



**Office of the Vice Principal Academic and Dean**

**[DCD #3 2016-17]**

**MEMORANDUM**

**To:** Department Chairs and Directors  
**From:** Professor William Gough, Vice-Principal Academic and Dean  
**Date:** 14 September 2016  
**Re:** Academic HR Matters

A handwritten signature in grey ink, appearing to read "W. Gough", is placed to the right of the "From:" line.

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The following academic HR activities should be addressed at this point in the annual cycle:

*Workload Letters:*

All appointed faculty should have received a workload letter by this time. Please ensure that electronic copies of these letters have been sent to Fefe Wong, in Human Resource Services.

*Search and Hiring:*

We have confirmed the Decanal Assessor on each search underway this year. We will be holding a workshop in October for the Assessors that will focus on some of the more challenging issues that can arise in a search. If you are conducting a search this year, please attend.

We have developed a new form that we will use to record space and start-up needs for positions being searched. We will be sending these to you for completion in the coming week. In searches with more complicated start-up and space needs, we also will schedule a meeting with you to work out the details.

*Mentoring of New Faculty*

We are committed to the goal of providing all our newly recruited faculty members with the support that will enable them to build strong and productive scholarly careers at UTSC. As you are aware, all academic departments must have a mentoring program in place and at least one mentor should be assigned to each new faculty member. Mentors should establish an ongoing mentoring relationship with their mentee, and should inform the Chair of their activities on an annual basis.

*Leaves:*

- All faculty who were on leave during the 2015-16 academic year must give you a report on their research and scholarship undertaken while on leave. Please also ensure a copy of the report is sent to my Office by **October 15<sup>th</sup>**.
- If you have not already done so, please notify all academic staff that applications for Research and Study Leave for the next academic year should be submitted to you by **October 31<sup>st</sup>**.
- Templates of the *Research and Study Leave Request* forms for tenure and teaching stream faculty are posted on the Dean's webpage. Please ask faculty to use this form, or one like it, when submitting their requests.
- For tenure stream faculty, the leave request must include a statement of the research and scholarship the faculty member proposes to undertake. For teaching stream faculty, requests for leave must include a statement of scholarship and professional and pedagogical development to be undertaken while on leave.

*Promotions to Full Professor in the Tenure Stream:*

- If you have not already done so, now is the time to establish the departmental promotions committee and inform me of the membership.
- Notify all Associate Professors in the tenure stream that requests for promotion and updated *CVs* must be received in writing by **October 15<sup>th</sup>**.
- Notify the committee of the names of all Associate Professors in the Department and supply *C.V.s* for preliminary consideration for promotion.