



MEMORANDUM, DCD #13, 2012-13

To: Academic Administrators

From: John Scherk, Acting Dean and Vice-Principal (Academic) *J.S.*

Date: 14 May 2013

Re: **Academic HR Matters**

I am writing to remind you of several important academic HR activities that should already have been addressed or must be addressed at this point in the annual cycle.

PTR/Merit Assessments (See also DCD#12):

- Ensure the departmental PTR evaluation system is clearly understood by all faculty in your department. In particular you must communicate to all academic staff the procedures that will be used to arrive at a judgment about each individual's PTR award and the nature of the merit-driven career progress scheme.
- Annual Activity Reports and C.V.s for faculty members in your Department must be reviewed in May.

Accountability Reports:

- Distribute Accountability Reports to Principal Investigators, Administrative Managers, and Business Officers. These should be returned to you by early June.
- Submit your Accountability Report to me by Friday, 14 June.

Third Year Review:

- This month begins the period (May 1-September 25) during which three-year reviews for tenure-stream Assistant Professors in the second year of their first contract must be carried out. These reviews must be completed by September 25th.

Workload Policy:

- As you prepare for the new academic year, please ensure that your department's workload policy is accessible to all members of your unit.
- Each faculty member should be provided with a written assignment of his/her workload duties, including details of teaching and service.

Part-Time Appointments:

- June 30 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 current contract ends after the Fall 2013 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 an extension of contract. Note that this extension of contract requires prior approval of the Dean.

Retirements

Faculty members who intend to retire at the end of the 2013-14 must give notice of their intention to retire by completing the appropriate form one year in advance of the proposed retirement date. Completed forms must be forwarded to Human Resource Services.