



MEMORANDUM, DCD #9, 2011-12

Date: 7 May 2012

To: Department Chairs and Director of CTL

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

Re: PTR Assessment Process, 2011-12

PTR awards for academic staff are based on assessments of their activities for 2011-12. The evaluation of a faculty member's performance requires receipt by the Chair/Director of both a current CV and a completed Annual Activity Report for 2010-11. Where faculty have a budgetary cross-appointment, or a graduate appointment in another unit, the relevant Chairs/Director must consult on their evaluation.

On Monday, 16 April, the Provost sent out PDAD&C #52, PTR/Merit and Salary Increase Instructions for 2011-12. These instructions contain a detailed discussion of the administration of the PTR/Merit scheme, including how to assess faculty who have been on research and study leave, maternity or unpaid leave, part-time faculty, and faculty who retired or ceased employment during the academic year. The instructions can be found at: <http://aapm.utoronto.ca/academic-salary-administration>

Please also refer to DCD Memorandum #8 2011-12, which refers to a set of best practice guidelines for PTR assessment and templates of the UTSC Annual Activity Report for research and teaching stream faculty. They can be found at: <http://www.utsc.utoronto.ca/~vpdean/dcdMemo.html>

Timeline for the UTSC PTR process:

Monday, 7 May: Academic administrators submit their activity report, paid activity report and update CV to the Dean.

Note: a separate pool will be set aside for allocation of PTR to academic administrators.

Monday, 14 May: HR will send spreadsheet with faculty lists to Chairs and the Director, CTL.

Monday, 4 June: Chairs and Director of CTL submit departmental PTR assessments to the Dean and HR; this should include departmental PTR spreadsheets, copies of faculty CVs, and activity reports in *electronic format*.

Note:

- PTR and ATB dollar amounts will not be available until the negotiations with UTFA are concluded. If this does not occur before 6 June, please simply submit a list of faculty with their PTR scores.
- The PTR contributions of the Chairs, Vice and Associate Deans should remain in the respective department pools. Please do not distribute or remove them from the spreadsheet.

Monday, 4 June: Chairs and Director of CTL submit recommendations to the Dean for the Dean's Special Merit.

The Special Merit pool consists of 5% of the total PTR contributions for UTSC. A Special Merit award is in addition to any PTR awarded in the departmental process. The purpose of this pool is to recognize colleagues who have demonstrated that they are leaders in their field or who have made an outstanding contribution. It is also a means to recognize exceptional performance by colleagues in small pools. Anyone recommended for Special Merit must be assessed for PTR at or near the top of the department. A recommendation for Special Merit must include a brief description of the colleague's outstanding contribution, an indication of his/her position in the PTR rankings of the department and your recommendation for a small, medium or large award.

Week of 18 June: Chairs, Director of CTL and Dean meet to discuss the PTR allocations.

Friday, 22 June: Dean informs Chairs and Director of CTL of the Special Merit allocation, if available.

Friday, 22 June: HR will distribute histograms to Chairs and Director of CTL, if available.

Sunday, 1 July: All faculty must have received written notification of their performance assessment and PTR award.