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

Recruitment

- **New system**: The new SuccessFactors Recruiting Tool launched July 7, 2020, replacing Taleo.
- **Instructions**: Please note that guides on how to access and use the system are available as follows:
  - for [Academic Search Administrators](mailto:), (log in with your UTORID), and
  - for [Search Chairs and Search Committee members](mailto:) (log in with your UTORID).
- **Training**: Staff in Dean’s Offices and Academic Search Administrators within units will also be invited to a second round of virtual training sessions specific to academic recruitment scheduled to take place early in the fall.
- **Existing Taleo Ads**: For those ads approved and posted to Taleo, that system will continue to be operational until the end of August. The VPFAL Office will reach out to any units that still have ads active prior to August 31. Candidate application materials will be accessible in Taleo on a ‘view-only basis’ from September until mid-December.
- 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](mailto:), 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). “Notice that the contract will or will not be renewed on the following July I must be given in writing no later than September 25” (**PPAA, 2003**, II.8).

**Promotion to Professor**

• “Each year the Department Chairman will place before the Promotions Committee for preliminary consideration the names of all Associate Professors in the Department, together with their curricula vitae. The Committee will advise the Chairman as to which staff members should receive more detailed consideration for promotion (**PPP, 1980**, 20).

• “Associate Professors may request that they be considered for promotion in any given year. Such requests are to be made in writing to the Chairman of the department on or before October 15 of the calendar year preceding the possible promotion. In this case, the Promotions Committee is obliged to give the faculty member detailed consideration along with any other candidates under consideration” (**PPP, 1980**, 21).
Promotion to Professor, Teaching Stream

- “Each year the Department Chair will place before the Promotions Committee for preliminary consideration the names of all Associate Professors, Teaching Stream in the Department, together with their curricula vitae. The Committee will advise the Chair as to which faculty members should receive more detailed consideration for promotion” (*PPPTS, 2016*, 18).

- “Associate Professors, Teaching Stream may request that they be considered for promotion in any given year. Such requests are to be made in writing to the Chair of the department on or before October 15 of the calendar year preceding the possible promotion. In this case, the Promotions Committee is obliged to give the faculty member detailed consideration along with any other candidates under consideration” (*PPPTS, 2016*, 18).

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 and July can contact our Office at vpfal.prof.dev@utoronto.ca for Retreat resources.

Unconscious Bias Workshop

Unconscious Bias training is a critical requirement for securing federal funding. This session is designed for academic administrators, decanal assessors, SGS assessors, and faculty engaged in academic HR processes (hiring, tenure/continuing status review, promotion, nominations, etc.) to learn about unconscious bias and the significance of its effects. Presenters will suggest practical strategies to mitigate the role of unconscious bias in academic HR processes.

October 9, 2020 1:00-3:30 (online)

Register now by filling out this Form.

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. We will send them a direct invitation. *Please note that we are unable to accommodate staff, students, post-docs, or clinicians at this session.*

Workshops & Resources for Faculty

Please share with your faculty
Your Academic Career at the U of T: Orientation for New Faculty & Librarians was held on August 10 and 11. Continuing tenure and teaching stream faculty members should contact vpfal.prof.dev@utoronto.ca for access to materials if they were unable to attend.

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

- **Overcoming Academic Perfectionism** (September 10, 2:00-3:30)
- **Bracing for and Embracing the Fall as a Blkademic** [Black Academic] (September 15, 2:00-3:00)
- **Building and Leading Successful Research Teams** (September 22, 2:00-3:00)

_activate your NCFDD membership_