

Annual High Level Academic HR Calendar (aka Ecclesiastic Calendar)

NOTE:

References are to the following policies all posted here: <https://governingcouncil.utoronto.ca/secretariat/policies>

PPAA: [Policy and Procedures on Academic Appointments](#)

PPP: [Policy and Procedures Governing Promotions](#)

PPPTS: [Policy and Procedures Governing Promotions in the Teaching Stream](#)

PtP: [Policy and Procedures on Employment Conditions of Part-time Faculty](#)

September

Topic	Category	Timeline	Activity
Promotion - tenure and teaching stream	Period in which activity should 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)	Period in which activity should 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)	Expectation set in policy	Fall	<ul style="list-style-type: none"> Tenure Committee Chair should notify candidate of proposed composition of tenure committee and subsequently confirm final

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			composition and meeting dates. “This notification will normally happen in the fall.” (PPAA, 2021, Part II, 14 iii)
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October

Topic	Category	Timeline	Activity
Continuing Status review – teaching stream (PPAA)	Period in which activity should occur	ASAP 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 <p>“The division head or chair shall prepare and provide a written summary of the content of the external assessments and other evaluations, without identifying their source, to the candidate at the time of submission of the dossier to the continuing status committee normally at least one week prior to the first meeting of the committee.” (PPAA, 2021, Part VII, 30, x)</p>
Tenure review (PPAA)	Period in which activity should occur	Fall	<ul style="list-style-type: none"> Establish January / February dates for Tenure Committee meetings and notify candidate of timing
Promotion - tenure stream (PPP)	Mandatory date set in policy	On or before October 15	<ul style="list-style-type: none"> Deadline for tenured faculty to submit request to be given detailed consideration for promotion
Promotion - teaching stream (PPPTS)	Mandatory date set in policy	On or before October 15	<ul style="list-style-type: none"> Deadline for teaching stream faculty with continuing status to submit request to be given detailed consideration for promotion
Research and Study Leave	Mandatory date set in policy	No later than October 31	<ul style="list-style-type: none"> Deadline for faculty members to submit applications for RSL to their academic Unit head for the following academic year

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November

Topic	Category	Timeline	Activity
Interim review - tenure stream (PPAA)	Mandatory date set in policy	Before November 30	<ul style="list-style-type: none">• Notice of outcome of interim review must be provided to candidate• Plan for term of adjusted workload following successful review
Continuing Status review - teaching stream (PPAA)	Period in which activity should occur	Mid - Late Fall	<ul style="list-style-type: none">• 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)

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December

Topic	Category	Timeline	Activity
Part-time faculty (PtP)	Mandatory date set in policy	Before December 31	<ul style="list-style-type: none"> The review of part-time faculty for a continuing appointment should occur “during the sixth (6th) year of a period of successive one year and/or two year appointments”. “The review to be conducted before December 31.” (PtP, 7b)
Continuing Status review - teaching stream faculty (PPAA)	Mandatory date set in policy	By December 31	<ul style="list-style-type: none"> Notice of outcome of continuing status review must be given to candidate Candidate notified of outcome: “The continuing status review should be completed and the candidate notified by December 31st.” (PPAA, 2021, Part VII, 30, x)
CLTA - non tenure stream (PPAA)	Mandatory date set in policy	By December 31	<ul style="list-style-type: none"> 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 (PPAA, VI, 29, vi)
CLTA - teaching stream (PPAA)	Mandatory date set in policy	By December 31	<ul style="list-style-type: none"> 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 (PPAA, VII, 30, xix)
Probationary review - teaching stream (PPAA)	Mandatory date set in policy	No later than December 31	<ul style="list-style-type: none"> Teaching stream faculty must be informed of the outcome of their probationary review Plan for term of adjusted workload following successful review

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			“Notice that the contract will or will not be renewed on the following July 1 must be given in writing no later than December 31.” (PPAA, 2021, Part VII, 30, vii)
Research and Study Leave	Mandatory date set in policy	By December 31	<ul style="list-style-type: none"> Divisional response in principle to all requests for RSLs for the coming academic year (subject to final approval by the Provost)
Retirement notice	Period in which activity must occur	Before the end of December	Deadline for faculty to submit notice of their intention to retire the following December 31

