

Academics Course Material

Prior to attending this class, it is recommended that you read and familiarize yourself with the procedure documentation listed below.

Participants are also responsible for printing the procedure documentation, as the Facilitator will only provide the data sheet in class.

AGENDA

HRIS Basic Navigation Demo 

INTRODUCTION

- PPT: [Processing Academic Records in HRIS](#)

HIRING

- [Hire a Full Time Appointed Academic \(Tenure / Non-Tenure\)](#)
- [Hire a Full Time Appointed Academic, Continuing into Two Positions](#)

PAYMENTS

- [Record an Academic Research Leave at XX.XX%](#)
- [Create Overload Stipend Payments for an Appointed Academic](#)

PROGRESSION THROUGH THE RANKS

- [Promotion of an Appointed Academic](#)

RETIREMENT / TERMINATIONS

- [Voluntary Phased Retirement for an Appointed Staff Member](#)
- [Terminate an Appointed Academic with Other University Appointment](#)

EMERITUS / EMERTIA

- [Create Emeritus / Emerita](#)

REFERENCE MATERIALS

[Academic Rank / Pay Scale Level Table](#)
[Rank and Status Codes](#)
[Research and Study Leave Reference Documentation](#)



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Processing Academic Records in HRIS

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Focus of Presentation

- Provide context behind academic appointments entered into HRIS
- Highlight common errors in HRIS which impact internal & external reporting
- Overview of policies governing academic appointments



Resources

Academic Administrative Procedures Manual (AAPM)

<https://www.aapm.utoronto.ca/>

Policy and Procedures on Academic Appointments:

<https://www.aapm.utoronto.ca/wp-content/uploads/sites/129/2011/11/ppoct302003.pdf>

Policy and Procedures for Part-time Faculty:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppmar071994i.pdf>

Policy for Clinical Faculty:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjul012005.pdf>

Procedures Manual for the Policy for Clinical (MD) Faculty:

<https://medicine.utoronto.ca/sites/default/files/ProceduresManualClinicalFaculty.pdf>



Resources (cont'd)

Information on Extra-Departmental Units (EDUs):

<http://vpacademic.utoronto.ca/academic-units/extra-departmental-units/>

Information on the University Professor designation:

<https://www.provost.utoronto.ca/awards-funding/university-professors/>

Information on Phased Retirement and other Retirement Options for Faculty and Librarians:

<http://retirement.hrandequity.utoronto.ca/faculty-librarians/>

Academic pay scale level/rank and status code table:

<http://dlrissywz8ozqw.cloudfront.net/wp-content/uploads/sites/31/2016/05/Ref-1-01-ACADEMIC-RANK-PAY-SCALE-LEVEL-TABLE-2016.pdf>



Why is accuracy important?

- Internal and External Reporting – our leaders and the government want to make data-informed decisions
- University Systems (e.g. Halogen, ESS, MRA) driven by HRIS data

What do you mean you can't tell me how many tenure-stream faculty we have?



Academic Employee Subgroups

- F1 Tenured/Tenure Stream
- F2 Non Tenure Stream Professorial Ranks (CLTA & PT)
- FA & FB & F4 Teaching Stream (including new Teaching Strm ranks)
- F3 Other Academics
- F8 Academic Administrators



Academic Employee SubGp: F1 Tenure Stream



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Assistant Professor (Conditional)

- Assistant Professor (Conditional) is entry level for a faculty member who has not yet attained a PhD (or equivalent).
 - Contract of 1 year, renewable annually
 - Following successful completion of doctoral program becomes eligible for appointment at rank of Assistant Professor, effective following July 1.
 - No more than six years at Conditional rank.
 - Time at this rank doesn't count towards tenure clock



Assistant Professor

- Four year contract (SJAC implementation-some still on 3yr)
- Performance review – ‘Interim Review’ – 4th year of contract.
 - Has the appointee's performance been sufficiently satisfactory for a second probationary appointment to be recommended?
 - If reappointment is recommended, what counseling should be given to the appointee to assist him or her to improve areas of weakness and maintain areas of strength?
- Successful outcome – up to two year renewal, tenure review in terminal year.



Associate Professor

- Assistant Professor promoted to the rank of Associate Professor when tenure granted.
- Can also be appointed as an Associate Professor with tenure:
 - Full tenure review conducted prior to appointment.
- Or as an Associate Professor without tenure:
 - Considered for tenure following a 1-3 year contract; normally no interim review.

Professor

- Most senior rank
- Associate Professors go through a formal promotions process under the *Policy and procedures Governing Promotions*.
- Can also be appointed at rank of Professor – eligibility for tenure and rank considered as part of appointment process.



