



MEMORANDUM DCD #5, 2023-24

To: Chairs, University of Toronto Scarborough
From: Professor Jessica Fields, Vice-Dean Faculty Affairs, Equity, & Success
Date: 20 October 2023
Re: Faculty Complement Committee (FCC) Timeline

A handwritten signature in black ink, appearing to be 'J. Fields', written over the 'From' line of the memorandum.

Materials to support units wishing to propose new positions for the 2024-25 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 2023** - Vice-Dean Faculty Affairs, Equity & Success (VDFAES) distributes FCC timeline
- **27 November 2023** - VDFAES issues call for proposals
- **13 December 2023** - VDFAES office hours (2:10 pm to- 3:00 pm) on FCC proposals
- **20 December 2023** - 2024-25 FCC proposals due to VDFAES for non-prejudicial review
- **15 January 2024** - 2024-25 FCC proposals returned to Chairs & Academic Directors (CAD) with VDFAES feedback
- **31 January 2024** - Final 2024-25 FCC proposals due
- **14 February 2024** - 2024-25 FCC proposals circulated to CAD for review and rating
- **26 February 2024** - 2024-25 FCC ratings due from CAD
- **8 March 2024** - CAD meeting to discuss 2024-25 FCC proposals
- **2 April 2024** - VDFAES circulates 2024-25 FCC memo for comment
- **5 April 2024** - VDFAES submits 2024-25 FCC recommendations to Vice-Principal Academic & Dean