



[DCD#8, 2012-13]

MEMORANDUM

To: Department Chairs and Academic Directors
From: Professor Rick Halpern, Dean and Vice-Principal (Academic)
Date: 11 December 2012
Re: Academic HR Matters

I am writing to remind you of several administrative and academic HR activities that must be addressed at this point in the annual cycle and to provide updates on some processes:

Tenure

- Note that you must receive decanal approval of the tenure committee, and the internal reading and teaching committees. You must also receive the candidate's written approval of the final tenure committee.
- Evaluations from external referees should be received by **January 7**. A signed copy of letters from external referees must be included in the final tenure dossier.
- In conducting the tenure reviews, please ensure that the procedures are followed carefully. These procedures are outlined in detail on the Provost's web site at: <http://www.provost.utoronto.ca/procedures/tenure.htm> PDAD&C #134, 2004-05, also is an important source of guidance on the tenure process. This memorandum can be found at the same link.

December 31 Deadline

- December 31 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 sessional appointments end after the spring 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 notice of extension of contract.

Leaves

- My Office has received the Research and Study Leave requests for 2013-2014 and they are being reviewed. My recommendation will be sent to the Provost's Office by December 19th and you will be notified.
- Once you hear from me, please provide your faculty with a response in principle by December 31.

Promotion to Senior Lecturer

- Review of the promotion dossiers is underway. We expect to hear from the Provost on most of the files before the end of the term.