




MEMORANDUM, DCD #10, 2011-12

To: Department Chairs and Director, Centre for Teaching and Learning

From: Rick Halpern, Dean and Vice-Principal (Academic) 

Date: 18 May 2012

Re: Academic HR Matters

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 (See also DCD#9):

- 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.
- Submit your Accountability Report to me by Friday, 15 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 first contract must be carried out. These reviews must be completed by September 25th.

Workload Policy:

- As you prepare for the new academic year, please ensure that your department's workload policy is accessible to all members of your unit.
- Each faculty member should be provided with a written assignment of his/her workload duties, including details of teaching and service.