

Annual Academic HR Calendar

This annual calendar is a printed version of the full Academic HR Calendar which will shortly be available at www.faculty.utoronto.ca. The full calendar contains the relevant policy references. Please always refer to policy. In all instances, the policies are binding and take precedence over the information provided in summary tools.

September

Topic	Category	Timeline	Period in which activity must occur
Third year review—tenure stream (PPAA, 2003)	Mandatory date set in policy	Before September 25	Notice of outcome of third-year review must be provided to candidate
Continuing Status review—teaching stream (PPAA, 2015)	Period in which activity must occur	Early Fall	<ul style="list-style-type: none"> • Summary of Evidence prepared by Continuing Status Committee chair and provided to candidate (at least 1 week prior to Continuing Status Committee meeting) • Continuing Status Committee should meet
Promotion—tenure and teaching stream	Period in which activity must occur	Early Fall	<ul style="list-style-type: none"> • Unit head must establish promotions committee • Formally remind faculty that the deadline to ask for detailed consideration is October 15
Tenure review—tenure stream (PPAA, 2015) (PPAA, 2003)	Period in which activity must occur	Early Fall	<ul style="list-style-type: none"> • Tenure Committee chair should request opinions from students and colleagues • Tenure Committee chair must convene Teaching Evaluation Committee • Tenure Committee chair must convene Internal Reading Committee
Tenure review—tenure stream (PPAA, 2015) (PPAA, 2003)	Period in which activity must occur	Fall	Division head should notify candidate of proposed composition of tenure committee and subsequently confirm final composition and meeting dates

High-Level Calendar—Flow of Work

June 22, 2017

October

Topic	Status	Date	Period in which activity must occur
Tenure review (PPAA, 2015) (PPAA, 2003)	Period in which activity must occur	Fall	Establish January / February dates for Tenure Committee meetings and notify candidate of timing
Promotion—tenure stream	Mandatory date set in policy	On or before October 15	Deadline for tenured faculty to submit request to be given detailed consideration for promotion
Promotion—teaching stream	Mandatory date set in policy	On or before October 15	Deadline for teaching stream faculty with continuing status to submit request to be given detailed consideration promotion
Promotion—tenure stream	Period in which activity must occur	After Promotion Committee has met	Unit Head should solicit external appraisals of tenure stream faculty coming forward for full consideration for promotion
Promotion—teaching stream	Period in which activity must occur	After Promotion Committee has met	Unit Head should solicit external appraisals of teaching stream faculty coming forward for full consideration for promotion
Research and study leave	Mandatory date set in policy	No later than October 31	Deadline for faculty members to submit applications for RSL for the following academic year

High-Level Calendar—Flow of Work

June 22, 2017

November

Topic	Status	Date	Period in which activity must occur
Interim review—tenure stream (PPAA, 2015)	Mandatory date set in policy	Before November 30	Notice of outcome of interim review must be provided to candidate
Continuing Status review—teaching stream (PPAA, 2015)	Period in which activity must occur	Mid Fall	Continuing Status Committee should make its final decision on the Continuing Status file and submit file to Dean’s Office (MDF) and Office of the VPFAL (SDFs)

High-Level Calendar—Flow of Work

June 22, 2017

December

Topic	Status	Date	Period in which activity must occur
Probationary review—teaching stream (PPAA, 2015)	Mandatory date set in policy date	No later than December 31	Teaching stream faculty must be informed of the outcome of their probationary review
Part-time academic staff	Mandatory date set in policy date set in policy	By December 31	Inform part-time academic staff of the renewal or non-renewal of a 3-year contract
Continuing status review—teaching-stream faculty (PPAA, 2015)	Mandatory date set in policy date set in policy	By December 31	Notice of outcome of continuing status review must be given to candidate
CLTA—non-tenure stream	Mandatory date set in policy date	By December 31	Notice of the renewal or non renewal of their contract must be given to any CLTA members of the academic staff (non-tenure stream) in the final year of their appointment
CLTA—teaching stream (PPAA, 2015)	Mandatory date set in policy date	By December 31	Notice of the renewal or non renewal of their contract must be given to any CLTA teaching-stream members of the academic staff in the final year of their appointment
Research and study Leave	Mandatory date set in policy date	By December 31	Divisional response in principle to all requests for RSLs for the coming academic year (subject to final approval by the Provost)

