

MEMORANDUM DCD #14, 2023-24

To: Chairs, Vice-Deans, Associate Deans, Associate Vice-Principals Research & Innovation
From: Professor William A. Gough, Vice-Principal Academic & Dean *WAG*
Professor Irena F. Creed, Vice-Principal Research & Innovation *IC*
Date: 4 April 2024
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 **Friday, 3 May 2024**.

Annual Activity Report

In line with the **Academic Administrators PTR Assessment Process**, in the secure Academic Administrator PTR document library on the [Office of the Vice-Principal Academic & Dean SharePoint](#) site, your administrative and research and teaching activities will be evaluated together, based on the activities you highlighted in your activity report.

Submit your Annual Activity Report and current CV by email to [Rhonda Martin](#), Executive Assistant to the Vice-Principal Academic & Dean.

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 - [Policy on Conflict of Interest - Academic Staff](#).

Annual Administrative Accountability Report

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