



MEMORANDUM, DCD #1, 2012-13

To: Department Chairs
From: Rick Halpern, Dean and Vice-Principal (Academic)
Date: 10 July 2012
Re: Academic HR and other Departmental Matters

I am writing to direct your attention to several important academic HR activities that you should begin to address at this point in the annual cycle.

Search and Hiring:

I will be writing to you shortly to let you know which tenure-stream and teaching-stream searches we will be sending to the Provost's Office for approval for the 2012-13 hiring cycle. This information will be included in the official resource letter signed by myself and Andrew Arifuzzaman, the CAO. Please carefully review the searches planned for your department and confirm that the replacement and ongoing searches are correct. We expect to receive formal approval from the Provost's Office before the end of July. You may wish to begin the initial stages of the searches you plan to mount, including establishing the search committee so that they can provide input into the advertisements for the positions. Note that the Dean must approve the composition of search committees and that the advertisements must be approved by both the Dean and Vice Principal Research. Both proposed committee compositions and draft advertisements should be sent to Lesley Lewis.

Tenure:

You should start preparing for the tenure reviews for the upcoming year, including identifying those faculty who are due to be considered for tenure, considering possible members of tenure committees and possible external reviewers. The Dean's Office will inform you of the names of the SGS and UTSC the Deans' Assessors on each committee. The composition of the committees must comply with strict parameters outlined by the Policy and must be approved by the Dean. See the guidelines at:

<http://www.provost.utoronto.ca/procedures/tenure.htm>

Promotions:

All departments must have a Promotions Committee. The Committee is responsible for the preliminary consideration of all Associate Professors for promotion and particularly of those Associate Professors who have requested consideration. The Committee then recommends which faculty should receive detailed consideration for promotion. The Committee reviews the completed dossiers and determines which faculty will be recommended to the Tri-campus Decanal Promotions Committee for promotion. The Chair needs to provide a summary report for each dossier going forward. Please note that the proportion of Full Professors at UTSC is low relative to UTM and FAS. Therefore, please ensure that each Associate Professor is given careful consideration and receives appropriate guidance in the preparation of their dossiers. Please note that in the past the Dean's Office has not been given adequate lead time to review and comment upon promotion dossiers before they were required by the Tri-Campus Committee. Please make an effort in the upcoming year to work closely with us on the dossiers, aiming to submit them at least two weeks before the Tri-Campus deadline.

Third-year review for faculty in the tenure-stream:

Faculty in tenure-stream positions must receive their Third Year Review between May 1 of the second year of their contract and September 25 of the third and they should be notified of extension or termination of their contract no later than **September 25**. This notification should be delivered by hand or through registered mail. Copies of the letter of notification, the report of the Review Committee and the candidate's C.V. should be sent to the Dean at the same time.

Third-year review for faculty in the teaching stream:

Some departments have adopted the practice of conducting third-year reviews for teaching stream faculty who are in positions that may continue on to review for promotion to senior lecturer in the fifth year. Such a review is **not provided for** in the Policy and should not take place. If conducted, it must never form the basis for a decision to renew or extend a Lecturer's contract. The preferred approach is to use the existing annual PTR review process to its fullest extent to provide the necessary professional development feedback to Lecturers to ensure that they are adequately prepared and ready for the promotion review. This is an issue we will discuss in the Fall.

Workload Letters

All faculty who are members of UTFA are to be provided with written notice of their assigned workload duties. If you have not already done so, please prepare workload letters to faculty and inform my office. Please refer to DCD Memorandum #11, 2011-12: *Written Assignment of Workload Duties* for further information and for a template of the letters to be used.

Faculty in New Departments

All faculty from the former Departments of Humanities and Social Sciences will receive a new letter of appointment to reflect the new departmental structure. My Office, together with UTSC HR Services, is preparing these transfer letters and will share drafts with you later this week. Approval of the Provost's Office is required before formal letters are sent to the faculty. We hope to be in a position to send these letters to faculty by the end of July.

Departmental Administration and Governance

Now is the time to begin thinking about departmental administration and governance structures. A stipend has been allocated for at least one Associate Chair in each department. University policies mandate the establishment of a number of committees, including a departmental promotions committee and a departmental curriculum committee. It is good practice to develop a departmental constitution, and for departmental business to set up separate chairs' accounts for e-mail and for electronic documents. Once your Associate Chair(s) and departmental committees have been established, please inform me of the membership and compensation arrangements. Please exercise caution in providing Associate Chairs and other faculty carrying significant service responsibilities with course release. Particularly in this period of enrolment growth we need to make every effort to have full-time faculty in the classroom. I would be happy to discuss this issue with you individually.