



[DCD] #2 - 2012-13

MEMORANDUM:

To: UTSC Chairs and Academic Directors

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

Date: July 13, 2012

Re: *Workload Letters for Faculty Members with Budgetary Cross-Appointments*

The purpose of this memorandum is to clarify the written notice of workload duties to faculty members who hold budgetary cross-appointments. For such appointments the *WLPP* requires an annual meeting involving the faculty member and the relevant unit heads and a written record of the expectations agreed upon at this meeting (Section 6.1) (<http://www.provost.utoronto.ca/link/administrators/wlpp-2011.htm>). For the purpose of providing written notice of workload after the meeting has taken place, the head of the department with the majority share of the cross-appointment should send the faculty member a letter outlining the teaching and service duties in both units, using the template provided on the Dean's website. The Chair of the minority unit should be copied on this correspondence. This procedure will ensure that the faculty member receives a single letter outlining his/her workload duties and that both units have this letter on file.

Questions about this matter may be directed to me or to Lesley Lewis.