MEMORANDUM, DCD #2, 2018-19

To: Chairs and Academic Directors

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

Date: 20 November 2018

Re: Academic HR Matters - Procedures for the Promotion to Professor, Teaching Stream

The Annual Academic HR Calendar on the Provost’s web site describes academic HR activities to be completed in November and December.

Promotion to Professor, Teaching Stream
We have developed new materials to assist you in preparing for reviews for Promotion to Professor, Teaching Stream. These can be found on the Promotions – Teaching Stream page of the Office of the Vice-Principal Academic and Dean website:

- UTSC Procedures for the Promotion to Professor, Teaching Stream
- Checklist
- First letter to Candidate
- Letter requesting External Referee
- Information letter to External Referee
- Appointment of Internal Teaching Committee
- Email to Graduate Students
- Email to Undergraduate Students
- Email Consent to Post Promotion Dossier on Share Point

Please note:
- The new Procedures supercede the instructions provided in DCD #11, 2017-18 for off-cycle promotion for faculty in the Teaching Stream.
- The Procedures must be read in combination with the University of Toronto Policy and Procedures Governing Promotions in the Teaching Stream.