MEMORANDUM, DCD #1, 2019-20

To: Chairs and Academic Directors

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

Date: 10 October 2019

Re: Academic HR Matters

VPFAL Monthly E-mails
The Office of the Vice-Provost, Faculty & Academic Life publishes a monthly Academic Life Cycle Action Guide outlining key academic HR activities that unit heads and key staff should be receiving. If you are not receiving these notices, please contact vpfal.prof.dev@utoronto.ca to be added to the email distribution list. The Annual *Academic HR Calendar* can still be accessed through the Provost's web site.

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 *Disha Kapoor*, Data Specialist & Academic HR Coordinator.

Leaves:
All faculty who were on leave during the 2018-19 academic year must provide their Chair/Director with a report on their research and scholarship undertaken while on leave. Please ensure a copy of the report is sent to my Office, via *Disha Kapoor*, by **October 30**.

Templates of the 2020-21 *Research and Study Leave Request* forms for tenure and teaching stream faculty are posted on the *Dean's webpage*. Please collect all leave requests and submit as one complete package with a letter of support from the unit head to *Disha Kapoor* by **November 15.**

PTR:
UTSC's PTR Best Practice Guidelines are posted on the *Dean's webpage.* Note that it is very important to ensure that the evaluation process for PTR awards is clearly understood by all faculty. Chairs should write to colleagues to inform them of the procedures used to arrive at a decision about each individual's PTR award and the nature of the merit driven career progress scheme. Ideally, this information should be provided at the beginning of the academic year, discussed with colleagues during the year, and reiterated at the time of evaluation.