

**MEMORANDUM, DCD #1, 2016-17**

To: UTSC Academic Administrators  
From: William A. Gough, Vice-Principal Academic and Dean  
Date: 11 July 2016  
Re: Academic HR Matters

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I am writing to direct your attention to several important academic HR activities that you should begin to address at this point in the annual cycle.

*Composition and Approval of Committees:*

The Dean's Office has created a web application to assist in the development and approval of committees related to searches, promotion and tenure reviews. We have worked with your Assistants to test the tool and it is now live. We hope that you will find it useful and ask that all requests for approval of committees be submitted through it. The link is: <https://www.utsc.utoronto.ca/webapps/hr-committees/login>. Log in using either your UTORid and password or your UTSCid and password.

*Search and Hiring:*

If you will be conducting academic searches during 2016-17, please confirm your intention to conduct the search this year, the area of focus for the position, and whether there will be space available in your department's space envelope to accommodate these new hires. If space will not be available, the search must be delayed until suitable arrangements can be made.

Ideally, the search committees should be in place as early as possible, so that the committee can provide input on the advertisement for the position. Note that both the composition of the committee and the advertisement require decanal approval. Please send these to Lesley Lewis when they are ready.

The University has adopted the following new diversity statement which must be used in all ads posted both on Taleo and any external sources.

*"The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.*

*As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>."*

Also, please continue to include the 'Canadians First statement' as the last paragraph in all ads:

*“All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.”*

*Tenure:*

Start preparing for the tenure reviews for the upcoming year, including identifying those faculty who are due to be considered for tenure, considering possible members of tenure committees and possible external reviewers. The Dean's Office will send you the name of the UTSC and SGS Deans' Representatives on each committee. The composition of the committees must comply with strict parameters outlined by the Policy and must be approved by the Dean. See the guidelines at: <http://aapm.utoronto.ca/tenure-review-0>. The Dean's Office has developed additional guidelines, which can be found at: [http://www.utsc.utoronto.ca/~vpdean/chairs\\_manual.html](http://www.utsc.utoronto.ca/~vpdean/chairs_manual.html). If you have any questions regarding the composition of the Tenure Committee, and Internal Reading and Teaching Committees, please contact Lesley Lewis.

*Promotions to Full Professor in the Tenure Stream:*

All departments must have a Promotions Committee that will be responsible for the preliminary consideration of all Associate Professors in the Tenure Stream for promotion, and particularly of those Associate Professors who have requested detailed consideration. Each Associate Professor must be given careful consideration, and those being considered for promotion must receive appropriate guidance in the preparation of their dossiers. Please work closely with us on the promotion dossiers, and aim to submit them to the Dean's Office at least two weeks before February 1, which is the deadline for the Tri-Campus Promotions Committee.

*Workload Letters*

All faculty who are members of UTFA must be provided with written notice of their assigned teaching and service duties. Note that the new *Policy and Procedures on Academic Appointments* must be taken into account when determining the workload of pre-tenure faculty who opted in and are in their second contract. If you have not already done so, please prepare workload letters to faculty and forward copies to my office no later than 30 September 2016. Please refer to DCD Memorandum #11, 2011-12: *Written Assignment of Workload Duties* for further information and for a template of the letters to be used.