Office of the Vice-Provost, Faculty & Academic Life
March 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.

Unit Workload Policies

- Units are reminded that they should be working on the revision of their workload policies. We are aware that many units may have begun that process and encourage all units to proceed with their reviews in accordance with the current WLPP. In particular, it will be helpful to have these revised policies in place prior to preparing Workload letters for the 2020-21 academic year, if possible.

Progress Through the Ranks (PTR)

- Units should begin the annual performance evaluation process for faculty by sending a request for Annual Activity Reports and Paid Activity Reports to all faculty members and librarians. These should be submitted to unit heads at the end of April (following divisional norms). Units will normally receive information about the year’s PTR process from the Provost’s Office in March. (This memo is sometimes delayed if negotiations are ongoing.)

Research & Study Leaves

- This month, the Office of the Vice-Provost, Faculty & Academic Life will send approvals for upcoming Research & Study Leaves in your unit or division. More details about Research & Study Leaves are available in the AAPM.

Retirement

- Please share with faculty and librarians the recently announced Special Retirement Program. Review details of the program, including the application form and FAQ’s. The deadline to apply is April 1, 2020.
- Please mention the annual retirement information sessions for faculty and librarians will be taking place between March 31 through April 30 (more
information below under Workshops & Resources for Faculty). The sessions are designed to help individuals plan for retirement through a discussion of their retirement options including Phased Retirement and details on the U of T Pension Plan. (The Special Retirement Program will not be discussed at these retirement sessions because the deadline to apply for that program precedes any of the regularly scheduled retirement information sessions.)

Ongoing items

• If you have new or visiting faculty who plan to arrive in the next 12 months, please follow your Faculty’s established procedure and submit any immigration related documents for action.

A. Workshops & Resources for Academic Administrators

Hiring TAs, Course Instructors, and Sessional Lecturers

This session will provide Chairs, Directors, Associate Chairs, TA Coordinators, and Administrative Staff responsible for the administration of CUPE 3902 appointments with the tools and information necessary for posting, hiring, and filling positions under the CUPE 3902 Unit 1 and Unit 3 Collective Agreements. Topics will include: subsequent appointment assignments, job security commitments, timelines, job postings, and navigating the hiring criteria.

1. St. George

When: Thursday, March 19, 12:00-2:00

Where: Governing Council Chamber, Simcoe Hall

Register now

2. At UTM

When: Thursday, March 5, 1:00-3:00

Where: Room 3214, Davis Building, UTM

Register by emailing Dina Moreira at dina.moreira@utoronto.ca

3. At UTSC
**When**: Thursday, March 12, 12:00-2:00

**Where**: EV151/152, 1065 Military Trail

Register now

**Academic HR Sessions for Chairs, Directors, and Single Department Faculty Deans**

Leading tenure, continuing status, and promotion reviews are the responsibility of the Chairs, Directors, and Single Department Faculty Deans. These sessions, offered by the Office of the Vice-Provost, Faculty & Academic Life, are intended to provide unit heads with an overview of assessment processes. We will discuss materials unit heads need to gather to support each review and will offer key strategies for success. The goal of these sessions is to help unit heads run fair and robust reviews and avoid common pitfalls.

We have scheduled all of the following sessions on one day at each campus. Register for any or all sessions relevant to you.

- Interim & Tenure Review
- Probationary & Continuing Status Review
- Promotion in the Tenure Stream
- Promotion in the Teaching Stream

**When**: Monday, March 16, 9:00-4:30 (See specific times for each session in the “Register” link below. Note that the date has changed from February 28 to March 16)

**Where**: Room 107, McMurrich Building

Register for any or all sessions on St. George

**Recruitment & Hiring**

A unit’s ability to hire the best possible candidates for academic positions can depend on effective management of the recruitment process. This session, for Chairs/Directors and supporting staff, is intended to provide information about the following topics that are critical to the success of this process, including recruitment, job ads, immigration considerations, appointment files, and search reports.

1. **On St. George**

**When**: Wednesday, May 20, 12:00-2:00pm (A light lunch will be served)
Where: Governing Council Chamber, Simcoe Hall

Register now

2. At UTM

When: Thursday, May 21, 12:00-2:00pm (A light lunch will be served)

Where: Room 3138, Davis Building, UTM (Note that the location has changed)

Register now

3. At UTSC

When: Tuesday, May 26, 12:00-2:00pm (A light lunch will be served)

Where: Room 160, Arts & Admin Building

Register now

B. Workshops & Resources for Faculty

Preparing for Your Interim & Tenure Review

Please share with pre-tenure faculty

This session is for tenure stream faculty.

Achieving tenure is an important milestone in the life cycle of tenure-stream faculty. Understanding expectations and knowing what constitutes a complete and thorough file is critical. This session, intended for pre-tenure faculty who are preparing for their interim or tenure reviews, will cover the process and associated timelines for each review. Experienced Chairs/Directors will be on hand to provide insight into how files are read and assessed.