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January

Topic	Category	Timeline	Activity
Tenure review - tenure stream (PPAA)	Period in which activity should occur	Winter	<ul style="list-style-type: none">• Summary of Evidence prepared by Tenure Committee chair and provided to candidate (at least 1 week prior to TC meeting) (PPAA, 2021, Part II, 14 iv)• Tenure Committee should meet

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February

Topic	Category	Timeline	Activity
Promotion - tenure stream	Period in which activity should occur	February	<ul style="list-style-type: none">• Positive promotion files for tenured faculty in SDFs should be submitted to the Provost's Office
Promotion - teaching stream faculty	Period in which activity should occur	February	<ul style="list-style-type: none">• Positive files for continuing status teaching stream faculty in SDFs should be submitted to the Provost's Office

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March

Topic	Category	Timeline	Activity
Merit (PTR and 5%)	Notification	Spring (March - April)	<ul style="list-style-type: none">Annual Merit (PTR and 5%) and Salary Increase instructions normally issued by the Provost Office
Merit (PTR and 5%)	Period in which activity should occur	By March 31	<ul style="list-style-type: none">Unit head requests Annual Activity Report from all faculty members and librarians
Research and Study Leave	Mandatory date set in policy	By March 31	<ul style="list-style-type: none">Deadline for confirmation of all RSLs for the coming academic year by VPFAL

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April

Topic	Category	Timeline	Activity
Recruitment / Searches	Formal Call	In April	<ul style="list-style-type: none"> • Call for recruitment plans issued to all Divisions by the V-P, FAL • Once approval has been received, unit heads may begin the recruitment process for the next academic year
Tenure review - tenure stream (PPAA)	Mandatory date set in policy	April 15	<ul style="list-style-type: none"> • Deadline under the 2015 PPAA to notify all candidates of the recommendation of their tenure committee (unless you have explicitly received an extension) (PPAA, 2021, Part II, 10)
Merit (PTR and 5%)	Period in which activity should occur	By April 30	<ul style="list-style-type: none"> • 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 (sometimes slightly later in practice)	<ul style="list-style-type: none"> • 5% Merit Pool memo normally sent to Deans of SDFs

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May

Topic	Category	Timeline	Activity
Probationary review – teaching stream (PPAA)	Mandatory date set in policy	No later than May 1	<ul style="list-style-type: none"> 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) (PPAA, 2021, Part VII, 30, vii)
Interim review - tenure stream (PPAA)	Mandatory date set in policy	Not before May 1	<ul style="list-style-type: none"> The interim review of pre tenure faculty (normally occurs during their 4th year) can be reviewed no earlier than May 1 (of their third year). (PPAA, 2021, Part II, 8) (Note that the candidate must normally be notified no later than June 30 of the deadline to submit their documentation.) (PPAA, 2021, Part II, 8) (The deadline for submission is not normally before August 31.) (PPAA, 2021, Part II, 8)
Probationary review – teaching stream (PPAA)	Mandatory date set in policy	Not before May 1	<ul style="list-style-type: none"> The probationary review of pre continuing status faculty (normally occurs during their 4th year) can be reviewed no earlier than May 1 (of their third year). (PPAA, 2021, Part VII, 30, vii) (Note that the deadline for submission of the file is not normally before June 30.)

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Continuing Status review - teaching stream (PPAA)	Period in which activity should occur	Spring	<ul style="list-style-type: none"> Written notification to candidates that their continuing status review will occur (Note: in time for dossier submission June 30)
Tenure review - tenure stream (PPAA)	Mandatory date set in policy	In May	<ul style="list-style-type: none"> Unit heads must identify those faculty who will come forward for tenure review in the coming academic year (PPAA, 2021, Part II, 14, i)
Merit (PTR and 5%)	Period in which activity should occur	By end of May	<ul style="list-style-type: none"> Deans submit their Annual Activity Report and Paid Activity Report to the Provost
Merit (PTR and 5%)	Period in which activity should occur	By end of May (sometimes early June)	<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

