Office of the Vice-Provost, Faculty & Academic Life
August 2020 Academic Life Cycle Action Guide

This email contains some friendly reminders of key deadlines and administrative tasks related to academic HR. Please share with faculty or staff who would find this information relevant.

Contact vpfal.prof.dev@utoronto.ca to be added to the distribution list or with any questions.

COVID-19 Resources for Academic Administrators

- Please visit our dedicated page.

Progress Through the Ranks (PTR)

- The most recent memo on PTR is dated June 4, 2020: Update on Merit (PTR/5%) Process for the 2019-20 Academic Year (PDAD&C #80)

Recruitment

- **New system**: The new SuccessFactors Recruiting Tool launched July 7, 2020, replacing Taleo. Instructions on how to access and use the system are available for **Academic Search Administrators**, and for **Search Chairs and Search Committee members** (log in with your UTORID). Staff in Dean’s Offices and Academic Search Administrators within units will be invited to a second round of virtual training sessions specific to academic recruitment scheduled to take place in August.

- **Existing Taleo Ads**: For those ads already approved and posted, Taleo will continue to be operational until the end of August. The UofT Careers site (the look and feel of which will change) will direct applicants to Taleo or SuccessFactors Recruiting depending on where a specific ad is posted. Candidate application materials will be accessible in Taleo on a ‘view-only basis’ from September until mid December.

- **Supporting units through the transition**: The VPFAL Office is working closely with the technical team to develop standard operating procedures for managing all ad and search scenarios as we transition to the new system and decommission Taleo. We will be in touch with individual units directly on a case-


by-case basis as necessary. Please do not hesitate to contact us if you have questions: academic.jobs@utoronto.ca.

Workload

- Each faculty member “will be provided with a written assignment of his/her workload duties on an annual basis which includes details of teaching and service” (WLPP, 2017, 2.14)
- Units are currently reviewing their Unit Workload Policies in line with PDAD&C #41, 2018-19

Interim Review, PPAA, 2015 (applies to tenure stream faculty hired under or who HAVE opted to be covered by the PPAA, 2015)

- Tenure stream faculty members who were hired under or who have opted to be covered by the PPAA, 2015 should have their performance “reviewed no earlier than May 1 of the third year of [their] contract. ... Normally no later than 30th June, the appointee should be asked to submit an account of research or creative professional activity which has been completed or undertaken since the time of initial appointment... The appointee will not normally be required to complete the submission prior to August 31” (PPAA, 2015, II.8).

Third-Year Review, PPAA, 2003 (applies to tenure stream faculty who have NOT opted to be covered by the PPAA, 2015)

- Tenure stream faculty members who have not opted to be covered by the PPAA, 2015 changes should have their performance “reviewed no earlier than May 1 of the second year of [their] contract” (PPAA, 2003, II.8). Candidates should be notified of their upcoming review and “the procedures of the review committee should be made known to the appointee” (PPAA, 2003, II.8).
Tenure Review, *PPAA, 2015* (applies to tenure stream faculty hired under or who HAVE opted to be covered by the *PPAA, 2015*)

- In units with faculty members coming forward for tenure review, “Each division head or chair of the department in the multi-departmental divisions shall have the responsibility...to **notify the candidate, normally no later than June 30th, that he or she will be considered for tenure** in the following spring and when the process of review, including assembling of documentation, is about to begin and when it will be completed. Candidates should normally be provided with a period of at least 6 weeks in which to assemble and prepare the documentation required from them as set out below and **will not normally be asked to submit their research dossier prior to July 1**” (*PPAA, 2015*, III,14.ii).

Tenure Review, *PPAA, 2003* (applies to tenure stream faculty who have NOT opted to be covered by the *PPAA, 2015*)

- In units with faculty members coming forward for tenure review, “Each division head or chair of the department in the multi-departmental divisions shall have the responsibility... [to] formally **notify the staff member** of the final composition of the tenure committee and **when the process of review, including assembling of documentation, is about to begin and when it will be completed**” (*PPAA, 2003*, III.14.ii).

Provostial Funding for National Center for Faculty Development & Diversity (NCFDD) Programs

- In the June 18 Provost Digest, a memo was shared with PDAD&C members. The Provost’s Office will contribute 50% of the cost associated with the National Center for Faculty and Development & Diversity’s (NCFDD) Faculty Success Program & the Post-Tenure Pathfinders Program provided that the home unit or Dean’s Office contributes the remainder of the funds.
Workshops & Resources for Academic Administrators

Resources from the Retreat for New Academic Administrators

- Newly- and recently-appointed academic administrators who were unable to attend the 2020 Retreat for New Academic Administrators held through June & July can contact our office at vpfal.prof.dev@utoronto.ca for Retreat resources.

Unconscious Bias Workshop

- All academic administrators as well as decanal assessors and SGS assessors on hiring/promotion/tenure/continuing status committees will soon be receiving an invitation to attend the 2020 Unconscious Bias Training Workshop to take place on October 9, 2020, 1:00-3:30.
- If a faculty member in your unit is serving on an upcoming committee and have yet to attend one of these workshops, please encourage them to contact us at vpfal.prof.dev@utoronto.ca

Workshops & Resources for Faculty

Please share with your faculty

Your Academic Career at the U of T: Orientation for New Faculty and Librarians

- All newly appointed faculty with a start date after September 1, 2019 have received an invitation to the Your Academic Career at the U of T: Orientation for New Faculty and Librarians, formerly known as the New Faculty Orientation, which is scheduled for August 10 & 11. This Orientation will be delivered entirely online.
- If any newly appointed faculty members in your unit have not received an invitation, please direct them to vpfal.prof.dev@utoronto.ca.
Webinars and courses from the National Centre for Faculty Development & Diversity

- **Cultivating Your Network of Mentors, Sponsors & Collaborators** (August 13, 2:00-3:30pm)
- **Developing Anti-Oppressive Communities: Supporting Black Students and Mentees** (August 18, 2:00-3:00pm)

[Activate your NCFDD membership](#)