



**MEMORANDUM, DCD #1, 2013-14**

To: UTSC Academic Administrators  
From: Rick Halpern, Dean and Vice-Principal (Academic)  
Date: 4 July 2013  
Re: Academic HR and other Departmental Matters

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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 have been approved by the Provost's Office for the 2013-14 hiring cycle. This information will be included in the official resource letter signed by myself and Andrew Arifuzzaman, CAO. Please carefully review the searches planned for your department and confirm that the replacement and ongoing searches are correct. Please also confirm that there will be space available in your department's space envelope to accommodate the new hire. If space will not be available, the search may need to be delayed until the new buildings are completed.

Ideally, the search committees should be in place as early as possible, so that they can provide input on the advertisement for the position. Note that both the composition of the committee and the advertisement require the approval of the Dean. Please send these to Lesley Lewis when they are ready.

*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 send you the name of the UTSC and SGS Deans' Representatives 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.aapm.utoronto.ca/tenure-review-0>. If you have any questions regarding the composition of the Tenure Committee, and Internal Reading and Teaching Committees, please contact Lesley.

*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. We have developed a set of guidelines for promotion to full Professor. These are posted on the Dean's Web site and are attached for your use. Please ensure that each Associate Professor is given careful consideration, and that those being considered for promotion receive appropriate guidance in the preparation of their dossiers. Please note that in the past the Dean's Office had 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. We will let you know as soon as possible the timing of the Tri-Campus meeting.

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

Assistant Professors 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. For those first appointed at the rank of Assistant Professor (Conditional), the time spent at this rank is not included in the calculation of the timing of the third year review.

*Workload Letters*

All faculty who are members of UTFA are to be provided with written notice of their assigned workload duties, including both teaching and service. If you have not already done so, please prepare workload letters to faculty and inform my office once they have been distributed. 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.

*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/Director in each department. University policies mandate the establishment of a number of committees, including a departmental promotions committee and a departmental curriculum committee. Please send me, c/o Lesley Lewis, the names of your Associate Chairs/Directors, and membership of the departmental standing committees. 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. It is best practice to develop a departmental constitution, and to set up a separate chair's e-mail address and electronic filing system for departmental business.