

ANNUAL PTR ASSESSMENTS 2009-2010
(Progress through the Ranks)
(Revised Feb. 5.10)

**TO: All Full-Time, Part-Time Professorial and
Lecturer/Senior Lecturer Staff in the Faculty of Dentistry**

CONFLICT OF INTEREST POLICY FOR ACADEMICS

The University of Toronto Auditors would like to remind all Academic staff to review the conflict of interest policy, as outlined in the link below.

http://www.utoronto.ca/govcncl/pap/policies/conacad.html#_Toc468887717

CATEGORIES OF STAFF ELIGIBLE FOR PTR/MERIT AWARDS:

The PTR instructions apply to all professorial staff, lecturers/senior lecturers (and tutors/senior tutors), other than Principals and Deans. The categories of staff are:

- a) Full and Part-Time Professorial Staff (including those on Contractually-Limited Term Appointments). Those persons in the Tenure or Non-Tenure Streams with the rank of Professor, Associate Professor, Assistant Professor and Assistant Professor (Conditional) will be considered for a PTR award.
- b) Lecturers/Senior Lecturers and/or Tutors/Senior Tutors. Those persons in the teaching stream with the rank of Lecturer/Senior Lecturer or Tutor/Senior Tutor will be considered for a PTR award.
- c) Other Academic Staff (Instructors, etc.) This group does not have a PTR scheme.

PAID ACTIVITIES REPORT/INDIVIDUAL ACTIVITY REPORT

- 1) **All Faculty members are required by the University to report supplementary income**, i.e. "paid activities" (other than private practice allowance). The Vice-President and Provost has requested that we ask you to submit a signed copy of the **Paid Activities Report** to the Dean's Office. The information is, of course, confidential.
- 2) To facilitate the annual assessment, please also submit the **Individual Activity Report**, which is intended to provide relevant material in a concise format for the year July 1, 2009 – June 30, 2010. Assessment of the information will be based on established process and criteria and the following considerations, applied as appropriate:
 - Recognition that job expectations differ among different faculty members;
 - Recognition that all faculty have some responsibility in teaching, scholarly activity and administration;
 - Recognition that quality of teaching and course supervision should be generally considered in a manner similar to quality of research and

- creative professional activity (except for Lecturers/Senior Lecturers, where more weight is placed on teaching);
 - Recognition of activity in terms of specific features that might apply to a faculty member's job description. This could change over a period of years.
- 3) Information from Section A (Research and Creative Professional Activity) in the Individual Activity Report will also be used to collect data on Faculty research activity.

Although Cross-Appointed Faculty members are not required to report supplementary income, they must complete the Individual Activity Report as part of the annual review process. This is used to ascertain that members' activities continue to meet the requirements detailed in the "Guidelines for Status-Only and Part-time Professorial Appointments". It is important, therefore, that the information provided is complete.

Please also send a copy of the **Individual Activity Report** to the **Head of your Discipline** (or in the case of a Head of Discipline, to the Associate Dean of your department).

We would appreciate receiving your **updated Curriculum Vitae**, if appropriate, for the Faculty files.

Please complete and return **printed copies** of the **Paid Activities Report** and **Individual Activity Report** to the Dean's office by **Friday, March 26, 2010**.