

December 17, 2015

To: HRIS Users (via the AMS Listserv)

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

Cc: Chief Administrative Officers, HR Divisional Offices

Re: Teaching Stream Appointments, New Ranks and HRIS Changes

As noted in the [message sent July 22, 2015](#), there have been significant changes to the policies governing the appointments of faculty in the teaching stream. The deadline for current full-time faculty with continuing appointments to elect to be covered by the [2015 Policy and Procedures on Academic Appointments](#) (PPAA) is **December 31st, 2015**. To date, over 90% of eligible faculty have opted in. The signed election form outlines the amended terms for the faculty member, including new rank and review dates (if Assistant Professor, Teaching Stream); these were copied to the faculty member, their Chair / Dean and Academic HR staff

The Office of the Vice-Provost, Faculty & Academic Life is working closely with the team in HR Information Systems & Process Optimization on changes to HRIS including the creation of the new ranks and an improved structure to differentiate full time continuing appointments from contractually-limited appointments in the teaching stream.

Full-time teaching stream faculty records will be converted centrally in January and will include assignment of the new ranks for those who elected to be covered by the PPAA. Further information about this conversion and the changes to HRIS will be communicated in the new year.

In order to ensure the accurate conversion of individual records, **we ask that you refrain from making any changes unless absolutely necessary** (e.g. to ensure contracts extend into 2016). The new teaching stream ranks of Assistant Professor, Teaching Stream and Associate Professor, Teaching Stream are not yet available.

Do not make changes to rank information.

If you have 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](#).