



**MEMORANDUM**

**[DCD #7 2015-16]**

**To:** Academic Administrators

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

**Date:** 22 January 2016

**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:

*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**. Candidates must be notified of the committee's recommendation by **April 15**.

*Research and Study Leave*

In accordance with the new process for approval of requests for Research and Study Leave, we submitted those requests that do not conform to policy to the Provost's Office at the end of last term. We expect to receive formal confirmation of approval by **March 31**.

*Part-time contracts*

All part-time appointments, including renewals, require prior approval of the Dean. Requests must include a detail rationale for the appointment, an outline of the proposed funding source, the candidate's curriculum vita, and the draft letter of offer. Guidelines for part-time appointments are posted on the Dean's website.