



Memorandum

Date: 6 January 2010

To: Chairs and Directors of Tri-Campus Graduate Units

From: Meric S. Gertler, FRSC, Dean, Faculty of Arts and Science
Gage Averill, Vice-Principal, Academic and Dean, UTM
Rick Halpern, Dean and Vice-Principal (Academic), UTSC

Re: Inter-campus Secondment for Graduate Administration

CC: Robert Baker, Isaak Siboni, Carol Robb, Lynn Snowden, Kim McLean

The existing tri-campus agreement on inter-campus secondments for graduate administration (memorandum of 11 July 2006) was due for review in 2008-2009 but we agreed to continue with the existing agreement for 2009-2010. We remain committed to the principle that colleagues from all three campuses should have the opportunity to participate in the administration of three-campus graduate programs. Accordingly, we have prepared a new protocol designed to facilitate secondment of colleagues from UTM or UTSC to positions in three-campus graduate administration.

1. Requests for such secondments for graduate administration must be approved by the Deans of the relevant campuses.
2. For secondment of colleagues from UTM/UTSC, the Faculty of Arts and Science and the relevant campus Dean will jointly subsidize this arrangement on an OTO basis, sharing on a 50/50 basis the difference between 20% of the individual's salary + benefits and a standard stipend for 1.0 FCE of teaching. The relevant St. George department will make available a standard 1.0 FCE stipend for teaching. This arrangement is viewed as the standard arrangement and will be applied in the majority of cases.
3. In some departments, the normal teaching relief for graduate administration is 1.5 FCE and in those cases the two divisions will jointly make available an amount equal to the difference between 30% of the individual's salary + benefits and the value of a standard stipend for 1.5 FCE of teaching. The relevant St. George department will make available a standard 1.5 FCE stipend for teaching.
4. In some departments (normally in the sciences), the standard teaching load is 1.0 FCE and in those cases the two divisions will jointly make available an amount equal to the difference

between 20% of the individual's salary + benefits and the value of a standard stipend for 0.5 FCE of teaching. The relevant St. George department will make available a standard 0.5 FCE stipend for teaching.

5. For both points 2 and 3 above, the funding component from the Faculty of Arts and Science will be provided to the St. George department who will be responsible for making the inter-campus arrangements. The commitment will be made for the length of the time of the secondment.

6. This arrangement will be in place for 2010-2011 and will be reviewed in 2012-2013 to determine its effectiveness in facilitating three-campus administration.