



**[DCD #3 2015-16]**

**MEMORANDUM:**

**To:** Department Chairs and Directors

**From:** Professor William Gough, Interim Vice-Principal (Academic) and Dean *WAG*

**Date:** October 2, 2015

**Re:** Academic HR Matters

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The following academic HR activities should be addressed at this point in the annual cycle:

*Workload Letters:*

All appointed faculty should have received a workload letter by this time. Please ensure that electronic copies of these letters have been sent to Jacqui Deane in my Office.

*Workload Policy*

Under the *Workload Policy and Procedures for Faculty and Librarians (WLPP)*, academic units are expected to review their Unit Workload Policy every three years. These policies were created in 2011-12 and they should have been reviewed during the 2014-15 academic year, but the deadline to submit revised policies to the Dean was extended to **1 November 2015** (see PDAD&C #83).

In reviewing and revising your unit's Workload Policy, please ensure that it:

- Has been serving the needs of your department
- Is in line with the University's WLPP
- Is in line with emerging best practice. For examples, please refer to the September 2015 presentation by Jane Harrison (see below).
- Reflects the SJAC changes related to rank and workload adjustments

Collegiality is an important principle of the WLPP, and the criteria for workload allocation must be developed in a collegial process. Please establish a Unit Workload Policy Committee to revise and update the Unit Workload Policy. You, as the Chair or Director, should chair the Committee and the membership should reflect the range of appointments held within your unit. All faculty must have a reasonable opportunity to provide input into the membership of the Committee.

Attached for further information is a copy of the presentation given by Jane Harrison, Interim Director of the Office of the Vice-Provost, Faculty and Academic Life on 25 September. The presentation outlines best practices, considerations arising from the SJAC process, and how to accommodate changes that may come through amendments to the *WLPP* arising from ongoing conversations with UTFA.

#### *Search and Hiring:*

We have confirmed the Decanal Assessor on each search underway this year. We will be holding workshops for the Assessors that will focus on some of the more challenging issues that can arise in a search. If you are conducting a search this year, I hope that you will attend.

#### *Mentoring of New Faculty*

We are committed to the goal of providing all our newly recruited faculty members with the support that will enable them to build strong and productive scholarly careers at UTSC. As you are aware, all academic departments must have a mentoring program in place and at least one mentor should be assigned to each new faculty member. Mentors should establish an ongoing mentoring relationship with their mentee, and should inform the Chair of their activities on an annual basis. Please send me a list of the assigned mentor(s) for each of your pre-tenure faculty by October 15.

#### *Leaves:*

- All faculty who were on leave during the 2014-15 academic year must give you a report on their research and scholarship undertaken while on leave. Please ensure a copy of this report is sent to me by October 15<sup>th</sup>.
- If you have not already done so, please notify all academic staff that applications for Research and Study Leave for the next academic year should be submitted to you by October 31<sup>st</sup>.
- Templates of the *Research and Study Leave Request* forms for professorial faculty and teaching-stream faculty are posted on the Dean's webpage. Please ask faculty to use this form, or one like it, when submitting their requests.
- For tenure stream faculty, the leave request must include a statement of the research and scholarship the faculty member proposes to undertake. For teaching stream faculty, requests for leave must include a statement of scholarship and professional and pedagogical development to be undertaken while on leave.

#### *Promotions to Full Professor in the Tenure Stream:*

- If you have not already done so, now is the time to establish the departmental promotions committee and inform me of the membership.
- Notify all Associate Professors in the tenure stream that requests for promotion and updated *CVs* must be received in writing by October 15<sup>th</sup>.
- Notify the committee of the names of all Associate Professors in the Department and supply *C.V.s* for preliminary consideration for promotion.