



## MEMORANDUM DCD #34, 2021-22

To: Chairs & Director, Centre for Teaching & Learning, U of T Scarborough  
Cc: Chairs' & Director's Assistants  
From: Desma Charlemagne-Michel, Director, Human Resource Services  
Date: Professor Jessica Fields, Vice-Dean Faculty Affairs, Equity, & Success  
Date: 31 March 2022  
Re: **Progress Through the Ranks (PTR) and Timeline - 2022**  
Note: Not for distribution

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The PTR awards for academic staff must be based on assessment of their activities for 2021-22. In order to evaluate a faculty member's performance, the Chair/Director must have both a current CV and a completed Annual Activity Report for 2021-22. Where faculty have a budgetary cross-appointment, or a graduate appointment in another unit, the relevant Chairs/Director must consult on their evaluation. Any faculty with budgetary cross appointments must submit their documents to each Chair/Director and their PTR is allocated separately by each unit.

- For detailed PTR/Merit and Salary Increase Instructions for 2021-22 - [PDAD&C #30](#)
- For further information concerning the faculty and librarian performance evaluation and merit (PTR/5% merit) process - <https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/academic-salary-administration/>
- For links to best practice guidelines for PTR assessment, templates for the U of T Scarborough Annual Activity Reports and Paid Activity Reports - <https://www.utoronto.ca/vpdean/ptr-process-0>

### Timeline for the U of T Scarborough PTR process:

**1 April:** Request Annual Activity Reports and Paid Activity Reports from your faculty copying [academichr.utoronto.ca](mailto:academichr.utoronto.ca). The deadline for submission of these reports should be no later than **2 May**.

The Annual Activity Report once again invites faculty members to share the pandemic's impact on the teaching, scholarship, and service responsibilities and goals documented in their activity reports. Faculty members may address the pandemic's impact in their responses to the first question on the Activity Report, or throughout the report. These accounts will be available to their unit's PTR Committees. They may opt instead to submit a written account of the pandemic's impact directly to their Chair/Director. Chairs/Director are under no obligation to address the pandemic's impact on their annual activities.



**2 May:** Chairs/Director submit their activity report, paid activity report, and updated CV to the Vice-Principal Academic & Dean (VP Dean) via [rhonda.martin@utoronto.ca](mailto:rhonda.martin@utoronto.ca). *Note:* a separate pool will be set aside for allocation of PTR to Chairs/Director.

**16 May:** The VP Dean's Office will send PTR spreadsheet with faculty lists to Chairs/Director.

**3 June:** Chairs/Director submit departmental PTR assessments to [vdfaculty.utsc@utoronto.ca](mailto:vdfaculty.utsc@utoronto.ca) and [academichr.utsc@utoronto.ca](mailto:academichr.utsc@utoronto.ca). Submissions should include departmental PTR spreadsheets, VP Dean's special merit recommendation, copies of faculty CVs, Activity Reports, and Paid Activity Reports.

*Note:* The PTR spreadsheets will not include the name of the Chair and Vice- or Associate Dean, where applicable. The PTR award for these individuals will be allocated by the VP Dean.

**3 June:** Chairs/Director submit recommendations to the VP Dean for the VP Dean's Special Merit.

The Special Merit pool consists of 5% of the total PTR contributions for U of T Scarborough. A Special Merit award is in addition to any PTR awarded in the departmental process. The purpose of this pool is to recognize colleagues who have demonstrated that they are leaders in their field, or who have made an outstanding contribution. It is also a means to recognize exceptional performance by colleagues in small pools. Anyone recommended for Special Merit must be assessed for PTR at or near the top of the department. A recommendation for Special Merit must include a brief description of the colleague's outstanding contribution, an indication of their position in the PTR rankings of the department, and your recommendation for a small, medium, or large award. One large merit award is fungible to two medium awards or four small awards. The award amount is directly scaled, so as not to exceed the total based on the large merit award. The VP Dean's Office will inform departments of the number of permitted nominations based on their faculty complement. This information will be included in the spreadsheets provided by the VP Dean's Office by **16 May**.

**20 June:** The VP Dean's Office distributes salary spreadsheets with Special Merit allocation and histograms to Chairs/Director.

**30 June:** All faculty should have received written notification of their performance assessment and PTR award.

According to [PDAD&C #53](#), each faculty member's salary letter "must include the basis for evaluation in each of the components of the appointment (e.g. the criteria for evaluation; points or scale where used)." (Please also note that all faculty should receive their workload letters by **30 June**.)