High-Level Calendar—Flow of Work

June 22, 2017

January

Topic	Status	Date	Period in which activity must occur
Tenure review— tenure stream (PPAA, 2015) (PPAA, 2003)	Period in which activity must occur	Winter	<ul style="list-style-type: none">• Summary of Evidence prepared by TC chair and provided to candidate (at least 1 week prior to TC meeting)• Tenure Committee should meet

High-Level Calendar—Flow of Work

June 22, 2017

February

Topic	Status	Date	Period in which activity must occur
Promotion—tenure stream	Period in which activity must occur	February	Positive promotion files for tenured faculty in SDFs should be submitted to the Provost's Office
Promotion—teaching stream faculty	Period in which activity must occur	February	Positive files for continuing status teaching stream faculty in SDFs should be submitted to the Provost's Office

High-Level Calendar—Flow of Work

June 22, 2017

March

Topic	Status	Date	Period in which activity must occur
Merit (PTR and 5%)	Notification	In March	Annual Merit (PTR and 5%) and Salary Increase instructions normally issued by the Provost Office
Merit (PTR and 5%)	Period in which activity must occur	By March 31	Unit head requests Annual Period in which activity must occur. Report and Paid Period in which activity must occur. Report from all faculty members and librarians.
Research and Study Leave	Mandatory date set in policy	By March 31	Deadline for confirmation of all RSL's for the coming academic year

High-Level Calendar—Flow of Work

June 22, 2017

April

Topic	Status	Date	Period in which activity must occur
Recruitment / searches	Formal Call	In April	<ul style="list-style-type: none"> • Call for recruitment plans issued to all Divisions by the VPFAL • Once approval has been received, unit heads may begin the recruitment process for the next academic year
Tenure review—tenure stream (PPAA, 2015)	Mandatory date set in policy	April 15	Deadline under the 2015 PPAA to notify all candidates of the recommendation of their tenure committee (unless you have explicitly received an extension)
Tenure review—tenure stream (PPAA, 2003)	Mandatory date set in policy	April 15	Deadline under the 2003 PPAA to notify all candidates of the recommendation of their tenure committee (unless you have explicitly received an extension)
Merit (PTR and 5%)	Period in which activity must occur	By April 30	Faculty and librarians submit their Annual Activity Report and Paid Activity Report to their unit head
Merit (PTR and 5%)	Formal Call	By April 30	5% Merit Pool memo normally sent to Deans of SDFs

High-Level Calendar—Flow of Work

June 22, 2017

May

Topic	Status	Date	Period in which activity must occur
Probationary review—teaching stream (PPAA, 2015)	Mandatory date set in policy	No later than May 1	Teaching-stream faculty coming forward for their probationary review should be notified of their upcoming review by May 1 and given a deadline for submission of their teaching dossier (note: not normally to be submitted before June 30)
Third year review—tenure stream (PPAA, 2003)	Mandatory date set in policy	Not before May 1	Conduct third-year review of pre-tenure faculty who have not opted in to the SJAC changes
Interim review—tenure stream (PPAA, 2015)	Mandatory date set in policy	Not before May 1	The interim review of pre tenure faculty (normally occurs during their 4th year) can be reviewed no earlier than May 1 (of their 3rd year). (Note that the candidate must normally be notified no later than June 30 of the deadline to submit their documentation.) (The deadline for submission is not normally before August 31.)
Probationary review—teaching stream (PPAA, 2015)	Mandatory date set in policy	Not before May 1	The probationary review of pre continuing status faculty (normally occurs during their 4th year) can be reviewed no earlier than May 1 (of their 3rd year). (Note that the deadline for submission of the file is not normally before June 30.)
Continuing Status review—teaching stream (PPAA, 2015)	Period in which activity must occur	Spring	Written notification to candidates that their continuing status review will occur (note: in time for dossier submission June 30)

