




**Office of the Vice-Principal Academic and Dean**

**MEMORANDUM, DCD #4, 2017-18**

**To:** Chairs and Academic Directors

**From:** Prof. Maydianne Andrade, Vice-Dean Faculty Affairs & Equity 

**Date:** 26 September 2017

**Re:** Academic HR Matters

---

For useful links and contact information regarding Academic HR matters, please refer to [DCD #1, 2017-18](#).

The Annual [Academic HR Calendar](#) on the Provost's web site describes academic HR activities to be completed in October.

*Workload Letters:*

All appointed faculty should have received a workload letter by this time. Please ensure that electronic copies of these letters have been sent to [Fefe Wong](#), in Human Resource Services.

*Faculty Mentoring*

We are committed to enabling all our faculty members to build strong, and productive, scholarly careers at UTSC. As you are aware, all academic departments must have a mentoring program in place. This summer, Chairs and Directors informed the Office of the Dean, of mentorship arrangements for all new faculty prior to UTSC's New Faculty Orientation (in August). This will now be a yearly request. Please remember that all full-time faculty members who are pre-tenure, or pre-continuing status, should also have a mentorship arrangement in place. Mentors should establish an ongoing mentoring relationship with their mentee, and should inform the Chair or Director of their activities on an annual basis.

*Leaves:*

All faculty who were on leave during the 2016-17 academic year must give you a report on their research and scholarship undertaken while on leave. Please ensure a copy of the report is sent to my Office, via [Fefe Wong](#), by **October 16<sup>th</sup>**.

Templates of the *Research and Study Leave Request* forms for tenure and teaching stream faculty are posted on the [Dean's webpage](#). Please ask faculty to use this form, or one like it, when submitting their requests for a R&S leave. For tenure stream faculty, the leave request must include a statement of the research and scholarship the faculty member proposes to undertake. For teaching stream faculty, requests for leave must include a statement of scholarship and professional and pedagogical development to be undertaken while on leave.