Tenure Stream Faculty in HRIS

Employee Subgroup = F1 Tenured/Tenure Stream	
Rank	Status
10 – Professor	01 - Tenured
20 – Associate Professor	01 - Tenured 02 - Probationary
30 – Assistant Professor	02 - Probationary
38 – Assistant Professor (Cond)	05 - Pre-probationary



Academic Employee SubGp: F2 Non-tenure stream



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F2 Non-tenure Stream - FT CLTA

- Contractually limited term appointment, otherwise have same elements of tenure stream workload; appointed 76% or greater
 - Can be appointed at the following ranks:
 - Professor
 - Associate Professor
 - Assistant Professor
 - Assistant Professor (Conditional)
 - Initial appointments of up to three years, but no more than five years. May be renewed once with provostial approval.
 - Exceptions to these rules for grant-funded positions (externally funded)



F2 Non-tenure Stream - PT

- FTE 75% or less; otherwise have same elements of tenure stream workload
 - Can be appointed at the following ranks:
 - Professor
 - Associate Professor
 - Assistant Professor
 - Assistant Professor (Cond)
- Initial contracts normally one year, renewable annually
- Three year contracts following three successive annual appointments and a successful review and with Provostial approval



Non-tenure Stream Faculty

Employee Subgroup = F2 Non-Tenure Stream

Rank	Status
10 – Professor	03 – Limited Term
20 – Associate Professor	03 – Limited Term
30 – Assistant Professor	03 – Limited Term
38 – Assist Prof (Cond)	03 – Limited Term



Academic Employee SubGp: FA, FB & F4 Teaching Stream



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Teaching Stream

- FA – Teaching Stream, Continuing (FT & PT)
- FB – Teaching Stream, NonContinuing (FT)
- F4 – Teaching Stream (PT)



FA - Assistant Professor, Teaching Stream (Conditional)

- Assistant Professor, Teaching Stream (Conditional) is entry level of rank for faculty member who is working towards a PhD (or equivalent).
 - Contracts of 1 year, renewable annually
 - Successful completion of doctoral program eligible for appointment at rank of Assistant Professor, Teaching Stream, effective following July 1.
 - No more than four years at Conditional rank.
 - Time at this rank doesn't count towards continuing status clock



FA – Assistant Professor, Teaching Stream

Assistant Professor, Teaching Stream

- Four year contract
- Performance review – ‘Probationary Review’ – 4th year of contract.
 - Has the appointee's performance been sufficiently satisfactory for a second probationary appointment to be recommended?
 - If reappointment is recommended, what counseling should be given to the appointee to assist him or her to improve areas of weakness and maintain areas of strength?
- Successful outcome – two year renewal, continuing status review in terminal year.



FA - Associate Professor, Teaching Stream

- Successful continuing status review coincides with promotion to Associate Professor, Teaching Stream

FA - Professor, Teaching Stream

- Most senior rank
- Associate Professors, Teaching Stream to go through a formal promotions process under the new Policy and Procedures Governing Promotions in the Teaching Stream



FB – FT Limited Term Teaching Stream

Same Ranks available as in FA ESG; same elements of workload; 76% or greater

- Contractually Limited Term Appointments (CLTA)
- Contracts a minimum of one year, max of five years
- Different rules apply for grant-funded positions (externally funded)
- Applies to contracts beginning July 1st 2015 and later
- Those who were initially appointed as Lecturers (prior to 2015) are appointed as Assistant Professor, Teaching Stream upon renewal



F4 – PT Limited Term Teaching Stream

- Same elements of workload as FT
- FTE of 75% or lower
- Rank of Lecturer
- Professoriate Teaching Stream ranks do not apply to this ESG
- Initial contracts normally one year, renewable annually
- Three year contracts following three successive annual appointments and a successful review and with provostial approval



Transition from F4 to FB

- On contracts beginning before July 1st 2015 (SJAC), FT Lecturers and Sr Lecturers (76% or greater on limited contracts) will be transitioned from F4 to FB if renewed at end of contract
- Eventually no FT teaching stream will be in F4



Continuing Teaching Stream Faculty in HRIS

Employee Subgroup = FA Teaching Stream, Continuing	
Rank	Status
82 - Professor, Teaching Stream	06 - Continuing
83 - Associate Professor, Teaching Stream	06 - Continuing
84 - Assistant Professor, Teaching Stream	02 - Probationary
85 – Assistant Professor, Teaching Stream (Conditional)	05 - Pre-probationary