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June

Topic	Category	Timeline	Activity
Promotion - tenure stream	Period in which activity should occur	Should occur as soon as it is known that a faculty member will be given full consideration	<ul style="list-style-type: none"> Unit Head should solicit external appraisals of tenure stream faculty coming forward for full consideration for promotion
Promotion - teaching stream	Period in which activity should occur	Should occur as soon as it is known that a faculty member will be given full consideration	<ul style="list-style-type: none"> Unit Head should solicit external appraisals of teaching stream faculty coming forward for full consideration for promotion
SDF 5%	Period in which activity should occur	Mid-End June	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Deadline for faculty to submit notice of their intention to retire the following June 30
Workload letters	Mandatory date set in policy	By no later than June 30th	<ul style="list-style-type: none"> Deadline for faculty and librarians to be provided with annual workload letter (WLPP, 2.17)
Interim review - tenure stream (PPAA)	Mandatory date set in policy	No later than June 30	<ul style="list-style-type: none"> 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) (PPAA, 2021, Part II, 8)
Tenure review - tenure stream (PPAA)	Mandatory date set in policy	No later than June 30	<ul style="list-style-type: none"> Deadline for written notification of those coming forward for tenure review the

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			<p>following spring including timelines. (PPAA, 2021, Part II, 14, ii) (Note: Candidates should be given at least 6 weeks to prepare their material.)</p>
<p>Continuing Status review - teaching stream (PPAA)</p>	<p>Mandatory date set in policy</p>	<p>By June 30</p>	<ul style="list-style-type: none"> • Deadline for submission of dossier by candidate to the Chair of the Continuing Status Committee • “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, 2021, Part VII, 30, x)
<p>Probationary review – teaching stream (PPAA)</p>	<p>Mandatory date set in policy</p>	<p>Not before June 30</p>	<ul style="list-style-type: none"> • The deadline for teaching stream faculty coming forward for probationary review to submit their dossier is normally after June 30

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July

Topic	Category	Timeline	Activity
Merit (PTR and 5%)	Period in which activity must occur	July 1	<ul style="list-style-type: none"> Written notification of performance assessment and (normally) PTR award must be received by faculty and librarians
Merit	Period in which activity must occur	At the beginning of the academic year (i.e. July 1)	<ul style="list-style-type: none"> Unit heads “shall communicate, in writing, to each faculty member of their unit” <ul style="list-style-type: none"> internal policies and procedures for assessment of PTR the format to be used for activity reports the relative weight of teaching, research and service
Merit (PTR and 5%)	Period in which activity must occur	After July 1	<ul style="list-style-type: none"> Normally, Dean’s Offices to submit histograms to VPFAL Office
Tenure review – tenure stream (PPAA)	Mandatory date set in policy	Not before July 1	<ul style="list-style-type: none"> 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) (PPAA, 2021, Part II, 14 ii)
Continuing Status review – teaching stream (PPAA)	Period in which activity must occur	Summer	<ul style="list-style-type: none"> Unit head should notify candidate of proposed composition of Continuing Status Committee and subsequently confirm final composition and meeting dates
Continuing Status review – teaching stream (PPAA)	Period in which activity must occur	Summer	<ul style="list-style-type: none"> Chair of Continuing Status Committee should secure external assessments for file and any relevant internal assessments in line with Divisional Teaching Guidelines

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Tenure review – tenure stream (PPAA)	Period in which activity must occur	Summer	<ul style="list-style-type: none">• Chair of Tenure Committee should confirm external assessors who are willing to review tenure dossier
Part-time faculty (PtP)	Period in which activity must occur	Summer	Unit head should initiate process of review for continuing appointment for faculty members who began relevant part-time contracts July 1

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August

Topic	Category	Timeline	Activity
Interim review – tenure stream (PPAA)	Mandatory date set in policy	After August 31	<ul style="list-style-type: none">• Deadline for submission of materials by candidate for interim review normally after this date (PPAA, 2021, Part II, 8)