




**MEMORANDUM**

**[DCD #9 2014-15]**

**To:** Academic Administrators  
**From:** Professor Rick Halpern, Dean and Vice-Principal (Academic)   
**Date:** 21 January 2015  
**Re:** Academic HR Matters

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Below are some reminders of Academic HR activities that must be addressed at this point in the cycle:

*Promotion to Full Professor*

Dossiers of all faculty being recommended for promotion to the Tri-Campus Promotions Committees must be received in the Dean's office by **Friday, February 6**.

*Tenure*

Your tenure committees must complete their deliberations by the end of March. Completed tenure dossiers must be sent to the Dean's 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 2014-15 were submitted to the Provost's Office at the end of last term. You will receive formal confirmation of approval by **March 31**.

*Part-time contracts*

All part-time appointments require decanal approval, including any appointments that are being renewed, before being issued. Requests must include a detail rationale for the appointment, an updated curriculum vita, and the draft letter of offer. Guidelines for renewals are posted on the Dean's website.