

Date: January 5, 2026

To: Chairs and Directors

Re: Winter and Spring/Summer Term Reminders, 2026

The following is a list of items which will require your attention during the Winter and Spring/Summer 2026:

1. FACULTY SABBATICALS / UNPAID LEAVES FOR 2026-2027

Faculty who have applied for a paid leave (typically a sabbatical) or unpaid leave in the 2026-2027 academic year will be notified in writing of approval of their request by **January 30, 2026**.

Faculty members who wish to defer or cancel their approved sabbatical need to submit the request to their Chair/Director. The request should indicate whether it is a cancellation or a deferral. If a deferral is requested, the desired rate of pay and dates for the deferred leave must be included. If the objectives for the sabbatical have changed, a revised project plan and summary should be submitted. Provided the request can be accommodated, that request should be forwarded to your Dean who will submit it to our office.

2. SENATE COURSE MANAGEMENT POLICY

Please remind faculty of the importance of adherence to [Senate Policy 166: Course Management Policy](#)

3. RETIREMENT – Article 19

Faculty who are retiring must apply for activation of pension benefits. Please ensure that a copy of the faculty member's letter to the Dean indicating intention to retire is forwarded to our office, which will trigger the appropriate paperwork by a pension analyst.

In addition to the retirement process reference above, faculty members who meet the requisite criteria are eligible to participate in a Phased-In Retirement Program (PRP). Members are encouraged to discuss their intent to apply for the PRP with their Chair/Director or Dean, prior to submitting the application.

March 13, 2026 is the deadline to submit to the Dean an application (available [here](#)) to start the Phased-In Retirement Program ([Information Package](#)) in September 2026. For those seeking to begin the PRP on January 1, 2027, applications are due to the Dean by **July 1, 2026**).

4. FACULTY WORKLOAD DATA – MODE I AND MODE II

Faculty workload data for the 2025-26 academic year (individual statements for each faculty member and Departmental/School summary statements) are to be completed by **March 31**. By that date, faculty members should have received their individual statements. Reminder: PDF copies of all statements (individual and summary) should also be sent electronically to the TFA office at tfa@torontomu.ca.

For Mode I faculty members:

Please complete an [Individual Workload Statement](#) (one per faculty member) **and** a [Mode I Department Workload Summary](#) (one per department) for TFA Mode I faculty in your School/Department. The TAI system is not to be used for workload reporting for Mode I faculty members.

Please ensure your administrative staff member who has accountability for TAI inputting completes the Mode I form and submits it to the TFA office at tfa@torontomu.ca and to the OVFA at vpfa@torontomu.ca.

For Mode II faculty members:

The Mode II workload reporting will be completed using the TAI system. The Mode II form includes the Fall 2025, Winter 2026 and Spring/Summer 2026 semesters. Given the March 31 reporting date, the course and enrollment information for Spring/ Summer 2026 will not be finalized by the form submission deadline. As such, when the final Spring/Summer course and enrolment information is uploaded in TAI after the July 1 Spring/Summer enrolment count date, the Mode II workload form will be updated through TAI and the report will be considered the final version of the faculty member's workload for the prior year.

5. COURSE OPERATIONS SURVEY (Previously Faculty Course Surveys/FCS)

The Course Operations Survey (COS) will be implemented as follows:

- For all tenure-stream (probationary and tenured), Limited Term Faculty, and Contract Lecturers the COS will be administered online.
- The COS will include five questions that speak to the student experience.
- Information collected through the COS will be available to faculty and Contract Lecturers through the mytorontomu.ca portal for formative purposes and **shall not be included in faculty annual reports**.

Faculty may choose to include COS results in their teaching dossiers for the purposes of tenure and promotion but are not required to do so. No negative inference will be drawn as a result of their absence.

CUPE Local 3904, Unit 1 Contract Lecturers who want to include the COS results in their currency reports must upload them manually. No negative inference will be drawn if these are not submitted. CLACs should not provide additional scoring to applicants who include their scores in their application.

6. FACULTY ANNUAL REPORT

Mode I and II TFA faculty members shall submit their Annual Report by 4:00 p.m. on **May 15**. The report shall include their activities from May 16, 2025 to May 15, 2026. All Annual Reports **must be submitted by completing the Faculty Annual Report (FAR) online form**. Word files or hard copies will not be accepted.

The FAR can be accessed via my.torontomu.ca (Apps tab, "TFA Annual Report / CUPE 1 Currency Report" link), or via the [TFA Annual Report / CUPE 1 Currency Report direct URL](#).

