




MEMORANDUM: DCD#3 - 2011/12

To: Department Chairs and CTL Director
From: Professor Rick Halpern, Dean and Vice-Principal (Academic) 
Date: 2 December 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 and to provide updates on some processes:

Tenure

- Note that you must receive decanal approval of the tenure committee, and the internal reading and teaching committees. You must also receive the candidate's written approval of the final tenure committee.
- Evaluations from external referees should be received by **January 5**. Note that a signed copy of letters from external referees must be included in the final tenure dossier.
- In conducting the tenure reviews, please ensure that the procedures are followed carefully. These procedures are outlined in detail on the Provost's web site at: <http://www.provost.utoronto.ca/procedures/tenure.htm> It would be helpful also to review the Summary of Common Procedural Issues that was provided by the Provost's Office to

December 31 Deadline

- December 31 is the deadline to provide written notification of extension or termination of contracts to the teaching staff listed below. Notification should be delivered by hand or registered mail.
 - Lecturers with less than five years of service. Note that six months notice is required.
 - Part-time academic staff whose sessional appointments end after the spring term.
 - Any CLTA staff in their final year of appointment should receive notice of termination of contract. The total number of years as a CLTA must not exceed five.
 - Any CLTA whose contract ends in the current year and who is eligible for renewal should receive notice of extension of contract.

Leaves

- My Office has received all Research and Study Leave requests for 2012-2013 and they are under consideration. Some letters of endorsement from Chairs have not been received yet. My recommendation will be sent to the Provost's Office by December 9th.
- Responses in principle should be given to faculty requesting leave by December 31.

Promotion to Senior Lecturer

- Review of the promotion dossiers is complete and they have been submitted to the Provost's Office. We have begun to receive approvals from the Provost and expect to receive the remainder before the end of term.