



[DCD#6, 2015-16]

MEMORANDUM

**To:** Department Chairs and Academic Directors  
**From:** Professor Mark Schmuckler, Acting Vice-Principal (Academic) and Dean *MS*  
**Date:** 1 December 2015  
**Re:** Academic HR Matters

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I am writing to remind you of several administrative and academic HR activities that must be addressed at this point in the annual cycle and to provide updates on some processes:

*Tenure*

- Note that you must receive the candidate's written approval of the final tenure committee.
- Evaluations from external referees should be received by **January 8**. A **signed copy** of letters from external referees must be included in the final tenure dossier.
- In conducting the tenure reviews, please ensure that the procedures are followed carefully. These procedures are outlined in detail on the Provost's web site at: <http://www.aapm.utoronto.ca/tenure-review-0>. PDAD&C #134, 2004-05, also is an important source of guidance on the tenure process. This memorandum can be found at the same link.
- As you are aware, it is important to ensure that the committee members, including the internal committees, and the external reviewers are at arms length from the candidate. At the time you invite them to serve, please ask about any possible connection to the candidate.

*December 31 Deadline*

- December 31 is the deadline to provide six months written notification of extension or termination of contracts with the teaching staff listed below. Notification should be delivered by hand or registered mail.
  - Teaching stream faculty whose current contract ends on 30 June 2016.
  - Part-time academic staff whose sessional appointments ends on 30 June 2016. Note that those with an end-date earlier than 30 June also should have received six months notice of extension or termination of their contract.
  - Any CLTA staff in their final year of appointment. The total number of years as a CLTA cannot exceed five.
  - Any CLTA whose contract ends in the current year and who is eligible for renewal should receive notice of extension of contract, if funds are available to support this. Otherwise, they should receive a letter of termination.

*Leaves*

- My Office has received the Research and Study Leave requests for 2016-2017 and they are being reviewed. My recommendations will be sent to the Provost's Office by December 21 and I will notify you at that time.
- Once you hear from me, please provide your faculty with a response by December 31.

*Promotion to Full Professor*

- You should inform candidates for promotion to full Professor of the members of the departmental committee, as well as the Tri-campus Promotions Committee. Please see DCD#4 for the membership of the latter.