Following the **May 15** deadline, Chairs/Directors must acknowledge receipt of the Annual Reports via the online application. Chairs/Directors will have access to the annual reports submitted by the faculty members of their School/Department only via the online system. One copy of this report shall be placed in the Performance and Conduct File (PCF) of the faculty member. A statement page in the PCF referring back to the Annual Report portal is acceptable. Career Development Increments paid in September 2026 are contingent upon the submission of a complete annual report and satisfactory service.

7. CONTRACT LECTURER CURRENCY REPORT

CUPE Local 3904, Unit 1 Contract Lecturers are required to submit a CUPE 1 Currency Report which provides a brief report of activities undertaken to maintain currency in their teaching and discipline. Currency Reports must be submitted by completing the online form. MS Word Document files or hard copies of the Currency Report will not be accepted.

The Currency Report is available via my.torontomu.ca portal (Apps tab, "TFA Annual Report/CUPE 1 Currency Report" link), or via the [TFA Annual Report / CUPE 1 Currency Report direct URL](#).

Upon the Currency Report submission deadline (see schedule below), Chairs/Directors must acknowledge their receipt via the online application. Chairs/Directors will have access to the currency reports submitted by the Contract Lecturers of their School/Department only via the online portal. One copy of this report shall be placed in the Service Record file of the Contract Lecturer.

Submission Dates:

- By **January 15** for Contract Lecturers with a Fall appointment.
- By **May 15** for Contract Lecturers with a Winter appointment;
- By **June 1** for Contract Lecturers with a two (2) semester appointment (i.e. Fall and Winter term).

8. **CONTRACT LECTURER APPOINTMENTS COMMITTEE (CLAC) EQUITY, DIVERSITY AND INCLUSION (EDI) REPORT**

At the conclusion of the annual hiring cycle, the CLAC must report on how EDI obligations were addressed in the recruitment and selection process. In June, this information should be electronically reported through this [online fillable form](#), with copies sent to the Dean, OVPECI, and the VPFA.

9. **ACADEMIC ASSISTANTS (AA)**

WORKLOAD CONFIRMATION SHEET

Please remind supervising instructors (faculty) that they are required to meet with Academic Assistants (AA) after AAs accept their letter of appointment and prior to the start of duties. Using the [workload form](#) while meeting with Academic Assistants, please:

- review and confirm the hours of work
- confirm the start date/end date
- discuss the assigned duties
- confirm the breakdown of the expected hours of work
- confirm the standard of performance expected and any further details deemed appropriate and necessary.

Supervising Instructor and AA will monitor the hours worked and meet at a mutually agreed upon time at the midpoint of the semester or contract, to ensure that the assigned hours are sufficient to carry out the assigned duties of the appointment.

A copy of the [workload form](#) setting out the above information will be provided to the Academic Assistant and a copy given to the School/Departmental Assistant.

In accordance with the CUPE Local 3904, Unit 3 Collective Agreement, AAs are to normally have a maximum of 130 hours per semester and may not exceed 390 contract hours over the academic year. Please keep this in mind when issuing your contracts for the upcoming Winter and/or Spring/Summer terms. AAs are required to disclose to hiring departments/schools if they have already assumed a contract in other Departments/Schools/Faculties. If assuming an additional contract would result in exceeding the cap of 390 hours in an academic year, the AA will not be eligible to accept the additional contract.

Appointments of non-Toronto Metropolitan Students

Prior to the appointment of a non-Toronto Metropolitan student, the Chair/Director and Supervisor must obtain approval from their Faculty Dean or designate. The Chair/Director and Supervising Instructor shall be required to attest and confirm that no qualified Toronto Metropolitan University student was available for such an appointment. The Faculty Dean shall provide to the OVPFA and CUPE 3904 a list of all non-TMU student appointments, the position hired into and their rate of pay at the end of each semester.

10. DEPARTMENT HIRING COMMITTEES and DEPARTMENTAL EVALUATION COMMITTEES

A **Department Hiring Committee (DHC)** must be formed for the recruitment and hiring recommendation of all limited-term and tenure-stream faculty. A DHC must be established by **May 15**, with their term of office commencing September 1 and ending the following August 31. The Chair/Director in making their appointment to the DHC is to consider the University's equity, diversity and inclusion obligations including those concerning designated groups and the fields of expertise of the DHC. Once the Dean has approved the job profile(s), members of the DHC are to select the remaining faculty member to sit on the DHC. The selection of this last member is made based on the expertise relevant to the approved profile(s). By **June 1** the newly chosen DHC shall hold a meeting amongst themselves to elect a member of their DHC to serve as Chair. By **June 15** the Chair of the DHC shall communicate the composition of the DHC and the name of the Chair of the DHC to the Dean, the VPFA and the President of the TFA.

