MEMORANDUM

[DCD #9 2014-15]

To: Academic Administrators

From: Professor Rick Halpern, Dean and Vice-Principal (Academic)

Date: 21 January 2015

Re: Academic HR Matters

Below are some reminders of Academic HR activities that must be addressed at this point in the cycle:

Promotion to Full Professor
Dossiers of all faculty being recommended for promotion to the Tri-Campus Promotions Committees must be received in the Dean’s office by Friday, February 6.

Tenure
Your tenure committees must complete their deliberations by the end of March. Completed tenure dossiers must be sent to the Dean’s Office, via Human Resources, by April 1. Please notify candidates of the committee’s recommendation by April 15.

Research and Study Leave
Requests for Research and Study Leave for 2014-15 were submitted to the Provost’s Office at the end of last term. You will receive formal confirmation of approval by March 31.

Part-time contracts
All part-time appointments require decanal approval, including any appointments that are being renewed, before being issued. Requests must include a detail rationale for the appointment, an updated curriculum vita, and the draft letter of offer. Guidelines for renewals are posted on the Dean’s website.