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

Recruitment: Delay of Launch of New Tool

- In light of the COVID-19 pandemic, the project team has delayed the launch of SuccessFactors Recruiting from May 5 to July 7, 2020.
- Consequently, from now until the launch date, academic job ads will continue to be posted to Taleo.
- 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.

Progress Through the Ranks (PTR)

- Please see materials posted on the VPFAL COVID-19 Resources for Academic Administrators webpage concerning the salary administration and merit exercise.
- As individual Faculties/academic units set timelines for the PTR process in line with PDAD&C #65, they may wish to clarify for their faculty by what date the academic unit needs to hear from any faculty member who does not wish their course evaluations for this term to be used as part of their PTR consideration for the 2019-20 academic year.

Probationary Review (Teaching Stream)

- Teaching stream faculty coming forward for their probationary review should be notified of their upcoming review “normally no later than May 1” and given a deadline for submission of their dossier (and “will not normally be required to complete the submission prior to June 30”). (PPAA, 2015, VII.30.vii)
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

- 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)

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.

Retreat for New Academic Administrators

All newly-appointed academic administrators appointed under the PAAA will receive an invitation to the 2020 Retreat for New Academic Administrators.
• In light of the COVID-19 pandemic, we are simultaneously planning an in-person Retreat for June 22-25 and an online alternative consisting of a series of live webinars to take place one per day from late June to early July. We are continuing to monitor the situation and will announce which format the Retreat will take as soon as we are in the position to do so.

• Currently serving academic administrators are encouraged to join us for sessions of the Retreat dedicated to critical leadership topics. These sessions include: Human Rights Overview, Faculty Grievances, Having Difficult Conversations, Equity, Diversity, and Inclusion: A Call to Action, 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.

**Workshops & Resources for Academic Administrators**

**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 webinar, 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.

**Date:** May 20, 12:00-1:00pm

[Register for this webinar](#)

**Resources for Faculty**

**Please share with your faculty**

Webinars from the National Centre for Faculty Development & Diversity:

- [Wellness and Technology](#) (April 28, 2:00-3:00)
- [Every Summer Needs a Plan](#) (May 14, 2:00-3:00pm)

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