



MEMORANDUM

To: Department Chairs

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

Date: 11 June 2010

Re: DCD Follow up

1. *Stipendiary Teaching Budget*

On May 21 John Scherk informed you of the allocation to your department for stipend teaching. Leave savings will not be flowed in addition to this. I am authorizing Financial Services to flow 70% of the stipend allocation to you now. If your TBL allocation exceeds this amount, it will be reduced accordingly.

The discussions that you are currently having with my office about the final allocation for stipends will continue and result in a workable budget for your department. The balance will be flowed to you in November. Please bear in mind that 2010-11 will be a transitional year as we move forward to providing departments with adequate, regular budgets for stipendiary and TA needs.

2. *Overload Stipend Working Group*

Following up on the brief discussion at the previous DCD meeting, I will be striking a small working group charged with drafting guidelines for overload teaching. The Provost's Office has made clear that we must develop a framework to govern overload teaching within the next few months. It is my intention to move in a flexible fashion that might include the recognition of existing arrangements. We will table the final draft of guidelines at Tri-campus Deans for discussion.

3. *Search Guidelines*

The Tri-campus Dean's Group has been discussing ways to harmonize practices for faculty searches. This has included protocols for approval, short-listing practices, liaison with the Provost's Office, start-up costs and reimbursement to departments of search costs. Over the Summer my Office will produce a discussion document that we will table with Chairs in the Fall. We welcome your thoughts on best practice as it affects your unit, as well as feedback on the protocols we have rolled out over the last year.

4. *Admissions and Recruitment*

Attached are two tables that display our yield rates for the 2010 admission cycle relative to 2009. In particular, I draw your attention to the breakdown by program. This and other forthcoming documentation will feed nicely into the first meeting of the Recruitment Advisory Council scheduled for early this Summer. On a go forward basis we aim to provide Chairs with regular statistical updates about applications and other relevant data

5. *Search Approvals for 2010-11*

Following the Executives' Planning and Priorities Retreat on Monday, we will be in a position to convey to departments the outcome of their requests for new faculty complement. Simultaneously we will write to the Provost to secure approval of the overall campus complement plan. We are aware that deadlines for advertisements are looming and will do our best to meet these.