This is a reminder from Faculty Relations of two January 15 deadlines that may require your attention.

1) You must provide your Chair/Director or Dean with an Annual Outside Activities report, and
2) If this is your year to participate in the biennial review process, you must provide your Chair/Director or Dean with:
   • An update of all teaching, research, and service activities during the two years under review (see options for presentation under section 2, below).
   • Study Leave report (if applicable).
   • An updated Teaching Dossier.
   • Any other documents requested by your TPC.

1. Outside Activities Report

As per Article 20 in the Collective Agreement (attached), you are required to submit an Outside Activities Report to your Chair/Director by January 15, 2019. Faculty members in the Beedie School of Business should continue to follow the instructions particular to their faculty. A copy of the outside activities form is attached with this email. A copy of the Code of Faculty Ethics and Responsibilities (Academic Policy A30.01) is also attached for your reference.

Note that faculty members on unpaid leave or long-term disability (other than 100%) are also expected to submit the outside activities report. Term faculty members with appointments less than full-time (100%) are not required to complete the report. Absence of reportable activities should be indicated by stating “None” in the appropriate areas of the report.

Faculties will be required to submit a report to Faculty Relations detailing those who have complied with these university reporting requirements.

Please make sure to complete your reports in a timely manner and remember to keep a copy of documents submitted for your own file.

(More on next page, please turn over)
2. Biennial Reviews and the Online CV System

If you are part of the 2019 biennial salary review (beginning January 15, 2019), please ensure that the CV you give your Chair/Director has an updated record of your career activities (teaching, research, and service) for the two years subsequent to your last review.

Please note that limited-term faculty participating in the biennial salary review also have to provide their Chair/Director and Dean with one of the following:
   a) An updated CV.
   b) Annual Update Forms, one for each year (available at: http://tinyurl.com/kex7swf).
   c) A current CV from the CV system (located at: https://cv.its.sfu.ca/).

Various reports are accessible through the printing function within the CV System. Please contact Elaine Ooi at (778) 782-5850 if you require assistance using the CV System. Although a printout from the CV System may be the recommended format for a CV in your faculty, department, or school, it is not a requirement mandated by University policy. In other words, there is no specific CV submission format mandated by SFU.

You may recall that we used to send out hard copies of your Semesterly Teaching Activity provided by the Office of Institutional Research and Planning (IRP) and Graduate Supervisory Activity from the Student Information Management System (SIMS) after uploading them into the CV System. Instead of sending out hard copies of these documents, instructions on how this information can be easily accessed in the CV System have been included for your reference and convenience.

Absence of Teaching Activity or Graduate Supervision information indicates that this information was not available for uploading. If you have any teaching or graduate supervision to report, please record the information manually onto your CV and/or into the CV system. In the event of any inconsistency between the dates recorded in the SIMS system and those within the CV system, please check with your Departmental/School Assistant and make necessary changes directly onto your CV in the system.

Some suggestions we have received that you may find useful when submitting materials for review include the addition of a summary letter to accompany your CV, ensuring your CV properly separates out various types of publications (peer reviewed, not, etc.), ensuring everything has page counts and enumerating how many of each type of publication you have.

Remaining in TTR Balance

As part of the Collective Agreement, the balance of a faculty member’s contributions in teaching and research will be reviewed in each biennial review cycle. Where teaching or research semesters are owed, the Chair will ensure that a plan is in place to restore balance over the subsequent cycle and prior to the start of any study leave, resignation, or retirement (Article 27.18; attached).

If you have any questions about this memo, please feel free to contact me at karim_dossa@sfu.ca or (778) 782-5681.