



Physical & Environmental Sciences
UNIVERSITY OF TORONTO

SCARBOROUGH

Office of the Chair

From: Heinz-Bernhard Kraatz

Date: Tuesday March 17, 2015

PTR 2015-2015

I am requesting that you submit an updated C.V., the Annual Activity Reports, and the Paid Activities Reports on activities covering the 12-month period ending 30 April 2015 in preparation for performance reviews and PTR allocation. Please submit all PTR material to Rose Jones by email (rjones@utsc.utoronto.ca).

“The Annual Activity Report should be more than just a listing of an individual's research and scholarship, teaching and service contributions. In assembling the information for the activity report, individuals should be clear on the changes in activity from the previous year and should be asked to articulate the progress made in the year on work-in-progress if it has not appeared in the year. Individuals should comment on the significance of their activities, where needed... Materials on teaching activity should include course outlines and evaluations, and can include curricular innovation and a teaching dossier.”
(http://aapm.utoronto.ca/academic-salary-administration#_Toc288214895)

For those faculty members that are on leave, please provide a statement of your activities and how they relate to the approved leave plan.

PTR is carried out every year for every faculty member in the teaching and in the research stream to reflect individual faculty members' performance in a given twelve-month period and is an annual merit based award to recognize each individual's contribution to teaching, research, and service. In the past, the PTR process in our department was done with the help of advisory committees and we will continue this process. There will be two separate PTR committees for lecturers and for research faculty, following the best practices for PTR (see: <http://www.utsc.utoronto.ca/~vpdean/documents/1.PTR-best-practices.2013.pdf>).

The two groups will be evaluated based on the relative weighting of teaching, research and service. In general, for research faculty the weighting is 40% research, 40% teaching, and 20% service, while for lecturers the weighting is 80% teaching and 20% service.

PTR committee for lecturers: Mandy Meriano, Alen Hadzovic, George Arhonditsis, Julian Lowman, Bernie Kraatz

PTR committee for tenure stream faculty: Julian Lowman, Hanno Rein, Xiao-an Zhang, Myrna Simpson, Nicole Klenk, Bernie Kraatz.

The committees will review the annual activity reports, evaluations, and any comments concerning your teaching/research activities that you have submitted as part of the PTR material and score it according to the respective weighting schemes. The ranking process will use a scoring system of 10 points, with 4 allocated to research, 4 to teaching for teaching and 2 for service. For lecturers, 8 points are allocated to teaching and 2 for service. The resulting scores are then used to proportionally divide up the merit pool. The scoring thus will act as a weighted ranking system.

I want to briefly remind all you that PTR increases for individual faculty members are relative to the performance of colleagues in the same pool. The make-up of these pools changes from year to year with the addition of new colleagues and movement of others out of the pool. A below average increase should not necessarily be interpreted as a negative evaluation. It may only reflect the outstanding performance of your colleagues.

Also for those of you who are on study and research leave, evaluation will take into account the standards applicable to the leave activity as described in your plans. According to the best practices document *"As a research and study leave plan has been approved for each individual an evaluation should take into account the degree to which the objectives of the plan have been realized or where the objectives have changed during the course of research, the degree to which the research has advanced."*

I have attached copies of the Annual Activity Reports for lecturers and research faculty and the Paid Activities Reports. In addition, you will find copies of the two documents (Best Practices and Academic Salary Administration) cited in this memo. I am also attaching the Annual Administrative Accountability Report form.

Regards,

Bernie Kraatz
Chair