

## **MEMORANDUM, DCD #13, 2016-17**

To: Academic Administrators

From: Professor William Gough  
Vice-Principal Academic and Dean



Date: 5 June 2017

**Re: Academic HR Matters**

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I am writing to remind you of several important academic activities that should already have been addressed or must be addressed at this point in the annual cycle.

### **Timeline for the PTR/Merit Process (Update of DCD#9)**

We now know when we will receive the PTR data and are able to update the timelines.

- 12 June: Send your recommendations to the Dean for the Dean's Special Merit.
- 14 June: HR will send you the PTR data for your unit.
- 20 June: Deadline for PTR spreadsheets to be sent to the Dean's Office and HR.
- 26 June: HR will distribute histograms to academic administrators.
- 1 July: All faculty must have received written notification of their performance assessment and PTR award.

### **Administrative Accountability Reports**

- Administrative Accountability Reports (AAR) should be completed by appointed and status-only faculty and staff members who have financial or administrative responsibility for a budgetary unit or a research grant or contract.
- Forms are available at <http://finance.utoronto.ca/forms/accountability/>
- Your AAR should be submitted to the Dean's Office by 14 June.

### **Interim Reviews:**

Interim reviews for Assistant Professors in the Tenure Stream must be carried out between May 1 of the third year and November 30 of the fourth year of their initial contract. They will not normally be required to submit the review material prior to August 31.

### **Probationary Review**

Probationary reviews for Assistant Professors, Teaching Stream must be carried out between May 1 of the third year and December 31 of the fourth year of their initial contract. They will not normally be required to submit the review material prior to June 30.

**Workload Policy:**

If you have not already done so, please provide each faculty member in your unit with a written assignment of their teaching and service duties for the coming academic year. Please also ensure that your department's workload policy is accessible to all members of your unit.

**Notification of extension or termination of contracts**

All teaching staff on contract, e.g. CLTA and part-time faculty, must receive six months' notice of the extension or termination of their contract. This notice must be delivered by hand or by registered mail.

- *June 30* is the deadline to provide written notification to teaching staff whose contract ends on 31 December 2017.
- Note that faculty with contracts that end off cycle, e.g. in April, also must receive notification of extension or termination of their contract six-months prior to the end of their contract.

**Retirements**

Faculty members who intend to retire at the end of the 2017-18 academic year must give notice of their intention to retire by completing the appropriate form one year in advance of the proposed retirement date. Completed forms must be forwarded to Human Resource Service. Further information and a link to the form are available here: <http://aapm.utoronto.ca/retirement>