



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**.