



25 March 2020

Dear Chairs & Academic Directors:

Academic HR processes continue during this period of working online. To ensure continuity in case of illness, for all Academic HR issues, please copy both vdfaculty@utsc.utoronto.ca and feife.wong@utoronto.ca on your communications. We understand the challenges of the current situation and are committed to supporting you and your faculty.

Academic HR updates

1. As communicated via Dean's Assessors, please contact us (if you have not already done so) if you are running a search that has not yet concluded, or if you have a pending tenure committee meeting.
2. HR & Equity has provided some suggestions for supporting the well-being of personnel who are working remotely, along with links to resources: <http://www.brandequity.utoronto.ca/news/how-to-support%e2%80%afemployee%e2%80%afwell-being-while-working-remotely%e2%80%af%e2%80%af/>
3. As per the memo from the Vice Provost Faculty and Academic Life (<https://memos.provost.utoronto.ca/provision-for-requesting-delay-to-timeline-for-academic-review-in-response-to-covid-19-pdadc56/>), concerned faculty can be reminded that policy allows for delays to career reviews to be requested based on "serious personal circumstances beyond their control", and it is clear that the current COVID-19 situation meets that criterion. The memo outlines the steps to request such a delay.
4. Requests for PTR materials would normally be circulated to faculty by 1 April 2020. While PTR timelines have not yet been confirmed by the VPFAAL for this (unusual) year, Chairs & Academic Directors should prepare for this process. Please do not circulate communications until an update on timelines is received, at which point we will provide a more comprehensive memo. Documents, guidelines, and links to the relevant sections of the AAPM are available on the PTR tab here: <https://www.utsc.utoronto.ca/vpdean/forms-policies>.
5. Deferral of Research & Study Leave with credit. Faculty who were approved for Research and Study Leave starting on July 1 2020 may apply for a deferral with credit if they wish. A written request with brief justification must be approved by their Chair or Director and forwarded to vdfaculty@utsc.utoronto.ca, and feife.wong@utoronto.ca. Since information on leaves is necessary for workload assignment and budgeting, it would be preferable to receive such requests by May 29, 2020. All requests must be approved by the Dean and Provost.
6. A reminder that CTL has extended the **teaching award nomination** deadline to **May 22, 5 p.m.** The revised guidelines are available at the link below: <https://www.utsc.utoronto.ca/ctl/teaching-award-nominations>.

7. Following CAD input, the recommendations from the Faculty Complement Committee process has been forwarded to the Vice Principal Academic & Dean, and to the Vice President & Principal. The document is available for viewing on the [FCC sharepoint site https://utoronto.sharepoint.com/sites/utsc-ovpd/Faculty%20Complement%20Committee%20FCC/Forms/AllItems.aspx](https://utoronto.sharepoint.com/sites/utsc-ovpd/Faculty%20Complement%20Committee%20FCC/Forms/AllItems.aspx)



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