



MEMORANDUM DCD #38, 2021-22

To: Chairs, Director, Vice-Deans & Associate Deans
From: Professor William A. Gough, Vice-Principal Academic & Dean
Date: 12 April 2022
Re: **PTR Assessment**
Note: Not for distribution

I am writing to request that you submit your [Annual Activity Report](#), current CV, and [Paid Activities Report](#) by **Monday, 9 May 2022**.

Annual Activity Report

In line with the [PTR process \(posted on the secured OVPD Decanal Pool PTR SharePoint\)](#) for academic administrators developed in 2015-16, your administrative and research and teaching activities will be evaluated together, based on the activities you highlighted in your activity report.

Again this year, the Annual Activity Report invites academic administrators to share the pandemic's impact on the teaching, scholarship, 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.

Paid Activities Report

Please use the [Paid Activities Report](#) 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](#).

Please submit your [Annual Activity Report](#), current CV, and [Paid Activities Report](#) by email to rhonda.martin@utoronto.ca by **Monday, 9 May 2022** for my review.

Annual Administrative Accountability Report

You are required to complete the appropriate [Annual Administrative Accountability Report](#). Prior to completing the form, please carefully review the [Guidelines for Completion of Administrative Accountability Report Forms](#).