



MEMORANDUM

To: Department Chairs

Date: April 12, 2010

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

RE: PTR Assessment

Please send me your PTR Annual Activity Report by **Monday, May 10, 2010**.
Please use the attached Annual Activity Report Form for your report.

Note that 50% of your evaluation will be for your role as Academic Administrator and 50% for your Teaching and Research. If you prefer 75% for the administrative portion, please let me know. If I do not hear from you, 50-50 is the default position.

At the same time, please also submit your updated CV and Paid Activities Report. You may obtain a copy of the Paid Activities Report Form from the Provost's website: www.provost.utoronto.ca/policy/forms.htm by selecting from the "Other Forms" section the **Paid Activities Report Form** link.

cc: Kim Richard, Director of Human Resource Services