



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

**MEMORANDUM, DCD #1, 2018-19**

**To:** Chairs and Academic Directors

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

A handwritten signature in cursive script, reading 'Maydianne Andrade'.

**Date:** 10 October 2018

**Re:** Academic HR Matters

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For useful links and contact information regarding Academic HR matters, please refer to [DCD #1, 2017-18](#).

The Annual [Academic HR Calendar](#) on the Provost's web site describes academic HR activities to be completed in October.

*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.

*Leaves:*

All faculty who were on leave during the 2017-18 academic year must provide a report on their research and scholarship undertaken while on leave. Please ensure a copy of the report is sent to my Office, via [Fefe Wong](#), by **October 30<sup>th</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 a R&S leave. 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.