



**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE & ENGINEERING**

*Cristina Amon, Dean*

**MEMORANDUM**

**2018-19/03**

**To:** Chairs and Directors, FASE

**From:** Cristina Amon

**Date:** September 24, 2018

**Re:** Divisional Guidelines for the Evaluation of Teaching Effectiveness for Promotion to Professor, Teaching Stream

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I am writing to confirm highlights of the **Divisional Guidelines for the Evaluation of Teaching Effectiveness for Promotion to Professor, Teaching Stream** that were approved by the Committee on Academic Policy and Programs on May 10, 2018. These Guidelines are currently in effect and can be viewed at:

<https://aapm.utoronto.ca/wp-content/uploads/sites/129/2018/06/FASE-Divisional-Guidelines-for-Evaluation-of-Teaching-Effectiveness-for-Promotion-to-Teaching-Stream-May-2018.pdf>

The following are the key dates from the Guidelines:

	<b>Deadline</b>
Chair places before the Promotions Committee for preliminary consideration the names of all Associate Professors, Teaching Stream	Early Fall
Associate Professors, Teaching Stream may request that they be given detailed consideration for promotion	October 15th
Chair provides written notification to candidates that their Promotion Review will take place	October 31st
Candidate provides a list of three appraisers/referees who are external to the University	November 15th
Candidate prepares and submits their dossier	December 1st

As per the **Policy and Procedures Governing Promotions in the Teaching Stream** "Until a sufficient number of teaching stream faculty members have attained this rank, the requirement of having a teaching stream faculty member on the committee shall be waived and the full committee shall be constituted by five (5) tenured faculty at the rank of Professor."

If you require additional information please contact Jennifer Viens at:  
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