




DCD#7 2016-17

MEMORANDUM

To: UTSC Academic Administrators

From: Maydianne Andrade, Vice-Dean Faculty Affairs and Equity 

Date: 1 February 2017

RE: **Faculty mentorship via the National Center for Faculty Development & Diversity**

PLEASE DISTRIBUTE THIS MESSAGE TO TENURE AND TEACHING STREAM FACULTY IN YOUR UNIT

As indicated in a communication from the Vice-Provost Faculty and Academic Life of [December 18, 2016](#), the University of Toronto is an institutional member of the [National Center for Faculty Development and Diversity \(NCFDD\)](#). This is an independent organization with online programs for fostering faculty career progression and development, and tools and mentorship for balancing competing demands of a career in academia.

As part of this membership, all **faculty** (tenure stream, teaching stream) have access to free (to members) online programs, resources, tools, and multi-week courses on select topics. These are designed to foster career development and success and to provide advice on typical challenges to a successful career in academia. (e.g., titles include *Balancing parenting and productivity*; *Strategies for increasing writing productivity*). Faculty may activate their membership via the Vice-Provost's website: <http://www.faculty.utoronto.ca/resources/enhancing-diversity/national-center-for-faculty-development-and-diversity/>

Faculty who find the free programming beneficial may also be interested in a twelve-week intensive-contact program for faculty development (the '[Faculty Success Program](#)'). The cost for this program is USD \$3450 for the Summer 2017 session, if registered by April 28, 2017. Funding support is available via the Office of the Vice-Provost and from the Vice Principal Academic and Dean, UTSC for faculty who wish to complete this program. Conditions for reimbursement of registration are as follows:

1. A written request from the faculty member must be submitted, prior to registration, to the Vice Dean, Faculty Affairs and Equity (vdfaculty@utsc.utoronto.ca), copied to Lesley Lewis (lesley.lewis@utoronto.ca). The request from the faculty member must include a commitment to complete the 12 week program. When making the request, the faculty member must also include a statement from the Chair indicating his/her support and commitment to reimburse 10% of the registration fee from departmental funds.

2. Requests must be submitted to the Vice-Dean no later than one month prior to the NCFDD's "early bird" registration deadline. For the 2017 Summer Session, the decanal deadline is April 1, 2017 to meet the NCFDD registration deadline of April 28th.
3. Requests will be considered on a first-come-first-served basis and will be dependent on available resources.
4. Requests approved by the Vice Dean will be forwarded to the Office of the Vice Provost for confirmation of eligibility.
5. The Dean's Office will notify the faculty member and Chair once eligibility is confirmed, after which the faculty member may register for the program.
6. For approved, eligible faculty:
 - a. The Provost will reimburse 50% of the registration fee. To receive the reimbursement, the faculty member, or their department, should submit a reimbursement request along with proof of payment to Lisa Chung, Divisional Business Manager, Division of the Vice-President & Provost at lisa.chung@utoronto.ca
 - b. The Office of the Dean will reimburse 40% of the registration fee. Reimbursement requests should be submitted along with proof of payment to Susan Shi, Financial Manager, Office of the Vice-Principal Academic and Dean, at sshi@utsc.utoronto.ca