




**MEMORANDUM, DCD #9, 2010-11**

To: Department Chairs  
From: Rick Halpern, Dean and Vice-Principal (Academic)   
Date: 16 December 2010  
Re: Academic HR Matters

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I am writing to remind you of important academic HR activities that must be addressed at this point in the annual cycle. Note that **December 31<sup>st</sup>** is an important deadline for a number of academic HR activities.

*Tenure:* Composition of tenure committees should have been sent to me for review. Committees should have begun meeting. Where necessary send reminders to reviewers for their letters.

*Promotions:* Meetings of the Departmental promotions committees should be well underway. Where necessary send reminders to referees.

*Sessional II:* As per Appendix A of the CUPE Local 3902 Unit 3 Collective Agreement, any candidates who are being reviewed for advancement to SL II must be advised in writing of the outcome of the review by December 31<sup>st</sup> or before if possible for F and Y courses, and by April 30 for S courses. Any advancement dossiers should have been sent to me for review by this time.

*Sessional III:* As per Appendix A of the CUPE Local 3902 Unit 3 Collective Agreement, any Sessional Lecturers who are being considered for advancement to SLIII must be advised in writing of the outcome of the review by December 31<sup>st</sup>. Any advancement dossiers should have been sent to me for review by this time.

*Lecturer:* Lecturers with less than five years of service, whose contracts end on June 30, 2011, must receive, by hand or registered mail, written notice of the extension or termination of their contract by December 31.

*CLTA's:* Any CLTAs in their final year of appointment must receive written notice of termination by December 31, unless their contract is being extended. Extensions must be approved by the Dean and Provost. Note: The total number of years as a CLTA must not exceed five.

*Part-time Academic Staff:* Any part-time academic staff whose sessional appointments end after the spring term must receive notice of the extension or termination of their contract by December 31.