



**MEMORANDUM: DCD #8 2015-16**

**To:** Academic Administrators  
**Cc:** Heather Black, Director, Human Resource Services  
**From:** Professor William Gough, Interim Vice-Principal Academic and Dean  
**Date:** 5 April 2016  
**Re:** Academic HR Matters

The PTR awards for academic staff must be based on assessment of their activities for 2015-16. In order to evaluate a faculty member's performance, the Chair/Director must have both a current CV and a completed Annual Activity Report for 2015-16. Where faculty have a budgetary cross-appointment, or a graduate appointment in another unit, the relevant Chairs/Directors must consult on their evaluation. Any faculty with budgetary cross appointments must submit their documents to each academic administrator and their PTR is allocated separately by each unit.

While we have not received the Memorandum, PTR/Merit and Salary Increase Instructions for 2015-16 yet, general information can be found on the Provost's website at: <http://aapm.utoronto.ca/academic-salary-administration> Please also refer to the Dean's webpage at: [http://www.utsc.utoronto.ca/~vpdean/chairs\\_manual](http://www.utsc.utoronto.ca/~vpdean/chairs_manual) for a set of best practice guidelines for PTR assessment and templates of the UTSC Annual Activity Report for research and teaching stream faculty.

**Timeline for the UTSC PTR process:<sup>1</sup>**

**Monday, 2 May:** Academic administrators submit their activity report, paid activity report and update CV to the Dean.

*Note:* a separate pool will be set aside for allocation of PTR to academic administrators.

**Friday, 27 May:** HR will send spreadsheet with faculty lists to academic administrators.

**Monday, 6 June:** Academic Administrators submit departmental PTR assessments to the Dean and HR; this should include departmental PTR spreadsheets, copies of faculty CVs, and activity reports in *electronic format*.

*Note:* The PTR spreadsheets will include the name of the Chair and Vice- or Associate Dean, where applicable. No dollar value will be included in the spreadsheet. The PTR award will be allocated by the Dean.

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<sup>1</sup> Some timelines may be adjusted following receipt of salary instructions from the Provost.

**Monday, 13 June:** Academic Administrators submit recommendations to the Dean for the Dean's Special Merit.

The Special Merit pool consists of 5% of the total PTR contributions for UTSC. A Special Merit award is in addition to any PTR awarded in the departmental process. The purpose of this pool is to recognize colleagues who have demonstrated that they are leaders in their field or who have made an outstanding contribution. It is also a means to recognize exceptional performance by colleagues in small pools. Anyone recommended for Special Merit must be assessed for PTR at or near the top of the department. A recommendation for Special Merit must include a brief description of the colleague's outstanding contribution, an indication of his/her position in the PTR rankings of the department and your recommendation for a small, medium or large award. One large merit award is fungible to two medium awards or four small awards. The award amount is directly scaled, so as not to exceed the total based on the large merit award. The Dean's Office will inform departments of the number of permitted nominations based on their faculty complement.

**Monday, 20 June:** Dean informs academic administrators of the Special Merit allocation.

**Friday, 24 June:** HR will distribute histograms to academic administrators.

**Friday, 1 July:** All faculty must have received written notification of their performance assessment and PTR award.