




MEMORANDUM, DCD #2, 2010-11

To: Department Chairs
From: Rick Halpern, Dean and Vice-Principal (Academic) 
Date: July 23, 2010
Re: Academic HR Matters

I am writing to remind you of several important academic HR activities that must be addressed at this point in the annual cycle.

Search and Hiring:

Begin the search process for any approved tenure-stream or full-time Lecturer positions for the 2010-11 hiring cycle. It is best practice to have the search committees in place early so that they can provide input into the advertisement for positions. The Dean must approve the composition of search committees; the advertisements must be approved by both the Dean and Vice-Principal Research.

Tenure:

Start preparing for the tenure reviews for this year, including identifying those faculty who are due to be considered for tenure, considering possible members of tenure committees and possible external reviewers, and contact the Dean's Office for the name of the Dean's Assessor on each committee.

Promotions:

All departments must have a Promotions Committee. The Committee is responsible for the preliminary consideration of all Associate Professors for promotion and particularly of those Associate Professors who have requested consideration. The Committee then recommends which faculty should receive detailed consideration for promotion. The Committee reviews the completed dossiers and determines which faculty will be recommended to the Tri-campus Decanal Promotions Committee for promotion. The Chair needs to provide a summary report for each dossier going forward. Please note that the proportion of Full Professors at UTSC is low relative to UTM and FAS. Therefore, please ensure that each Associate Professor is given careful consideration and receives appropriate guidance in the preparation of their dossiers.

Third-year review for faculty in the teaching stream:

Some departments have adopted the practice of conducting third-year reviews for teaching stream faculty who are in positions that may continue on to review for promotion to senior lecturer in the fifth year. Such a review is not provided for in the Policy and is not encouraged. If conducted, it must never form the basis for a decision to renew or extend a Lecturer's contract. The preferred approach is to use the existing annual PTR review process to its fullest extent to provide the necessary professional development feedback to Lecturers to ensure that they are adequately prepared and ready for the promotion review.