




MEMORANDUM: DCD #8 2011-12

To: Department Chairs and Director of CTL

Cc: Kim Richard, Director, Human Resources Service

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

Date: 14 March 2012

Re: Academic HR Matters

I am writing to remind you of a couple of Academic HR activities that must be addressed at this point in the cycle:

Salary Increases

Please request updated C.V.s, Annual Activity Reports, and Paid Activities Reports on activities during the 12-month period ending 30 April from all academic staff in preparation for performance reviews and PTR allocation. I remind you of the Best Practices Guidelines that were developed last year and strongly recommend you consider adopting them. These Guidelines and templates of the UTSC Annual Activity Report for Tenured/Tenure Stream and Teaching Stream faculty are posted on the Dean's Website at http://www.utsc.utoronto.ca/~vpdean/chairs_manual.html

Tenure

Your tenure committees must complete their deliberations by the end of March. Completed tenure dossiers should be sent to my Office via Human Resources by **April 1**. Please notify candidates of the committee's recommendation by **April 15**.

Research and Study Leave

We have heard back from the Provost's office on the requests for Research and Study Leave for 2012-13. You will receive formal confirmation of approval shortly.