



**MEMORANDUM, DCD #1, 2015-16**

To: UTSC Academic Administrators  
From: William A. Gough, Vice-Dean Faculty *WAG*  
Date: 28 July 2015  
Re: Academic HR Matters

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I am writing to direct your attention to several important academic HR activities that you should begin to address at this point in the annual cycle.

*Search and Hiring:*

If you received a letter from the Dean regarding academic searches slated to take place in 2015-16, please carefully review this list and confirm your intention to conduct the search this year, the area of focus for the position, and that there will be space available in your department's space envelope to accommodate these new hires. If space will not be available, the search must be delayed until suitable arrangements can be made. I will be writing to you later in the summer to let you know of the final approval by the Provost's Office for faculty searches for the 2015-16 hiring cycle.

Ideally, the search committees should be in place as early as possible, so that the committee can provide input on the advertisement for the position. Note that both the composition of the committee and the advertisement require decanal approval. Please send these to Lesley Lewis when they are ready.

*Tenure:*

Many pre-tenure faculty have opted into the new *Policy and Procedures on Academic Appointments* arising from the SJAC review, which has resulted in fewer tenure reviews taking place in 2015-16. I have been in touch with Chairs/Directors who are conducting tenure reviews this year. The Dean's Office will send you the name of the UTSC and SGS Deans' Representatives on each committee. The composition of the committees must comply with strict parameters outlined by the Policy and must be approved by the Vice-Dean, Faculty. See the guidelines at: <http://aapm.utoronto.ca/tenure-review-0>. The Dean's Office also has developed a concise summary of these guidelines and they may be found at: [http://www.utsc.utoronto.ca/~vpdean/chairs\\_manual.html](http://www.utsc.utoronto.ca/~vpdean/chairs_manual.html). If you have any questions regarding the composition of the Tenure Committee, and Internal Reading and Teaching Committees, please contact Lesley Lewis.

*Promotions to Full Professor in the Tenure Stream:*

We have recently revised our guidelines for promotion to full Professor. These are posted on the Dean's Web site. All departments must have a Promotions Committee that will be responsible for the preliminary consideration of all Associate Professors in the Tenure Stream for promotion, and particularly of those Associate Professors who have requested detailed consideration. Each Associate Professor **must** be given careful consideration, and those being considered for promotion must receive

appropriate guidance in the preparation of their dossiers. Please work closely with us on the promotion dossiers, and aim to submit them to the Dean's Office at least two weeks before February 1, the Tri-Campus deadline.

*Third-year review for faculty in the tenure-stream:*

Those Assistant Professors who have not opted into the revised *Policy and Procedures on Academic Appointments*, and who are entering the third year of their initial contract, must undergo their Third Year Review between May 1 of the second year of their contract and September 25 of the third. I have been in contact with all Chairs currently running third year reviews. The affected Assistant Professors must be notified of the extension or termination of their contract no later than **September 25**. This notification should be delivered by hand or through registered mail. Copies of the letter of notification, the report of the Review Committee and the candidate's C.V. should be sent to the Dean's Office at the same time. Note that faculty who first were appointed at the rank of Assistant Professor (Conditional), the time spent at this rank is not included in the calculation for third year review.

*Workload Letters*

All faculty who are members of UTFa are to be provided with written notice of their assigned teaching and service duties. Note that the new *Policy and Procedures on Academic Appointments* must be taken into account when determining the workload of pre-tenure faculty, who have opted in, in their second contract. If you have not already done so, please prepare workload letters to faculty and forward copies to my office no later than 30 September 2015. Please refer to DCD Memorandum #11, 2011-12: *Written Assignment of Workload Duties* for further information and for a template of the letters to be used. I note a more general review of workload policies, due in November, is taking place and will be the subject of another DCD memo.