



To: Deans of Single Department Faculties
Copy: HR Leads
From: Heather Boon, Vice-Provost, Faculty & Academic Life (VPFAL)
Date: March 31, 2020
Re: **Submission of Promotion Files to the Office of the Vice-Provost, Faculty & Academic Life**

I am writing to advise that Single Department Faculties should submit any Spring 2020 promotion files as soft (electronic) copies to our office for approval. Please ensure that you submit the full file with all components and that you follow the guidelines established for the secure management of electronic versions of tenure dossiers, which may be found [here](#).

We recognize that in the current circumstances of the COVID-19 pandemic, there may be delays in finalizing or submitting promotion files. Please send them to us whenever they are ready. We will work to review files as quickly as possible once we receive them.

If you only have a hard copy of the full file, or if you have a promotion file that may be delayed past June 30, 2020, please contact our office for additional advice (academic.hr@utoronto.ca).