



**[DCD #9] 2012-13**

**To:** Department Chairs and Director of CTL

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

**Date:** 24 January 2013

**Re:** Academic HR Matters

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I am writing to remind you of a couple of Academic HR activities that must be addressed at this point in the cycle:

*Promotion to Full Professor*

Departmental Promotions Committees must complete their deliberations this month. All dossiers of persons being recommended for promotion to the Tri-Campus Promotions Committee should be forwarded to the Dean's office by **February 1**.

*Tenure*

Your tenure committees must complete their deliberations by the end of March. Completed tenure dossiers should be sent to my Office via Human Resources by **April 1**. Please notify candidates of the committee's recommendation by **April 15**.

*Research and Study Leave*

Requests for Research and Study Leave for 2013-14 have been submitted to the Provost's Office. You will receive formal confirmation of approval by **March 31**.

*Renewal of Part-time contracts*

Renewal of contracts for part-time faculty must be approved by my office before being issued. Please include an updated curriculum vitae and the draft letter of offer with any requests for renewal.