CLTA Teaching Stream Faculty in HRIS

Employee Subgroup = FB Teaching Stream, NonContinuing	
Rank	Status
82 - Professor, Teaching Stream	03 - Limited Term
83 - Associate Professor, Teaching Stream	03 - Limited Term
84 - Assistant Professor, Teaching Stream	03 - Limited Term
85 – Assistant Professor, Teaching Stream (Conditional)	03 - Limited Term



PT Teaching Stream Faculty in HRIS

Employee Subgroup = F4 Teaching Stream (old ESG)	
Rank	Status
71 - Lecturer	03 – Limited Term
81 – Senior Lecturer – no new hires or promotions at this rank	03 – Limited Term



Academic Employee SubGp: F3 Other Academics



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F3 Other Academics: Instructors

- Only found in the Faculty of Kinesiology & Physical Education and the Institute for Child Studies at OISE.
- Effective July 1st 2015, new athletic instructors hired as PMs



Employee Subgroup = F3 Other Academics

Rank	Status
51 – Senior Athletics Instructor – no new hires at this rank	06 – Continuing
52 – Athletics Instructor – no new hires at this rank	03 – Limited Term
53 – Inst. of Child Studies Instructor	03 – Limited Term



Other University Appointments (IT9031)

- Status-only
- Adjunct
- Visiting
- Emeritus/Emerita



Other University Appointments (cont'd)

- Status-only – non-salaried, full-time employment elsewhere that is academic in nature (e.g. other universities, affiliated hospitals & research institutions)



Other University Appointments (cont'd)

- Adjunct Faculty – employed elsewhere in a position that is not academic in nature but who have special skills or learning of value to division (e.g. industrial or governmental laboratory or professional of recognized eminence – creative writer, judge, actuary, artist). The rank of Adjunct Professor reserved for distinguished individuals who can contribute expertise.
 - Adjunct Professor or Adjunct Lecturer



Other University Appointments (cont'd)

- Visiting Professors – hold continuing appointments at home institution and contribute to teaching/research activities of division. May receive honoraria or expenses. If offered annual appointments of .25 to .75 FTE they must be appointed as part-time faculty. If offered full-time salaried appointment – CLTA.



Other University Appointments (cont'd)

- Policy on Emeritus/Emerita Status – Applies to continuing or tenured appointments (F1, FA, LIB)
 - The appointment to the rank of Professor Emeritus, Associate Professor Emeritus, Associate Professor, Teaching Stream Emeritus, Professor, Teaching Stream Emeritus and Librarian Emeritus will be given to those faculty/librarians who have retired
 - An individual appointed to these ranks may elect to have the title emerita
 - Grant eligibility, SGS status, exemption from CUPE 3902, Unit 3



Other University Appointments (cont'd)

- These different appointments/designations are coded in HRIS as follows:
 - ADJ = Adjunct Appointment
 - EMR = Emeritus/Emerita
 - STA = Status Only Appointment
 - VIS = Visiting Prof Appointment



Academic Administrators: Employee Subgroup F8 PDAD&C



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Academic Administrators

- Includes:
 - Directors of EDU-A or EDU-B
 - Chairs of Departments
 - Associate Dean
 - Vice-Deans
 - Principals of Schools or Colleges
 - Deans of Faculties
 - Vice-Principals & Deans (UTM/UTSC)



Academic Administrators

- *Policy on the Appointment of Academic Administrators*
- Creation of appointments is managed centrally (VPFAL) because of pensionable stipend
- Stipend is managed by the business officer after the appointment is created in HRIS
- All qualify for administrative leave after a minimum term of service



Common Data Entry Errors



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Common Data Entry Errors:

- Missing information/Not updated information
 - New hires/appointments = new position number
 - Education data
 - Employee Subgroup
 - Rank data
 - Status data
 - Gender
 - FTE
 - Visa / Work Permit status



Common Data Entry Errors

- Incorrect information that looks incorrect (e.g. inconsistencies between employee subgroup, rank and status)
- Incorrect information that looks correct
 - Hasn't been updated (e.g. an Associate Professor with tenure in Anthropology – two years ago was promoted to Professor but this info was not updated in HRIS)



Impact of Errors or Incomplete Info

- Verification for faculty HR matters requiring Provostial approval:
 - Research & study leaves
 - Tenure & promotion,
 - Retirement & emeritus titles
 - Grant eligibility (e.g. for status only and adjunct faculty)
 - SGS status
- Identification of cohorts for workshops and professional development programs (for new and mid-career faculty, academic administrators)
- Internal requests for data on academics from UTFA; preparation for negotiations
- Pension & benefits calculations

