



## MEMORANDUM, DCD #11, 2015-16

To: Academic Administrators

From: Professor William Gough  
Interim Vice-Principal Academic and Dean

A handwritten signature in black ink, appearing to read 'W. Gough'.

Date: 7 June 2016

**Re: Academic HR Matters**

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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#8):*

- 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.
- Spreadsheets will be sent to academic units on 10 June.
- Spreadsheets will include the number of large special merit awards available to the academic unit.
- Departmental PTR assessments should be submitted to the Dean's Office and Human Resource Services no later than 17 June. This should include PTR spreadsheets, copies of faculty CVs and activity reports.

### *Interim Review:*

- Interim reviews for tenure-stream Assistant Professors in the third year of their first contract must be carried out during the period May 1-November 30. The candidate should be advised no later than June 30 of the materials to be submitted.

### *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 teaching and service duties.

### *Notification of extension or termination of contracts*

- June 30 is the deadline to provide written notification of extension or termination of contracts to the teaching staff listed below. Note that six months' notice is required and should be delivered by hand or registered mail.
  - Part-time academic staff whose current contract ends 31 December 2016. Note that faculty with contracts that end off cycle, i.e. sometime in the Winter term also must

receive notification or extension or termination of their contract six-months prior to the end of their contract.

- Any CLTA staff in their final year of appointment, if their contract ends 31 December 2016. The total number of years for a CLTA must not exceed five. An extension of the contract requires approval of the Dean.

#### *Retirements*

- Faculty members who intend to retire at the end of the 2016-17 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.

#### *Engaging Foreign Nationals who are exempt from LMIA*

- An LMIA (Labour Market Impact Assessment) is required for foreign nationals entering a continue stream position in the tenure or teaching streams.
- Foreign nationals in short-term posts, such as a Visiting Professor or a Research Award Recipient, do not require an LMIA, but do require a work permit. This entails the candidate providing the following with their application for a work permit:
  - Letter of engagement/invitation (from the Chair/PI)
  - Offer of Employment A# (obtained by the Chair/PI from UTSC HR)
  - A receipt for the \$230 “employer compliance fee” (obtained by the Chair/PI from UTSC HR). Note that the department or PI will be billed for this charge.
  - \$155 processing fee (paid by the candidate). Note that this should be paid AFTER they receive the Employment A# from UofT.
  - Other materials as outlined in their letter of engagement