




## MEMORANDUM, DCD #22, 2010-11

TO: Department Chairs and Director, CTL

FROM: Rick Halpern, Dean and Vice-Principal (Academic)   
Meric S. Gertler, Dean, Faculty of Arts and Science  
Amy Mullin, Vice-Principal, Academic and Dean, UTM

DATE: 27 May 2011

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The joint memo of 6 January 2010 reaffirmed and extended our tri-campus agreement on inter-campus secondments for graduate administration, enunciating our commitment to the principle that colleagues from all three campuses should have the opportunity to participate in the administration of three-campus graduate programs, as graduate coordinators or associate chairs. The same memo also set forth a new protocol designed to facilitate secondment of colleagues from UTM or UTSC to positions in three-campus graduate administration.

On the basis of our experience during the first year of implementation, we now have agreed on some modifications to the existing protocol, as laid out below.

1. Requests for such secondments for graduate administration must be approved *in writing* by the Deans of the relevant campuses before any letters of appointment are prepared. It is our expectation that consultation with the appropriate chair on the colleague's home campus will have taken place before the Deans are asked for their approval.
2. For secondment of colleagues from UTM/UTSC, the Faculty of Arts and Science and the relevant campus Dean will jointly subsidize this arrangement on an OTO basis, sharing on a 50/50 basis the difference between 20% of the individual's salary + benefits and a standard stipend for 1.0 FCE of teaching. The relevant St. George department will make available a standard 1.0 FCE stipend for teaching. This arrangement is viewed as the standard arrangement and will be applied in the majority of cases.
3. In some departments, the normal teaching relief for graduate administration is 1.5 FCE. In these cases the two divisions jointly will make available an amount equal to the difference between 30% of the individual's salary + benefits and the value of a standard stipend for 1.5 FCE of teaching. The relevant St. George department will make available a standard 1.5 FCE stipend for teaching.
4. In some departments (normally in the sciences), the standard teaching load is 1.0 FCE. In these cases the two divisions jointly will make available an amount equal to the difference between 20% of the individual's salary + benefits and the value of a standard stipend for 0.5 FCE of teaching. The relevant St. George department will make available a standard 0.5 FCE stipend for teaching.
5. For both points 2 and 3 above, the funding component from the Faculty of Arts and Science will be provided to the St. George department, which will be responsible for making the inter-campus arrangements. The commitment will be made for the length of the time of the secondment.

6. In cases where faculty members from UTM or UTSC are seconded to such graduate administrative positions, this secondment is to be considered partial rather than full-time, with the balance of the faculty member's time being allocated to teaching, research, and service activities on their home campus. Moreover, in making plans for teaching reductions, due consideration should be given to the impact of such reductions on the undergraduate program of the home campus.
  
7. This arrangement will be reviewed in 2012-2013 to determine its effectiveness in facilitating three-campus administration.