




MEMORANDUM: DCD #10 2012-13

To: Academic Administrators
Cc: Kim Richard, Director, Human Resources Service
From: Professor Rick Halpern, Dean and Vice-Principal (Academic) 
Date: 11 March 2013
Re: Academic HR Matters

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

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**.

Salary Increases

In preparation for performance reviews and PTR allocation, 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. My office has developed a set of "Best Practices Guidelines," and we strongly recommend you consider adopting them. These Guidelines are posted on the Dean's Website at

http://www.utsc.utoronto.ca/~vpdean/chairs_manual.html.

Updated forms for the Annual Activity Reports for both teaching stream and tenure-stream colleagues will be posted on the Dean's website shortly.

Research and Study Leave

The Provost's office is still reviewing the requests for Research and Study Leave for 2013-14 that we sent down earlier this year. We expect to have formal confirmation or approval shortly and will update you.

Budget Requests and Complement Plan

As we start to plan the budget for 2013-14, we need each of you to send us your budget and staffing requests for the upcoming academic year. Please include requests for the following:

- Academic searches: include the rank and area of focus for all positions, and an estimate of research start-up costs for positions in the professorial ranks. We normally do not provide start-up funds for teaching stream positions
 - Replacement/retirement searches, showing the name of the person being replaced;
 - Any searches that were unsuccessful this year or that previously have been approved;
 - Any additional (net new) academic positions. Include a detailed description of the position and how it fits into the department's academic plan.
- Staff positions. Include a detailed description of the role of the staff member and the need that will be met by this new position.
- Augmentation to departmental operating budgets. Include a detailed description of current need and proposed use of these funds.