Please fill out the [Department Hiring Committee \(DHC\) Membership Form](#) for communication of this information to the respective offices. The Chair of the DHC will communicate about the last member on the DHC as soon as possible after they are selected, using the form above.

The Department Chair/Director must submit a brief written report explaining how their appointment(s) to the DHC, including the Equity Advocate selected/elected by the Committee, will take into account the University's equity, diversity and inclusion obligations and/or attempt to expand the fields of expertise of the DHC. There is a section in the [Department Hiring Committee \(DHC\) Membership Form](#) where Department Chairs/Directors can submit this information to the OVPFA. This report must also be shared with the Department/School, Dean, and the TFA.

All committee members must attend the required training sessions prior to the commencement of duties. Failure to do so will result in significant delays or in the inability of the committee to do its work.

A **Departmental Evaluation Committee (DEC)** will be established within each Department/ School for the evaluation of pre-tenure faculty members. This will include the coordination and conducting of in-class peer teaching assessments, annual year-end assessments, intermediate reviews, and recommendations with respect to tenure.

Outgoing DEC members must advise incoming members of how many teaching assessments are required for each probationary faculty member in the coming year.

A DEC is to be formed by **February 16 (since February 15 falls on a weekend)** for the upcoming year. By **March 16 (since March 15 falls on a weekend)** the Chair/Director shall communicate the composition of the DEC and the name of the Chair of the DEC to the Dean, the VPFA and the President of the TFA. Please fill out the [Departmental Evaluation Committee membership form](#) to communicate this information to the respective offices.

The Department Chair/Director must submit a brief written report explaining how their appointment(s) to the DEC, including the Equity Advocate selected/elected by the Committee, take into account the University's equity, diversity and inclusion obligations and/or the need to expand the fields of expertise represented within the committee. There is a section in the [Department Evaluation Committee Membership Form](#) where Department Chairs/Directors can submit this information to the OVPFA. This report must also be shared with the Department/ School, Dean, and the TFA.

All committee members must attend the required training sessions prior to the commencement of duties. Failure to do so will result in significant delays or in the inability of the committee to do its work.

If your DEC is conducting a Normal Tenure Review and the committee is recommending an extension of the probationary period, such extensions are for a **two year** period, requiring year-end assessments to be carried out in the extension years.

In light of COVID-19, pre-tenure faculty were given the option to extend their probationary periods by one year. DEC members should be advised that if a pre-tenure faculty elected to defer their tenure review there should be no negative inference drawn by the DEC, the criteria to be applied for tenure review will be unchanged as a result of this extension, and what is expected of the candidate will be as if the extension had not occurred.

11. YEAR-END ASSESSMENT REPORT OF PRE-TENURE FACULTY

DECs are responsible for preparing year-end assessment (YEA) reports on pre-tenure faculty member's progress towards fulfilling the criteria for tenure. By **June 15**, the Chair of the DEC shall submit the YEA report to the Chair/Director, the pre-tenure faculty member, the Dean, the TFA and the VPFA. Emailed submissions of these reports are encouraged. If sending hard copies, please mail in a sealed envelope to ensure confidentiality.

Please note that the DEC is not required to conduct YEAs for Acting Assistant Professors nor for LTFs.

12. IN-CLASS TEACHING ASSESSMENTS OF PRE-TENURE FACULTY, LTFs AND CUPE UNIT 1 CONTRACT LECTURERS

In-person teaching is the norm across TMU. As such, in-class teaching assessments are to take place in accordance with Collective Agreement guidelines.

The Chair/Director is responsible for forwarding copies of in-class teaching assessments to pre-tenure faculty and any LTFs, copying the Dean, the Chair of the DEC, the VPFA office and the TFA office. Emailed PDF submissions of these documents is encouraged. If sending hard copies, please mail in a sealed envelope to ensure confidentiality.

If the Chair/Director is also Chair of the CLAC, attention should be given to the in-class teaching assessment requirements provided for in Article 18 of the CUPE Local 3904, Unit One Collective Agreement.

13. VOLUNTARY PAID OVERLOADS

TFA

Ensure that your Department/School has a process in place for offering overloads to your faculty.

