



[DCD#4, 2012-13]

MEMORANDUM

To: UTSC Department Chairs and Academic Directors

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

Date: 2 October 2012

Re: Academic HR Matters and Start-up Costs

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

As noted in DCD#3, 2012-13:

- Remind academic staff that all applications for Research and Study Leave for the next academic year must be submitted by October 31.
- After October 15, when all requests for promotion and updated CVs have been received, the Promotions Committee should meet to recommend which staff members should receive detailed consideration for promotion. The Chair should then begin assembling the documentation, including sending letters to referees.
- If you haven't already done so, send written notification to candidates due to be considered for tenure that their tenure review will take place. Candidates should be informed of the proposed membership of their tenure committee with the request that any objections to the membership be registered in writing, within two weeks. At this time, you should also send letters to the external referees.

Senior Lecturer Promotions

The review process for those full time lecturers who are being reviewed for promotion to Senior Lecturer this year must be completed this month and a recommendation made with respect to their promotion no later than October 31st.

Start-up Costs for New Hires in 2013-14:

On 5 September 2012 I wrote to inform you of the positions in your unit that had been approved for searching this year. Start-up costs for new faculty hires are an important component of budget planning. In the interest of best evaluating requests and rationalizing decisions pertaining to the allocation of start-up funds, please provide the following information, **by October 16**, for each of the searches currently underway in your department:

- Position name
- Estimation of total start-up funds needed for the position
- Start-up funds requested from central UTSC sources
- Start-up funds provided by the Department, if any
- Rationale for quantity of start-up funds (include anticipated equipment needs, renovations, etc.)

This information, of course will be preliminary. At the time of short listing, and when an offer is made, we will need an updated estimate. Please send this information to Lesley Lewis, who will follow up with each of you individually.

The University of Toronto Connaught Fund

The University of Toronto Connaught Fund offers a number of programs to support the work of researchers across the disciplines. In particular, I draw your attention to the Connaught New Researcher Awards, which are available to help new tenure stream faculty to establish competitive research programs. The application deadline for this award is 3 December 2012. **Please ensure that all new tenure-stream faculty in your department apply for this award.** For more information on the Connaught Fund and its programs please go to:
<http://www.research.utoronto.ca/connaught/>