




MEMORANDUM:

To: Department Chairs and CTL Director
From: Professor Rick Halpern, Dean and Vice-Principal (Academic) 
Date: 30 September 2011
Re: Academic HR Matters

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

Search and Hiring:

- Assessors for all searches already have been appointed and your offices have been informed. A training workshop for all assessors is scheduled for November 16, 2011.

Mentoring of New Faculty

- We are committed to the goal of providing all our newly recruited faculty members with the support that will enable them to build strong and productive scholarly careers at UTSC. All academic departments should have a mentoring program in place and at least one mentor should be assigned to each new faculty member. Mentors should establish an ongoing mentoring relationship with their mentee, and should inform the Chair of their activities on an annual basis. Please ensure a copy of your program and the list of mentors and mentees is sent to my Office by October 31st.

Leaves:

- All faculty who were on leave in the 2010-11 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 October 15th.
- Early in October, notify all academic staff that applications for Research and Study Leave for the next academic year should be submitted to you by October 31st.
- We have developed the attached internal process for leaves. Also attached are sample *Research and Study Leave Request* forms for professorial faculty and teaching-stream faculty. Please consider developing such a form for the faculty in your unit to use when submitting their requests.
- For professorial faculty, the leave request must include a statement of the research and scholarship the faculty member proposes to undertake. For teaching stream faculty, requests for leave must include a statement of the activities directly related to professional and pedagogical development to be undertaken while on leave.

Promotions to Full Professor:

- Establish the departmental promotions committee and inform me of the membership.
- Notify all Associate Professors that requests for promotion and updated *CVs* must be received in writing by October 15th.

- 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.
- Send your proposed membership of the tenure committee to me for review.
- 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 of receipt of your letter. You must receive the candidate's written approval of the final tenure committee and include this document in the tenure dossier

Senior Lecturer Promotions

- Full-time lecturers must be reviewed for promotion to Senior Lecturer and a recommendation made with respect to their promotion no later than October 31st of their fifth year of service.
- A complete dossier should be submitted to my office by October 24th in order for us to meet the Provost's deadline of October 31st.

Faculty Awards

- UTSC has many scholars of the highest caliber and we are delighted and proud of the many awards they have received. However, UTSC still lags considerably behind other divisions in the proportion and number of awards and honours granted to our faculty. Clearly, this is not a reflection of the quality of scholarship. Rather, it points to the need for us to establish a more conscious and proactive approach where we actively seek out opportunities and submit nominations for our excellent colleagues. As a first step, please give this topic some thought and hold discussions with your colleagues. This topic will be discussed further at a future DCD meeting.