MEMORANDUM

To: Department Chairs
From: Rick Halpern, Dean and Vice-Principal (Academic)
Date: March 17, 2010
Re: Academic HR Matters

I am writing to remind you of several important academic HR activities that should have already been addressed or must be addressed at this point in the annual cycle.

Tenure:
- Tenure committees must complete their deliberations in March. As deliberations are completed, please send the tenure dossiers to the Dean’s Office.
- All dossiers must be received in the Dean’s Office by April 1. We will be monitoring this closely.
- Candidates should be notified of the committee’s recommendation by April 15.

Salary Increases:
- Request updated C.V.’s, Annual Activity Reports and Paid Activities Reports on activities during the 12-month period ending the previous month from all academic staff in preparation for performance reviews and PTR allocation.

Leaves:
- We expect to hear back from the Vice-Provost’s Office regarding leave requests shortly.
- Research and Study Leaves scheduled to begin the following July should be confirmed with faculty members by March 31.