


MEMORANDUM: DCD #9, 2018-19

To: Academic Administrators
Cc: Desma Charlemagne-Michel, Director, Human Resource Services
From: Maydianne Andrade, Vice-Dean Faculty Affairs & Equity 
Date: 9 April 2019
Re: PTR Process and Timeline - 2019

The PTR awards for academic staff must be based on assessment of their activities for 2018-19. In order to evaluate a faculty member's performance, the Chair/Director must have both a current CV and a completed Annual Activity Report for 2018-19. Where faculty have a budgetary cross-appointment, or a graduate appointment in another unit, the relevant Chairs/Directors must consult on their evaluation. Any faculty with budgetary cross appointments must submit their documents to each academic administrator and their PTR is allocated separately by each unit.

- Detailed PTR/Merit and Salary Increase Instructions are available on the Provost Website at: http://www.aapm.utoronto.ca/academic-salary-administration#_Toc288214917
- Please also refer to the Dean's webpage for a set of best practice guidelines for PTR assessment: <http://hive.utsc.utoronto.ca/public/dean/academic%20administrators/Academic%20HR/1.PTR-best-practices.2016.pdf>.
- Templates of the UTSC Annual Activity Report and Paid Activity Report are available in the PTR section at the bottom of the following page: <http://www.utsc.utoronto.ca/vpdean/academic-hr>

Timeline for the UTSC PTR process:

1 April: Request Annual Activity Reports and Paid Activity Reports from your faculty. The deadline for submission of these reports should be **30 April**.

1 May: Academic administrators submit their activity report, paid activity report and update CV to the Dean. *Note:* a separate pool will be set aside for allocation of PTR to academic administrators.

31 May: HR will send spreadsheet with faculty lists to academic administrators.

10 June: Chairs and Directors submit departmental PTR assessments to HR *in electronic format*; this should include departmental PTR spreadsheets, Dean's special merit recommendations, copies of faculty CVs, Activity Reports and Paid Activity Reports.

Note: The PTR spreadsheets will not include the name of the Chair and Vice- or Associate-Dean, where applicable. The PTR award for these individuals will be allocated by the Dean.

10 June: Academic Administrators submit recommendations to the Dean for the Dean's Special Merit.

The Special Merit pool consists of 5% of the total PTR contributions for UTSC. A Special Merit award is in addition to any PTR awarded in the departmental process. The purpose of this pool is to recognize colleagues who have demonstrated that they are leaders in their field or who have made an outstanding contribution. It is also a means to recognize exceptional performance by colleagues in small pools. Anyone recommended for Special Merit must be assessed for PTR at or near the top of the department. A recommendation for Special Merit must include a brief description of the colleague's outstanding contribution, an indication of his/her position in the PTR rankings of the department and your recommendation for a small, medium or large award. One large merit award is fungible to two medium awards or four small awards. The award amount is directly scaled, so as not to exceed the total based on the large merit award. The Dean's Office will inform departments of the number of permitted nominations based on their faculty complement. This information will be included in the spreadsheets provided by HR in May.

17 June: Dean informs Chairs and Directors of the Special Merit allocation.

21 June: HR will distribute histograms to academic administrators.

28 June: All faculty must have received written notification of their performance assessment, PTR award and departmental histogram.