




**MEMORANDUM, DCD #2, 2018-19**

**To:** Chairs and Academic Directors

**From:** Professor Maydianne Andrade, Vice-Dean Faculty Affairs and Equity

**Date:** 20 November 2018 

**Re:** Academic HR Matters - Procedures for the Promotion to Professor, Teaching Stream

---

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

*Promotion to Professor, Teaching Stream*

We have developed new materials to assist you in preparing for reviews for Promotion to Professor, Teaching Stream. These can be found on the [Promotions – Teaching Stream](#) page of the Office of the Vice-Principal Academic and Dean website:

- UTSC Procedures for the Promotion to Professor, Teaching Stream
- Checklist
- First letter to Candidate
- Letter requesting External Referee
- Information letter to External Referee
- Appointment of Internal Teaching Committee
- Email to Graduate Students
- Email to Undergraduate Students
- Email Consent to Post Promotion Dossier on Share Point

Please note:

- The new [Procedures](#) supercede the instructions provided in DCD #11, 2017-18 for off-cycle promotion for faculty in the Teaching Stream.
- The Procedures must be read in combination with the [University of Toronto Policy and Procedures Governing Promotions in the Teaching Stream](#).