

From: AMS-USERS-L: Administrative Management Systems Discussion Group [mailto:AMS-USERS-L@listserv.utoronto.ca] **On Behalf Of** Human Resources & Equity
Sent: Wednesday, July 22, 2015 1:50 PM
To: AMS-USERS-L@listserv.utoronto.ca
Subject: For review and action: Message to HRIS Users re Teaching Stream Appointments

July 22, 2015

To: HRIS Users (via the AMS listserv)

From: Stephannie Roy, Senior Projects Officer & Recruitment Coordinator in the Office of the Vice-Provost, Faculty & Academic Life

Cc: HR Divisional Offices

Re: For review and action: Message to HRIS Users re Teaching Stream Appointments

Significant changes have been made to the policies governing the appointment details of Teaching Stream faculty. This memo outlines these changes and how they should be managed in HRIS. It includes instructions for [new hires](#) (both continuing and limited term appointments) and [teaching stream faculty already employed at U of T](#). [Part-time faculty](#) with teaching stream ranks are unaffected as outlined below.

Background:

On June 26th, 2015 Governing Council of the University of Toronto approved amendments to the Policy & Procedures on Academic Appointments (PPAA [Part VII paragraph 30](#)) relative to teaching stream faculty in full-time continuing appointments: http://www.provost.utoronto.ca/public/pdadc/2014_to_2015/102.htm

The approved changes to the PPAA apply to **full-time teaching stream appointments** on a go-forward basis. Some of the changes for new appointments beginning July 1, 2015 include:

- Professorial rank and titles;
 - The new ranks are as follows:
 - Assistant Professor (Conditional), Teaching Stream
 - Assistant Professor, Teaching Stream
 - Associate Professor, Teaching Stream
 - Professor, Teaching Stream
 - The University and UTFA have agreed that “the full titles shall be used in all written and/or formal circumstances including, for example, letters,

email, faculty or department websites, course calendars, conference materials, etc.”

- An initial contract of four years for all continuing full-time teaching stream faculty;
- A mandatory probationary review in the fourth year of their initial appointment;
- A workload adjustment following a successful probationary review;
- A review for promotion to continuing status in year six.

All current full-time teaching stream faculty with continuing appointments have a **one-time only option to elect to be covered by the amended policy**. For most eligible teaching stream faculty, the window for this election is open from July 1, 2015 through December 31, 2015. All full-time teaching stream faculty in continuing appointments have received individualized letters explaining the impact on them should they elect to be covered by the amended PPAA. Those who do not opt-in will continue to be governed by the unamended PPAA and their records will not change.

Senior Lecturers can use the new rank, Associate Professor, Teaching Stream upon receipt of acknowledgement of their election to the new policy. Please note: If a Senior Lecturer asks you to have your unit website or other materials updated to reflect their new rank, please do so after confirming that they are in receipt of the letter of acknowledgement from the Office of the Vice-Provost, Faculty & Academic Life. Chair / Deans have been copied on these acknowledgements.

Lecturers who elect to be governed by the new PPAA are not eligible to use their new rank, Assistant Professor, Teaching Stream until after the effective date January 1, 2016.

Teaching Stream records in HRIS:

Going forward, the new ranks are not yet available in HRIS. ***The instructions below should be used until they are.*** We will communicate further about the implementation of the new ranks in the coming months and will provide training to business officers.

1. For new hires in the Teaching Stream:

Because these are unavailable in HRIS, please continue to use the current process and create a new appointment using the ranks of Lecturer or Senior Lecturer. New faculty hired under the amended PPAA at the new teaching stream ranks will have their records centrally converted once the new ranks are available within HRIS. The details for specific categories of teaching stream appointments are outlined below

a) Continuing Appointments - New hires with signed back letters of offer before June 26, 2015:

These faculty will be contacted directly by the Office of the Vice-Provost, Faculty & Academic Life after they are entered in HRIS and will have the opportunity to opt-in to the amended PPAA and the new teaching stream ranks. Please set up their appointment following the current process and then forward the personnel number and signed back letter of offer to Stephannie Roy in the Office of the Vice-Provost, Faculty & Academic Life at stephannie.roy@utoronto.ca. The Office of the Vice-Provost, Faculty & Academic Life will contact all with individualized opt-in letters.

b) Continuing Appointments – New hires with signed back letters of offer after June 26, 2015 :

All continuing appointments made after June 26th will be under the amended PPAA and use the new ranks. Please set up their appointment following the current process.

Assistant Professors, Teaching Stream should be entered as rank 71, Lecturer. These records will be converted centrally when the new ranks are available in HRIS.

c) Limited-Term Teaching Stream Appointments – New Hires with signed back letters of offer before June 26, 2015:

Those teaching stream faculty hired in **limited-term** positions with a FTE of 76-100% should be created using the current process and ranks. **Please be sure to enter a contract end date** for these appointments as per the letter of offer. Limited-term contracts must be at least 1 year and no longer than 3 years (to a maximum total of 5 years).

NOTE: There are no rank changes for those currently on limited contracts or for those who signed back offers before the June 26th, 2015 effective date of the amended PPAA.

d) Limited-Term Teaching Stream Appointments - New Hires with signed back letters of offer after June 26, 2015:

Offers to faculty hired after June 26th to limited term teaching stream appointments are under the amended PPAA and will use the new ranks. Please set up their appointment using rank 71 – Lecturer for Assistant Professor, Teaching Stream and **enter a contract end date**. These records will be converted centrally when the new ranks are available in HRIS. Once the position has been created, forward the personnel number and signed back letter of offer to stephannie.roy@utoronto.ca.

2. Continuing Teaching Stream Faculty with start dates before June 26, 2015:

Senior Lecturers on continuing appointments have received an individualized letter outlining the election process. Should they opt in to the amended PPAA, they will receive a letter of acknowledgement from the Office of the Vice-Provost, Faculty & Academic Life and can immediately use their new rank: Associate Professor, Teaching Stream. The rank change will be processed centrally at a future date.

Lecturers on continuing appointments employed at U of T before June 26, 2015 have received an individualized letter outlining the election process. If they elect to be covered by the amended PPAA, they will receive an acknowledgement letter from the Office of the Vice-Provost, Faculty & Academic Life. They are not eligible to use their new rank, Assistant Professor, Teaching Stream until after the effective date January 1, 2016. Rank changes in HRIS will be implemented centrally after January 1, 2016 effective date.

3. Part-time appointments:

Lecturers and Senior Lecturers with **appointments of 75% FTE or less** fall within the [Policy and Procedures on Employment Conditions of Part-time Academic Staff](#) and are not affected by these changes. Continue to create these appointments following the current process. **Please be sure to enter a contract end date** for these appointments as per the letter of offer.

If you have any questions about these changes, please contact Stephannie Roy, Senior Projects Officer & Recruitment Coordinator in the Office of the Vice-Provost, Faculty & Academic Life stephannie.roy@utoronto.ca. Technical and system questions about the creation or maintenance of records should be directed to the HRIS Help Desk using the [AMS Help Form](#).