAC: Deadline for the President and the President of the Faculty, according to study approval, the members of the UAC
- 16** Section 31.35 a: RPT Process: Reappointment and Continuing Appointment. Deadline for the Chair. All the members to submit the Recommendation Report to the Dean
- 16** Section 33.22: RPT Process: Promotion. Deadline for the candidate to submit the recommendation to Faculty Relations

November 2023

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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- 15** Section 33.35 b: RPT Process: Tenure and Promotion. Deadline for the Chair of the committee to send the Recommendation Report to the Dean
- 15** 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

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
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- 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 UAC
- 24-1** Winter Holiday

January 2024

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

- 8** Section 30.22: Deadline for a Librarian who wishes to apply for Promotion to submit their application to the University Librarian
- 15** Sections 11.3a, b, i, 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 award 3. List of all members who received extra to load payments in the prior Academic year
- 15** Section 33.35 c: RPT Process: Promotion. Deadline for the Chair of the committee to send the Recommendation Report to the Dean
- 31** Sections 25.29/30: Deadline for faculty members and Librarians to provide their updated CV to the Unit Head
- 30** Section 33.44 b: RPT Process: Tenure and Promotion. Deadline for the President to refer the file to the UAC
- 31** Section 30.23: Deadline for the supervising Librarian to provide a written statement of a Librarian's suitability for Promotion to the University Librarian

February 2024

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- 1** Section 30.24: Deadline for the University Librarian to refer a Librarian's application for Promotion to the ACP
- 15** Section 33.55 a: RPT Process: Reappointment and Continuing Appointment. Deadline for the candidate to be notified of the President's decision.
- 15** Section 33.41 c: RPT Process: Promotion and Tenure. Deadline for the candidate to be notified of the President's decision.
- 19** Family Day
- 28** Section 22.3: Deadline for the selection of members of the Librarian Appointments Advisory Committee
- 28** Section 33.57 b: RPT Process: Promotion and Tenure. Deadline for the UAC to send its report to the President.
- 20-23** Reading Break

March 2024

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- 15** Section 33.44 c: RPT Process: Promotion. Deadline for the President to refer the file to the UAC
- 15** Section 33.59 b: RPT Process: Promotion and Tenure. Deadline for the candidate to be notified of the President's decision.
- 29** Good Friday

April 2024

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- 1** Easter Monday
- 2** Section 30.37: Deadline for the Chair of the ACP to send the recommendation report on Librarian Promotion to the University Librarian
- 15** Section 30.41: Deadline for the University Librarian to make a recommendation to the President 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, Promotion or Tenure of the documentation that the Faculty Member will be required to submit and, in the case of Tenure, that the Faculty Member is required to re-submit releases 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 UAC to send its report to the President.

May 2024

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- 1** Section 33.59 c: RPT Process: Promotion. Deadline for the candidate to be notified of the President's decision.
- 1** Section 50.37: Deadline for the Deans to submit their salary recommendations to the Vice-President Academic and Provost
- 15** Section 33.5: RPT Process: Deadline for referee nominee lists to be exchanged
- 15** Section 26.2: Deadline for the annual meeting between the Chair and faculty members with eligibility for Tenure or Continuing Status
- 15** Section 30.47: Deadline for the President to notify a Librarian candidate if Promotion has been declined. A successful candidate will be notified in writing by May 15 or as soon thereafter as may be practical
- 20** Victoria Day

June 2024

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- 3** Section 33.13: RPT Process: Deadline for the candidate to select a minimum of 2 referees from the committee's list of referees
- 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 letters to scholarly or creative works they wish to be made available to the referees

July 2024

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- 1** Canada Day
- 2** Section 50.7: Salary adjustments applied; salary notices posted on the 2nd
- 2** 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
- 15** 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, UAC email, gender, Tenure status, FTE, Highest earned degree and year attained, rank, salary and Department, and type of leave (if applicable)

August 2024

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- 5** B.C. Day
- 30** Section 50.40: Deadline for Member to request a meeting with Chair/Provost/University Librarian to discuss their salary

September 2024

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- 2** Labour Day
- 3** 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
- 3** Section 33.19: RPT Process: Deadline for nominated referees to indicate their will/consent to serve
- 3** Section 9.6: The UAA will prepare and distribute an annual report of its work in the previous Academic Year
- 16** 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, UAC email, gender, Tenure status, FTE, Highest earned degree and year attained, rank, salary and Department, and type of leave (if applicable)
- 30** National Day for Truth and Reconciliation



October 2023

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2 National Day for Truth and Reconciliation (observed)

9 Thanksgiving Day

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

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

16 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

16 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.

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

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



November 2023

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15 Section 33.35 b

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

15 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)

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



December 2023

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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

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



January 2024

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28	29	30	31			

8 Section 30.22

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

15 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

15 Section 33.35 c

RPT Process: Promotion. Deadline for the Chair of the committee to send the Recommendation Report to the Dean

15 Section 30.23

Deadline for the supervising Librarian to provide a written statement of a Librarian's suitability for Promotion to the University Librarian

31 Sections 25.29/30

Deadline for faculty members and Librarians to provide their updated CV to the Unit Head

30 Section 33.44 b

RPT Process: Tenure and Promotion. Deadline for the President to refer the file to the UAAC

31 Section 34.5

Deadline for faculty members to be notified if their application for Study Leave of Administrative has been approved.

30 Section 33.57 a

RPT Process: Reappointment and Continuing Appointment. Deadline for the UAAC to send its report to the President.

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



February 2024

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1 Section 30.24

Deadline for the University Librarian to refer a Librarian's application for Promotion to the ACRP

15 Section 33.55 a

RPT Process: Reappointment and Continuing Appointment. Deadline for the candidate to be notified of the President's decision.

15 Section 33.41 c

RPT Process: Promotion. Deadline for the Dean to submit their recommendation to Faculty Relations.

19 Family Day

20 - 23 Reading Break

28 Section 22.3

Deadline for the selection of members of the Librarian Appointments Advisory Committee.

28 Section 33.57 b

RPT Process: Promotion and Tenure. Deadline for the UAAC to send its report to the President.

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



March 2024

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15 Section 33.44 c

RPT Process: Promotion. Deadline for the President to refer the file to the UAAC.

15 Section 33.59 b

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

29 Good Friday

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



April 2024

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21	22	23	24	25	26	27
28	29	30				

1 Easter Monday

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

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

15 Section 33.4
 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.

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

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



May 2024

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1 Section 33.59 c
RPT Process: Promotion. Deadline for the candidate to be notified of the President's decision.

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

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

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

15 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.

20 Victoria Day

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



June 2024

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23	24	25	26	27	28	29
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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.

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



July 2024

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21	22	23	24	25	26	27
28	29	30	31			

1 Canada Day

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

2 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.

15 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).

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



August 2024

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25	26	27	28	29	30	31

5 B.C. Day

30 Section 50.40
 Deadline for Member to request a meeting with Chair/Supervising Librarian to discuss their salary evaluation

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods



September 2024

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2

Labour Day

3

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.

3

Section 33.19

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

3

Section 9.6

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

30

National Day for Truth and Reconciliation

16

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)

16

Section 33.22

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

- CA-Driven Deadlines
- FRAA Deadlines
- VPAC Operations
- Reading break
- Multiple Deadlines
- Holiday Periods