



MEMORANDUM DCD #5, 2022-23

To: Chairs, University of Toronto Scarborough
From: Professor Jessica Fields, Vice-Dean Faculty Affairs, Equity & Success
Date: 19 October 2022
Re: **Faculty Complement Committee (FCC) Timeline**
Note: For distribution

Materials to support units wishing to propose new positions for the 2023-24 recruitment cycle will soon be available on the secure [Office of the Vice-Principal Academic & Dean \(OVPD\) SharePoint](#) site. A new budgetary process at U of T Scarborough means that some of the FCC materials require revision before my office can circulate them. We understand that Chairs need to organize their time and want to share the following timeline for this year's FCC process.

- **19 October 2022** - Vice-Dean Faculty Affairs, Equity & Success (VDFAES) distributes FCC timeline
- **11 November 2022** - VDFAES issues call for proposals
- **17 November 2022** - VDFAES office hours (11:10 am to 12:00 pm) on FCC proposals
- **09 December 2022** - VDFAES answers FCC questions in the Joint Chairs & Directors (CAD) meeting
- **13 December 2022** - 2023-24 FCC proposals due to VDFAES for non-prejudicial review
- **13 January 2023** - 2023-24 FCC proposals returned to CAD with VDFAES feedback
- **17 February 2023** - Final 2023-24 FCC proposals due to VDFAES
- **24 February 2023** - 2023-24 FCC proposals circulated to CAD for review and rating
- **10 March 2023** - 2023-24 FCC ratings due from CAD
- **17 March 2023** - Final 2023-24 FCC package (proposals and ratings) circulated
- **24 March 2023** - CAD meeting to discuss 2023-24 FCC proposals
- **7 April 2023** - VDFAES circulates 2023-24 FCC memo for comment
- **14 April 2023** - VDFAES submits 2023-24 FCC recommendations to Vice-Principal Academic & Dean