



UNIVERSITY OF  
**TORONTO**  
SCARBOROUGH

Office of the Vice-Principal Academic & Dean

## MEMORANDUM DCD #14, 2020-21

**To:** Academic Administrators  
**Cc:** Desma Charlemagne-Michel, Director, Human Resource Services  
**From:** Jessica Fields, Interim Vice-Dean Faculty Affairs, Equity & Success  
**Date:** 3 February 2021  
**Re:** Progress through the Ranks (PTR) and Timeline - 2020

A handwritten signature in black ink, likely belonging to Jessica Fields.

You will have received communications recently about an agreement between the University and UTFA enabling us to move forward with PTR payments. I am writing to you to detail the process and timing of the payments.

You will recall that you issued PTR letters last June that provided substantive feedback to your faculty but did not include financial information other than a pension adjustment. The Vice-Provost Faculty & Academic Life has prepared template letters for your use to prepare another letter with the PTR merit award, including (where applicable) Dean's Merit Awards. That template is available online: <https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/templates/>. We ask that you and your staff prepare and distribute these letters by **25 March**. The faculty will see the change of pay in their 26 March pay (28 March falls on a Sunday).

The detailed timeline follows.

- 5 February: Human Resources (HR) sends PTR allocation spreadsheets to the VP Dean's Office
- 9 February: VP Dean's Office sends verified PTR allocation spreadsheets to departments
- 16 February: Departments return the spreadsheet with allocations to the VP Dean's Office
- 23 February: VP Dean's Office informs Chairs and Directors of Special Merit allocations
- 18 March: VP Dean's Office distributes histograms to Academic Administrators
- 25 March: Faculty receive PTR letter with histogram
- 26 March: Faculty receive 2020 PTR, including backpay

The Office of the Vice-Principal Academic & Dean has thought carefully about the timing of this process. Some divisions, including FAS and UTM, plan to finish the entire process by mid-February so that the payments appear in the 28 February pay. Out of consideration for your workload, as well as the workloads of departmental and HR staff, U of T Scarborough has opted for a longer timeline. We believe March payment respects the challenges faculty administrators and staff currently face.

Thank you for your patience this year as the University and UTFA reached an agreement and now as we move ahead with the payments.