

**MEMORANDUM, DCD #1, 2017-18**

To: UTSC Academic Administrators

Cc: Departmental Assistants to the Chair

From: Maydianne Andrade Vice-Dean Faculty Affairs and Equity



Date: 25 July 2017

Re: Academic HR Matters

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*Academic HR Policies*

All official University policies, including those relating to Academic HR can be found on the Governing Council web site at: [http://www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm) Please always refer to the policies for academic HR activities.

*Annual Academic HR Calendar:*

There is an updated Annual Academic HR Calendar on the Provosts' web site at <http://aapm.utoronto.ca/sites/aapm.utoronto.ca/files/attachments/calendar/AcademicHRCalendar.pdf> It is a useful tool for ensuring that academic HR activities take place within the deadlines mandated by policies.

*Academic Administrative Procedures Manual and Divisional Guidelines*

The Academic Administrative Procedures Manual is now fully online and searchable. It can be found at: <http://aapm.utoronto.ca/academic-administrative-procedures-manual> It has changed substantially and has many new sections and summaries of good practices for many academic HR processes. It is a good starting point for guidance on all academic HR matters.

The Dean's web site also has divisional guidelines, which you are encouraged to use. They can be found here: <http://www.uts.utoronto.ca/vpdean/academic-hr> In the coming months these will be updated and the new versions will be identified. Note that in most cases the decanal deadlines will precede the provostial deadlines.

*Support in the Dean's Office for Routine Academic HR Matters*

If you have any questions regarding academic policies, please contact Lesley Lewis. Questions regarding process should be directed to Fefe Wong.

Academic files requiring decanal and/or provostial approval should be sent directly to Fefe Wong, with cc to Lesley Lewis. They will ensure the required approvals are obtained.

Any concerns about non-routine faculty affairs or equity matters should be directed to me, ([ydfaculty@uts.utoronto.ca](mailto:ydfaculty@uts.utoronto.ca)) as Vice-Dean Faculty Affairs and Equity.

*Composition and Approval of Committees:*

For committees that require approval of the Dean, please submit request for approval using the Dean's Office electronic format, which can be found at: <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 2017-18, please confirm that 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 the advertisement requires decanal approval. Please send these to Fefe Wong, with cc to Lesley Lewis, when they are ready.

*Academic HR Activities*

There are several academic HR activities related to Tenure, Interim, and Continuing Status reviews that need to be undertaken over the summer. Please refer to the sources listed above for further information. Please also ensure that all faculty receive their workload letters and send copies of these letters to Fefe Wong.