




[DCD #2 2013-14]

MEMORANDUM:

To: Department Chairs and Directors
From: Professor Rick Halpern, Dean and Vice-Principal (Academic) 
Date: September 19, 2013
Re: Academic HR Matters

The following academic HR activities should be addressed at this point in the annual cycle:

Workload Letters:

- All appointed faculty should have received a workload letter by this time. Please ensure that electronic copies of these letters have been sent to Jacqui Deane in my Office.

Search and Hiring:

- Assessors for all searches have been appointed and your offices have been informed. A training workshop for all assessors is scheduled for October 23, 2013. I also look forward to seeing Chairs and Directors at the workshop. Further information will be provided closer to this date.

Mentoring of New Faculty

- We are committed to the goal of providing all our newly recruited faculty members with the support that will enable them to build strong and productive scholarly careers at UTSC. All academic departments should have a mentoring program in place and at least one mentor should be assigned to each new faculty member. Mentors should establish an ongoing mentoring relationship with their mentee, and should inform the Chair of their activities on an annual basis. Please ensure a copy of your program and the list of mentors and mentees is sent to my Office by October 31st.

Leaves:

- All faculty who were on leave during the 2012-13 academic year must give you a report on their research and scholarship undertaken while on leave. Please ensure a copy of this report is sent to me by October 15th.
- Early in October, notify all academic staff that applications for Research and Study Leave for the next academic year should be submitted to you by October 31st.
- We have developed the attached internal process for leaves. Also attached are sample *Research and Study Leave Request* forms for professorial faculty and teaching-stream faculty. Please consider asking faculty to use this form, or one like it, when submitting their requests.
- For professorial faculty, the leave request must include a statement of the research and scholarship the faculty member proposes to undertake. For teaching stream faculty, requests for leave must include a statement of the activities directly related to professional and pedagogical development to be undertaken while on leave.

Promotions to Full Professor:

- If you have not already done so, establish the departmental promotions committee and inform me of the membership.
- Notify all Associate Professors that requests for promotion and updated *CVs* must be received in writing by October 15th.
- Notify the committee of the names of all Associate Professors in the Department and supply *C.V.s* for preliminary consideration for promotion.

Tenure:

- If you have not already done so, send written notification to candidates due to be considered for tenure that their tenure review will take place.
- Send your proposed membership of the tenure committee to me for review. The Dean's office is responsible for coordinating the SGS Dean's representative on tenure committees and will inform you as soon as individuals have been identified.
- Candidates should be informed in writing of the proposed membership of their tenure committee with the request that any objections to the membership be registered in writing, within two weeks of receipt of your letter. You must receive the candidate's written approval of the final tenure committee and include both your and the candidate's letters in the tenure dossier.

Senior Lecturer Promotions

- Full-time lecturers must be reviewed for promotion to Senior Lecturer and a recommendation made with respect to their promotion no later than October 31st of their fifth year of service.
- A complete dossier should be submitted to my office by October 24th in order for us to meet the Provost's deadline of October 31st.

Start-up Costs for New Hires in 2014-15:

- On July 24, 2013 I wrote to inform you of the positions in your unit that have 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.)

We acknowledge that this information 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.