



MEMORANDUM, DCD #13, 2014-15

To: Academic Administrators

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

Date: 13 May 2015

Re: Academic HR Matters

I am writing to remind you of several important academic HR activities that should already have been addressed or must be addressed at this point in the annual cycle.

PTR/Merit Assessments (See also DCD#10):

- Ensure the departmental PTR evaluation system is clearly understood by all faculty in your department. In particular you must communicate to all academic staff the procedures that will be used to arrive at a judgment about each individual's PTR award and the nature of the merit-driven career progress scheme.
- Annual Activity Reports and C.V.s for faculty members in your Department must be reviewed in May.

Accountability Reports:

- Distribute Accountability Reports to Principal Investigators, Administrative Managers, and Business Officers.
- Submit your Accountability Report to me by Friday, 22 May.

Third Year Review:

- This month begins the period (May 1-September 25) during which three-year reviews for tenure-stream Assistant Professors in the second year of their first contract must be carried out, if they choose not to opt into the new *PPAA*. These reviews must be completed by September 25th.

Workload Policy:

- As you prepare for the new academic year, please ensure that your department's workload policy is accessible to all members of your unit.
- Each faculty member should be provided with a written assignment of his/her workload duties, including details of teaching and service.
- As you are aware, Unit Workload Policies should be reviewed every three years, which for most units will be during the 2015-16 academic year. The University-level Workload Policy and Procedures guide these reviews. Discussions between the University and UTFA regarding revisions to the University-level WLPP are ongoing and the deadline for completion of the unit level reviews has been extended to 1 November 2015.

- When conducting your review, you must consider the changes to the *PPAA* agreed to by the Special Joint Advisory Committee and either already approved by governance, or slated for governance in the final cycle of 2014-15.
- The Provost's Office will be offering best practices workshops over the next few months.

Retirements

Faculty members who intend to retire at the end of the 2015-16 must give notice of their intention to retire by completing the appropriate form one year in advance of the proposed retirement date. Completed forms must be forwarded to Human Resource Services.