

MEMORANDUM DCD #13, 2023-24

To: Academic Administrators
Cc: Desma Charlemagne-Michel, Executive Director, Human Resource Services
From: Professor Jessica Fields, Vice-Dean Faculty Affairs, Equity, & Success
Date: 3 April 2024
Re: **Progress through the Ranks (PTR) Process and Timeline - 2024**
Note: For broad distribution



The PTR awards for academic staff must be based on assessment of their activities for 2023-24. In order to evaluate a faculty member's performance, the Chairs must have both a current CV and a completed Annual Activity Report for 2023-24. Where faculty have a budgetary cross-appointment, or a graduate appointment in another unit, the relevant Chairs must consult on their evaluation. Any faculty with budgetary cross appointments must submit their documents to each academic administrator and their PTR is allocated separately by each unit.

- The University does not yet have an agreement with UTFA on compensation for faculty and librarians for July 2024. They will issue a further memo concerning compensation, and the performance evaluation process, as soon as possible. Any increases will be retroactive to 1 July 2024. Further information concerning the faculty and librarian performance evaluation and merit (PTR/5% merit) process is available here:
<https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/academic-salary-administration/>.
- Links to best practice guidelines for PTR assessment, Templates for the U of T Scarborough Annual Activity Reports and Paid Activity Reports, available online -
<https://www.utsc.utoronto.ca/vpdean/ptr-process-0>.

Timeline for the U of T Scarborough PTR process:

3 April: Chairs request Annual Activity Reports and Paid Activity Reports from your faculty copying academichr.utsc@utoronto.ca. The deadline for submission of these reports should be no later than **1 May 2024**.

This year the Annual Activity Report invites faculty members to share the activities that advance institutional priorities, including, but not limited to, experiential learning, mentorship, pedagogies of inclusive excellence, and publicly engaged scholarship.

3 May: Academic administrators submit their activity report, paid activity report, and updated CV to the VP Dean via [Rhonda Martin](#), Executive Assistant to the VP Dean. A separate pool will be set aside for allocation of PTR to academic administrators.

15 May: The VP Dean's Office sends PTR spreadsheets with faculty lists to academic administrators. Since there is not yet an agreement on any salary increase amounts for faculty for July 2024, these spreadsheets may not include PTR data. PTR data will be provided after salary increase amounts are known.

31 May: Chairs submit departmental PTR assessments to [Vice-Dean Faculty Affairs, Equity, & Success](#) and 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.

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

31 May: Chairs submit recommendations to the VP Dean for the VP Dean's Special Merit Award.

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 **15 May**.

27 June: All faculty should have received written notification of their performance assessment.

According to [PDAD&C #53 \(2020-21\)](#), 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 27 June.

TBA: VP Dean informs Chairs and Directors of the Special Merit allocation after salary increase amounts are known.

TBA: The VP Dean's Office will distribute histograms to academic administrators after salary increase amounts are known.