



MEMORANDUM, DCD #1, 2011-12

To: Department Chairs

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

Date: July 29, 2011

Re: Academic HR Matters

I am writing to remind you of several important academic HR activities that you should begin to address at this point in the annual cycle.

Search and Hiring:

Start the search process for any approved tenure-stream or teaching-stream positions for the 2011-12 hiring cycle. It is best practice to have the search committees in place early so that they can provide input into the advertisement for the position. Note that 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. Please note that in the past the Dean's Office has not been given adequate lead time to review and comment upon promotion dossiers before they were required by the Tri-Campus Committee. Please make an effort in the upcoming year to work closely with us on the dossiers, aiming to submit them at least two weeks before the Tri-Campus deadline.

Third-year review for faculty in the tenure-stream:

Faculty in tenure-stream positions must receive their Third Year Review between May 1 of the second year of their contract and September 25 of the third and they should be notified of extension or termination of their contract no later than **September 25**. This notification should be delivered by hand or through registered mail. A copy of the letter of notification, the report of the Review Committee and the candidate's C.V. should be sent to the Dean at the same time.

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. As discussed last year at DCD, such a review is not provided for in the Policy and should not take place. If conducted, it must never form the basis for a decision to renew or extend a Lecturer's contract. The preferred approach, at the moment, 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. This is an issue we will discuss in the Fall.