Office of the Vice-Provost, Faculty & Academic Life
June 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 annual performance evaluation process for faculty members and librarians should be under way.
• Please see materials posted on the VPFAL COVID-19 Resources for Academic Administrators webpage concerning the salary administration and merit exercise.
• An updated memo will be circulated shortly through PDAD&C.

Recruitment

• New system: The new SuccessFactors Recruiting Tool will launch on July 7, 2020, replacing Taleo. Instructions on how to access and use the system will be available online at launch. Staff in Dean’s Offices and Academic Search Administrators within units are being invited to the first round of virtual training sessions specific to academic recruitment in June.

• 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.
• Please be aware, if you choose to post now to Taleo, your ad must close by August 31. We recommend this option only for those ads that are very urgent and with a firm closing date before end August.
• **Recruitment systems transition June 10 to July 7:** Because there will be challenges associated with posting to Taleo close to the date when Taleo will be decommissioned, we would like to encourage academic units to consider delaying posting any job ads between June 10 and July 7.

• The VPFAL Office is happy to work with Dean’s offices and academic units between June 10 and July 7 to approve job ad language for ads so that they are ready to be posted on SuccessFactors Recruiting after July 7. Please email academic.jobs@utoronto.ca.

• **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

**Interim Review (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 (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).
Continuing Status Review *(PPAA, 2015)*

- In units with faculty members coming forward for continuing status review, “The division head or chair shall ... notify the candidate of the final composition of the continuing status committee and when the process of review, including assembling of documentation, is about to begin and when it will be completed. The candidate, with appropriate assistance and advice from the division or department head, will prepare a dossier in accordance with Divisional Guidelines for submission to the continuing status committee by June 30th.” *(PPAA, 2015)*

Tenure Review

- 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)*

Completion of Offers

- Please complete the *Completion of Offer for Academic Appointments* as soon as possible after a search has concluded and return to the Office of the Vice-Provost, Faculty & Academic Life (academic.hr@utoronto.ca). The form should be submitted in cases of acceptances and declines. For acceptances, please also submit the signed letter of offer. Immigration support does not begin until there is proof the candidate accepted the offer.

Retirement Notice

- In March, a *PDAD&C memo* asked unit heads to remind faculty and librarians of the July 1, 2020 deadline to provide notice of their intention to retire as of July 1, 2021.
A. Workshops & Resources for Academic Administrators

Retreat for New Academic Administrators

- In light of the COVID-19 pandemic, this year’s AAA Retreat will be delivered entirely online as a series of live virtual sessions from June 19 to mid-July. Please note: no programming is scheduled between June 26 to July 3 (inclusive) to accommodate the Presidential Holidays and Canada Day.
- Sessions will include:
  - Welcome and introduction to your role - June 19
  - Pandemic planning: principles and key issues in preparing for the fall and winter– June 22 (Vivek Goel)
  - The Current University Budget & Budget 101 – July 9-10 (Scott Mabury, Trevor Rodgers)
  - Unconscious Bias 2.0: A Call to Leadership – July 17 (Toronto Initiative for Diversity and Excellence [TIDE])
- Continuing academic administrators are encouraged in particular to join us for sessions of the Retreat dedicated to critical leadership topics including: Human Rights; Faculty Grievances; Having Difficult Conversations; Unconscious Bias 2.0; and Managing Student Issues. We will share information on how to register for these sessions in the coming weeks.
- Any continuing academic administrator who wishes to attend the full Retreat is welcome to do so and should contact vpfal.prof.dev@utoronto.ca for registration information.

B. Workshops & Resources for Faculty

Please share with your faculty

Retirement Information Webinars

- A series of webinars about the financial considerations related to retirement and the U of T pension plan are available from now until June 30.
- For access to these webinars, please contact vpfal.prof.dev@utoronto.ca

New Faculty Orientation

- All newly appointed faculty with a start date after September 1, 2018 will receive an invitation to the New Faculty Orientation, which is scheduled for August 10-
11, 2020 2019. Please share this information with any newly appointed faculty so that they can block these dates on their calendar.

Resources from National Centre for Faculty Development & Diversity

- **From Project to Publication—the Art of Manuscript Revision** (June 3, 10, 17, 24, @ 2:00-3:00)
- **Moving from Resistance to Writing** (June 11, 2:00-3:30)

Activate your NCFDD membership at

[https://www.facultydiversity.org/institutions/utoronto](https://www.facultydiversity.org/institutions/utoronto).