



**MEMORANDUM, DCD #5, 2010-11**

To: Department Chairs  
From: Rick Halpern, Dean and Vice-Principal (Academic)  
Date: September 20, 2010  
Re: Academic HR Matters

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

*Third-year Review:*

- Send written notification (by hand or registered mail) of extension or termination of contract to tenure-stream Assistant Professors in the final year of their three-year contracts no later than **September 24**.
- Please send a copy of the letter of notification, the report of the review committee, and the candidate's C.V. to me.

*Search and Hiring:*

- Searches for any approved tenure-stream or full-time Lecturer positions for 2011 should have begun by now.

*Leaves:*

- All faculty who were on leave in the 2009-10 academic year must give you a report on their research and scholarship undertaken while on leave. Please ensure a copy of this report is sent to me by **September 30**.

*Start-up Costs for New Hires in 2011-2012:*

- Start-up costs for new faculty hires are an important component of budget planning. In the interest of best evaluating requests and rationalizing decisions pertaining to the allocation of start-up funds, please provide the following information for each of the searches currently underway in your department:
  - Position name
  - Estimation of total start-up funds needed for the position
  - Start-up funds requested from Central sources
  - Rationale for quantity of start-up funds (include anticipated equipment needs, renovations, etc.)
- Please send the information by **October 11<sup>th</sup>**.

This information, of course will be preliminary. At the time of short listing, and when an offer is made, we will need an updated estimate.

*Promotions:*

- Establish the departmental promotions committee and inform me of the membership.
- Notify all Associate Professors that requests for promotion and updated C.V.s must be received in writing by **October 15**.
- Notify the committee of the names of all Associate Professors in the Department and supply C.V.s for preliminary consideration for promotion.

*Tenure:*

- Send written notification to candidates due to be considered for tenure that their tenure review will take place. Candidates should be informed of the proposed membership of their tenure committee with the request that any objections to the membership be registered in writing, within two weeks.
- Send your proposed membership of the tenure committee to me for review.
- Write to the Dean of the School of Graduate Studies requesting his/her membership of designate on each tenure committee.