MEMORANDUM DCD #21, 2022-23

To: Chairs, Vice-Deans, Associate Deans, Associate Vice-Principals Research & Innovation, Research Institute Directors, and Special Advisors

From: Professor William A. Gough, Vice-Principal Academic & Dean
Professor Irena F. Creed, Vice-Principal Research & Innovation

Date: 14 April 2023

Re: **PTR Assessment**

Note: For distribution

We are writing to request that you send your Annual Activity Report, current CV, and Paid Activities Report to us by **Monday, 8 May 2023**.

Annual Activity Report

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

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.

Submit your Annual Activity Report, current CV, and Paid Activities Report by email to Rhonda Martin, Executive Assistant to the Vice-Principal Academic & Dean.

Paid Activities Report

The Paid Activities Report form should be used to report your paid activities for the year. For further information on paid professional activity - Policy on Conflict of Interest – Academic Staff.

Annual Administrative Accountability Report

You are also required to complete the appropriate Annual Administrative Accountability Report. Prior to completing the form, review the Guidelines for Completion of Administrative Accountability Report Forms.