TFA cannot assume more than two overload courses in any semester, i.e., Fall, Winter or Spring/Summer (Spring/Summer is treated as one semester). This normally applies to total overloads of day and CE program courses or equivalent. Faculty who engage in overload teaching shall receive a stipend of not less than \$8,300 per course (rate as of July 2024). Faculty are paid the prevailing CUPE Unit 2 rate for Chang courses voluntarily assumed above their dayload. Pre-tenure faculty are not permitted to undertake overload teaching.

An offer of an overload assignment to a faculty member who is receiving a course release (regardless of which semester the release is taken) must be approved by the Vice-Provost, Faculty Affairs. **Any request for overload, especially those that require VPFA approval, must be submitted in advance of the course commencing.** It is the Chair/Director's responsibility to ensure that overload requests are communicated to the Dean's Office before the relevant start of term. Please use this [Overload Appointment Form](#).

For TFA members an overload payment of less than \$8,300 is permissible only when a shared teaching arrangement for a course is involved, or if the faculty member assumes a part of a course as a replacement instructor. An overload payment of more than \$8,300 requires a justification by the Chair/Director and approval by the Dean. Such exceptions would normally apply when:

- the lecture component of the course is more than three semester hours; and/or
- the duties required for a three-semester-hour course are significantly different in some aspects/nature.

CUPE Local 3904, Unit 1

CUPE Local 3904, Unit 1 Contract Lecturers cannot take on more than two overload courses in any one of the three semesters, i.e., Fall, Winter, or Spring/Summer (note: Spring/Summer is one semester). This normally applies to total overloads of day and CE courses or equivalent. Contract Lecturers who engage in overload teaching shall receive a stipend of \$7,000 (rate as of April 2025) for a three-semester-hour course. For courses that are less than or more than three semester hours, the \$7,000 stipend shall be prorated accordingly (The value of one semester hour is \$2,333).

To process overloads, Departments/Schools should complete the [Overload Appointments Form](#) to confirm approval. Processing can be done using eHR.

14. TFA AND CUPE WORKLOAD ASSIGNMENTS

TFA workload assignments for the next academic year, **typically prepared in the Winter semester**, must be approved by the Dean before they are confirmed with each faculty member. TAI must be used for inputting teaching assignment information and for preparation of provisional workload assignment forms for each faculty member.

Each faculty member shall receive a provisional teaching workload for the next academic year by **May 15**. This provisional workload may be changed at a later date, due to unforeseen operational requirements. Faculty members shall be provided their teaching schedule no less than 10 weeks prior to the commencement of the term.

TFA faculty are expected to teach a minimum of one course per semester in each of the Fall and Winter semesters unless there are exceptional circumstances approved by the Dean and by the Vice-Provost, Faculty Affairs (VPFA).

Limited Term Faculty who are hired to do only teaching and service duties (with no SRC expectations) may be assigned one additional course per term above the Departmental/School norm. The maximum for Departments/Schools at a 2+1 norm is 3+2 and for those with a 2+2 norm the maximum is 3 half courses in each of the two teaching semesters.

NB: Decanal approval is required for any changes from in-person to remote teaching.

CUPE assignment lists must be approved by the Dean prior to CUPE postings for Spring/Summer 2026 (posted by **March 1**) and Fall 2026 (posted by **May 30**). Your Dean's Office will have earlier deadlines for their internal review. Please consult with them for those deadlines.

CLACs are reminded to document their work, retaining all rating sheets as per the University's retention schedule. Rating sheets may be requested by the Union, and the CLAC should be prepared to provide this information within five working days. Before notifying candidates of the decisions, the Chair of the CLAC must offer to meet with the Unit 1 Vice-President or an alternate Union representative (such as the Staff Representative or Union President). This meeting should occur within five working days of the CLAC reaching their decisions.

Once CUPE hiring is complete, ensure that the TAI administrator replaces the "placeholder" with the names of the CUPE Unit One Contract Lecturers hired to teach each course.

15. ACCOMMODATIONS

Faculty members seeking an accommodation based on an enumerated ground of the Ontario Human Rights Code should send the request to the representative listed below in the Office of the Dean for your Faculty:

ARTS	Kathryn Rowan(krowan@torontomu.ca)
The Creative School	Dan Greenwood (dan.greenwood@torontomu.ca)
FCS	Karen Shamoon (karen.shamoon@torontomu.ca)
FEAS	Andrea Moon (andrea.moon@torontomu.ca)
FOS	Andrei Cojita (a2cojita@torontomu.ca)
LAW	Sharmaine McKenzie (smckenzie@torontomu.ca)
TRSM	Nancy Amaral (namaral@torontomu.ca)

NB: Faculty members with accommodation-based schedule requests are to submit these requests at the same time that they submit their teaching preferences and not wait until after they receive their teaching schedules. The process for these requests is outlined in the [Scheduling Options and Accommodation Procedures for TFA Members](#).

