



MEMORANDUM

To: Department Chairs
From: Rick Halpern, Dean and Vice-Principal (Academic)
Date: May 12, 2010
Re: Academic Year 2010-11

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.

PTR/Merit Assessments:

- Ensure the Departmental PTR evaluation system is clearly understood by all faculty in your Department, i.e. procedures used to arrive at a judgment about each individual's PTR award and the nature of the merit-driven career progress scheme must be communicated to all academic staff.
- Annual Activity Reports and C.V.s for faculty members in your Department must be reviewed in May.

Accountability Reports:

- Distribute Accountability Reports to Principal Investigators, Administrative Managers and Business Officers. These should be returned to you by **mid June**.

Third Year Review:

- Start the third year review process for tenure-stream Assistant Professors in the second year of their three-year contract. These reviews must be completed by September 25th.

Reminders

- All new hires must be assigned a mentor(s). In July, we will be requesting information from you on mentoring of new faculty in your Department.
- For any temporary absence from campus, as Chair, you are required to recommend to me the appointment of an Acting Chair. This position can be filled either by an Associate Chair or senior faculty member in your department. In this regard, please let me know the times you expect to be away from campus over the summer and who will be Acting Chair in your absence.