1. On St. George

When (two options):

Thursday, March 5, 2:30-4:30

Tuesday, March 10, 9:00-11:00

Where: Governing Council Chamber, Simcoe Hall
2. At UTM

**When:** Wednesday, March 4, 10:00-12:00 (Lunch will be provided at noon)

**Where:** Room 3130, Davis Building

**Register now**

3. At UTSC

**When:** Friday, March 6, 1:30-3:30

**Where:** Room 140, Environmental Sciences Building

**Register now**

The Interim & Tenure Review session at UTSC will be followed by a Teaching Dossier workshop led by UTSC’s Centre for Teaching & Learning in the same room (Room 140, Environmental Sciences Building) from 3:30-4:30.

**Register now for the Teaching Dossier Workshop**

**Preparing for Your Promotion from Associate Professor to Professor**

> Please share with Associate Professors in the Tenure Stream

This session is for tenured faculty.

The University expects that most tenure-stream faculty will achieve the rank of Professor during their career at this institution. This session is intended for Associate Professors in the Tenure Stream who are preparing for promotion to Professor. We will discuss the process and timelines, how candidates may be identified, and how they can develop a professional development plan in preparation for promotion in the tenure stream.

1. On St. George

**When:** Tuesday, March 10, 11:15-12:15 (Lunch will be provided at 12:15)

**Where:** Governing Council Chamber, Simcoe Hall

**Register now**
2. At UTM

**When**: Wednesday, March 4, 12:30-1:30 (Lunch will be provided at noon)

**Where**: Room 3130, Davis Building

[Register now](#)

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**Preparing for Your Probationary & Continuing Status Review**

Please share with pre-continuing status faculty

This session is for continuing teaching stream faculty.

Achieving continuing status is an important milestone in the life cycle of teaching-stream faculty. Understanding expectations and knowing what constitutes a complete and thorough file is critical. This session, intended for pre-continuing status faculty who are preparing for their probationary or continuing status reviews, will cover the process and associated timelines for each review. Experienced Chairs will be on hand to provide insight into how files are read and assessed in the teaching stream.

1. On St. George

**When**: Tuesday, March 10, 12:45-2:45 (Lunch will be provided at 12:15)

**Where**: Governing Council Chamber, Simcoe Hall

[Register now](#)

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2. At UTM

**When**: Wednesday, March 4, 1:30-3:30

**Where**: Room 3130, Davis Building

[Register now](#)

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3. At UTSC

**When**: Friday, March 6, 12:00-1:30 (Lunch will be provided at noon)

**Where**: Room 140, Environmental Sciences Building

[Register now](#)
The Probationary & Continuing Status Review session at UTSC will be followed by a Teaching Dossier workshop led by UTSC’s Centre for Teaching & Learning in the same room (Room 140, Environmental Sciences Building) from 3:30-4:30.

Register now for the Teaching Dossier Workshop

Preparing for Your Promotion from Associate Professor, Teaching Stream to Professor, Teaching Stream

Please share with Associate Professors, Teaching Stream

This session is for teaching stream faculty post-continuing status review.

The University anticipates that many teaching-stream faculty will achieve the rank of Professor, Teaching Stream. This session is intended to help associate rank teaching stream faculty prepare for promotion. We will discuss the process and timelines, how candidates may be identified, and how they can develop a professional development plan in preparation for promotion to Professor, Teaching Stream.

1. On St. George

When: Tuesday, March 10, 3:00-4:00

Where: Governing Council Chamber, Simcoe Hall

Register now

2. At UTM

When: Wednesday, March 4, 3:45-4:45

Where: Room 3130, Davis Building

Register now

Retirement Information Sessions for Faculty and Librarians

This session, for faculty thinking about retirement, is an opportunity to engage in a discussion about the human and financial elements relevant to this next stage in the academic career. A panel of faculty who have declared retirement or are in the phased retirement will discuss the decision-making process. Ian MacEachern, Director of Pensions, Benefits, and Payroll, and Jo-Anne Vanhorn, Pension Specialist, will highlight the financial considerations and review the U of T pension plan. A hot breakfast will be served.
1. On St. George

**When (two options):**

Tuesday, March 31, 9:00-12:00 (Hot breakfast at 8:30)
Tuesday, April 14, 9:00-12:00 (Hot breakfast at 8:30)

**Where:** Governing Council Chamber, Simcoe Hall

[Register now](#) for either session

2. At UTM

**When:** Wednesday, April 8, 9:00-12:00 (Hot breakfast at 8:30)

**Where:** Room 3141, Davis Building, UTM (enter through Room 3140)

[Register now](#)

3. At UTSC

**When:** Thursday, April 30, 9:30-12:30 (Hot breakfast at 9:00)

**Where:** Room 318, Instructional Centre, UTSC

[Register now](#)

**Save the Date: New Faculty Orientation, 2020**

For all Chairs, Directors, Single Department Faculty Deans: Please note that the 2020 New Faculty Orientation will be held on August 10 & 11.

**Webinars from the National Centre for Faculty Development & Diversity**

- [How to Develop a Daily Writing Practice](#) (March 12, 2:00-3:30)
- [How to Challenge Race and Gender Bias in Student Evaluations](#) (March 24, 2:00-3:00)
- [Faculty Success Program](#) (May 17-August 8) – Priority registration now open

[Activate your NCFDD membership now](#)