



**MEMORANDUM, DCD #21, 2010-11**

To: Department Chairs  
From: Rick Halpern, Dean and Vice-Principal (Academic)  
Date: 27 May 2011

Re: Academic HR Matters

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I am writing to remind you of several important academic HR activities that should already have 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. In particular 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 early June.

*Third Year Review:*

- This month begins the period (May 1-September 25) during which three-year reviews for tenure-stream Assistant Professors in the second year of their three-year contract must be carried out. These reviews must be completed by September 25<sup>th</sup>.

*Faculty Mentorship*

- All new hires must be assigned a mentor(s). In September, we will be requesting information from you on mentoring of new faculty in your Department.

*Temporary Absences*

- For any temporary absence from campus, as Chair, you are required to inform me of 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.

*Complement Plan for 2011-12*

- As we finalize budget plans for 2011-12, we need each of you to send us your search requests for the upcoming academic year. Please include the following:
  - a. Replacement/retirement searches, including the name of the person being replaced
  - b. Any searches that will be continuing from this year or have been previously approved
  - c. An estimate of start-up costs for each search.