16. SCHEDULING/TAI LOADINGS

The Fall 2026 submission deadline for Departments/Schools to submit faculty teaching assignment information in TAI is **4:00 pm on March 19, 2026**. Deans have until **4:00 pm March 26, 2026** to review and approve.

The Winter 2027 submission deadline for departments/schools to submit faculty teaching assignment information in TAI is **4:00pm on June 4, 2026**. Deans will have until **4:00 pm on June 11, 2026** to review and approve.

Department/School deadlines may vary by Faculty, please confirm with your Dean's Office.

17. PERIODIC PROGRAM REVIEWS

Periodic Program Reviews occur every 8 years (see schedules of [undergraduate](#) and [graduate](#) PPRs). The Office of the Vice-Provost, Academic will be holding orientation sessions on **March 10th, 2026**, for undergraduate programs commencing their PPRs. During the Orientation, programs are responsible for establishing membership of their critical PPR Team. The Yeates School of Graduate and Postdoctoral Studies will be holding a kick-off meeting on **January 26th, 2026** for graduate programs with PPRs due by the end of the 2026/27 academic year.

18. LEARNING AND DEVELOPMENT OPPORTUNITIES

Please encourage your colleagues to register for workshops offered through the [Thriving in Academia](#) series, designed to facilitate the success, engagement and wellbeing of faculty and Contract Lecturers. You are also encouraged to explore the [workshops](#) offered for academic leaders.

We are excited to share with you that a new module for Equity Advocates is now available via D2L. This course promotes inclusive recruitment and evaluation practices, while building foundational EDI knowledge. All committee members have access to the module and are strongly encouraged to complete it.

As we design future learning and development opportunities, we are keen to hear from you on key areas of knowledge and skills that faculty, staff and academic leaders within your Faculty would benefit from. Please reach out to Zenab Pathan (zenab.pathan@torontomu.ca), Director, Faculty Recruitment and Development, with any suggestions.

All the best in the upcoming semester.

Sincerely,

Dr. Patrizia Albanese
Vice-Provost, Faculty Affairs

CC : R. Iannacito-Provenzano, Provost and Vice-President, Academic
S. Kheraj, Vice-Provost, Academic
D. Bell, Secretary of Senate
J. O'Donnell, Chief Human Resources Officer
S. Hodges, Interim University Registrar
J. Mendoza, President, TFA
Deans

Deadlines and Significant Dates for Winter and Spring/Summer 2026

JAN 2026	FEB 2026	MAR 2026	APR 2026	MAY 2026
JAN. 30 Faculty who have applied for a paid leave (typically a sabbatical) or unpaid leave will be notified in writing of approval of their request by January 30, 2025. JAN 15 Currency Report deadline for Contract Lecturers with a Fall appointment	FEB. 16 DEC formation deadline	MAR. 1 CUPE 1 posting deadline for Spring/Summer term MAR. 16 Deadline for DEC composition to be reported online MAR. 19 Department Deadline to submit Fall 26 loading data in TAI MAR. 26 Deadline for Dean's to review and approve Fall 26 loading data in TAI MAR. 31 Deadline for Faculty workload data	MAY 1 Pre-tenure members consult with Chair/Director regarding the completeness of their tenure dossier MAY 15 Deadline for faculty members to receive provisional teaching workload for the next academic year DHC formation deadline Faculty Annual Report Deadline Currency Report deadline for Contract Lecturers with a Winter appointment MAY 17 Pre-tenure members submit SRC dossiers and names of potential external referees	Deadline for Contract Lecturer Appointments Committee EDI Report submission JUNE 1 Currency Report deadline for Contract Lecturers with a two (2) semester appointment (i.e. Fall and Winter term). JUNE 4 Department Deadline to submit Winter 27 loading data in TAI JUNE 12 Deadline for Dean's to review and approve Winter 27 loading data in TAI JUNE 15 Deadline for DHC composition to be reported online Deadline for DEC to submit any year end assessments for pre-tenure faculty

			MAY 30 CUPE 1 posting deadline for Fall 2025 term	
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