High-Level Calendar—Flow of Work

June 22, 2017

Tenure review— tenure stream (PPAA, 2015)	Mandatory date set in policy	In May	Unit heads must identify those faculty who will come forward for tenure review in the coming academic year
Merit (PTR and 5%)	Period in which activity must occur	By end of May	Deans submit their Annual Activity Report and Paid Activity Report to the Provost
Merit (PTR and 5%)	Period in which activity must occur	By end of May	<ul style="list-style-type: none"> • Deans of single-department Faculties complete assessments for each faculty member and librarian and submit recommendations for 5% merit pool allocations to the Provost • MDFs will set their own deadlines

High-Level Calendar—Flow of Work

June 22, 2017

June

Topic	Status	Date	Period in which activity must occur
Merit (PTR and 5%)	Period in which activity must occur	Mid to end of June	The Provost will normally notify Deans of merit allocations before the end of June
Retirement notice	Period in which activity must occur	Before the end of June	Deadline for faculty to submit notice of their intention to retire the following June 30
Tenure review—tenure stream (PPAA, 2015)	Mandatory date set in policy	No later than June 30	Deadline for written notification of those coming forward for tenure review the following spring including timelines. (Note: Candidates should be given at least 6 weeks to prepare their material.) (The research dossier is not normally expected to be submitted before August 31.)
Interim review—tenure stream (PPAA, 2015)	Mandatory date set in policy	No later than June 30	Faculty members coming forward for interim review must receive a request to submit an account of research/CPA before June 30. (Not normally to be submitted prior to August 31)
Continuing Status review—teaching stream (PPAA, 2015)	Mandatory date set in policy	By June 30	Deadline for submission of dossier by candidate to the Chair of the Continuing Status Committee
Probationary review—teaching stream (PPAA, 2015)	Mandatory date set in policy	Not before June 30	The deadline for teaching-stream faculty coming forward for probationary review to submit their dossier is normally after June 30

High-Level Calendar—Flow of Work

June 22, 2017

July

Topic	Status	Date	Period in which activity must occur
Merit (PTR and 5%)	Period in which activity must occur	July 1	Written notification of performance assessment and (normally) PTR award must be received by faculty and librarians
Merit (PTR and 5%)	Period in which activity must occur	After July 1	Normally, submit histograms to VPFAL Office
Tenure review—tenure stream (PPAA, 2015)	Mandatory date set in policy	Not before July 1	Candidates for tenure review should not be required to submit their materials before July 1 (and must be given at least 6 weeks after formal notification to prepare the dossier)
Continuing Status review—teaching stream (PPAA, 2015)	Period in which activity must occur	Summer	Unit head should notify candidate of proposed composition of Continuing Status Committee and subsequently confirm final composition and of meeting dates
Continuing Status review—teaching stream (PPAA, 2015)	Period in which activity must occur	Summer	Chair of Continuing Status Committee should secure external assessments for file and any relevant internal assessments in line with Divisional Teaching Guidelines
Tenure review—tenure stream (PPAA, 2015)	Period in which activity must occur	Summer	Chair of Tenure Committee should confirm external assessors who are willing to review tenure dossier

High-Level Calendar—Flow of Work

June 22, 2017

August

Topic	Status	Date	Period in which activity must occur
Workload	Period in which activity must occur	Before the fall	“Each member will be provided with a written assignment of his/her workload duties on an annual basis which includes details of teaching and service ” <i>(University of Toronto Workload Policy and Procedures For Faculty and Librarians [WLPP] Oct 3, 2015, section 2.14)</i>
Interim review—tenure stream (PPAA, 2015)	Mandatory date set in policy	After August 31	Deadline for submission of materials by candidate for interim review normally after this date