



MEMORANDUM

[DCD #5 2013-14]

To: Academic Administrators
From: Professor Rick Halpern, Dean and Vice-Principal (Academic)
Date: 14 January 2014
Re: Academic HR Matters

Below are some reminders 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 **January 27**.

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**. We recently received a summary of common procedural issues noted by the Provost's Office during their 2012-13 tenure review. They are attached for your review and consideration.

Research and Study Leave

Requests for Research and Study Leave for 2014-15 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. Guidelines for renewals are posted on the Dean's website.