



MEMORANDUM, DCD #20, 2020-21

To: Chairs, Directors, Vice-Deans & Associate Deans
From: William A. Gough, Vice-Principal Academic & Dean
Date: 1 April 2021
Re: **PTR Assessment**

I am writing to request that you send your [Annual Activity Report](#), current CV, and [Paid Activities Form](#) to me by **Monday, 01 June 2021**.

Annual Activity Report

In line with the [PTR process](#) for academic administrators developed in 2015-16, your administrative, and research and teaching activities, will be evaluated together, based on the activities you choose to highlight in your [activity report](#).

Note that this year the Annual Activity Report invites academic administrators to share the pandemic's impact on the teaching, scholarship, and service responsibilities and goals documented in their activity reports. Academic administrators may address the pandemic's impact in their responses to Item A or throughout this activity report. Academic administrators are under no obligation to address the pandemic's impact on their annual activities.

Please submit your Annual Activity Report and current CV by email to [Rhonda Martin](#).

Paid Activity Report

Please use the [Paid Activities Form](#) to report your paid activities for the year.

For further information on paid professional activity, see the [Policy on Conflict of Interest - Academic Staff](#).