

Manual for Faculty Academic Appointments (Non-Salaried Appointments)



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NOTE: This Manual is available on the Dalla Lana School of Public Health (<http://www.dlsph.utoronto.ca/faculty/resources-for-faculty/academic-appointments/>) and the Institute of Health Policy, Management and Evaluation (<http://ihpme.utoronto.ca/community/faculty/academic-appointments/>) websites.

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INTRODUCTION

This Manual describes a variety of non-salaried appointment types through which qualified individuals may become engaged in teaching, research and service activities to advance the academic mission of the Dalla Lana School of Public Health (DLSPH) at the University of Toronto (U of T).

Faculty appointments in DLSPH are typically made in one (and sometimes more than one) of its home disciplinary units, which includes five divisions (Biostatistics, Clinical Public Health, Epidemiology, Occupational & Environmental Health, and Social & Behavioural Health Sciences) and the Institute for Health Policy Management and Evaluation (IHPME). There are four types of academic appointments: Status-Only, Adjunct, non-budgetary Cross-Appointment and Visiting Professor. These appointments are to be for a period of one to three years (except Visiting Professor appointments) and, when possible, they should commence on July 1st and end on June 30th.

In making an appointment, applicants will be considered because of their contributions and/or areas of expertise and skills. Individuals are expected to participate in teaching, research and service activities. This may include course development and teaching in DLSPH graduate and undergraduate programs, providing tutorial leadership, participating in ongoing development of DLSPH through meetings, seminars or retreats, serving on admissions and other administrative committees, supervising or co-supervising graduate students or serving on thesis or research projects committees. The exact nature of these activities should be determined in discussion with the head of the appropriate disciplinary unit.

This Manual does not pertain to paid appointments at the University of Toronto which include: Tenure-Stream, Teaching Stream, Contractually Limited Term Appointments (CLTA), and Part-time Appointments.

1.0 STATUS-ONLY APPOINTMENT

Status-Only appointments may be granted to qualified, normally full-time employees of universities, affiliated hospitals, research institutions, or agencies with collaborative agreements with the University of Toronto where their job description is primarily academic (research and teaching) in nature. Status-Only appointments are non-salaried and the faculty members receive no remuneration from the University of Toronto or its academic units. Such appointments are made to allow individuals to participate more fully in an academic unit's activities.

Status-Only faculty are appointed at the rank of Assistant Professor, Associate Professor or Professor.

Status-Only faculty can apply for research grants. Faculty members holding research grants administered by U of T are bound by the University's policies governing research.

Where appropriate, the individuals may be recommended for a School of Graduate Studies appointment (see section 7.0). They may be actively involved in the graduate program(s) through the teaching of graduate courses, supervision or co-supervision of graduate students or by serving on thesis committees. Status-Only faculty who teach are bound by all the University of Toronto policies governing academic conduct.

Individuals may have Status-Only appointments in multiple academic units throughout U of T and DLSPH, but only one will be designated as their primary unit.

Status-Only faculty, with a primary appointment in DLSPH may be promoted on the recommendation of the DLSPH Decanal Promotions Committee, subsequent to review and approval by the Vice President and Provost¹.

While individuals hold a Status-Only appointment, they will be provided a UTOR Authorization letter to activate their UTORid². Once the UTORid is activated, the individual may create a U of T email address, have access to the U of T online library resources and obtain a TCard (library card). The instructions on how to activate the UTORid will be provided in the letter. Please note that if the individual's primary appointment is in another unit at U of T, they should seek a copy of the letter from that unit.

Status-Only faculty are expected to acknowledge their affiliation with DLSPH in all publications and scholarly works resulting from the Status-Only appointment.

Faculty, who retire from their position at their home institution, are no longer eligible to hold a Status-Only appointment at U of T but they can request an Adjunct appointment (see section 2.0).

Clinical (MD) Appointments

As defined in the Clinical Faculty Policy, if an individual has a Clinical Full-Time and Part-Time appointment in one of the clinical departments at U of T, their appointment in a non-clinical department (such as DLSPH) will be a Status-Only appointment.

Submission of Application

Prior to submitting an application, interested individuals should meet with the head of the appropriate disciplinary unit to discuss their contributions.

Applications for a Status-Only appointment are accepted at any time. The following documents are required for an application:

- Application Form
- An up-to-date CV
- Letter of support from employer (*Status-Only faculty must have a letter confirming that the institution employing them permits the appointment and that the institution will allow the faculty member to fulfill academic responsibilities and cooperate with the University on all matters in the university's jurisdiction*)
- 2 letters of reference - one external and one internal to U of T (*reference letters are not required for faculty who: 1) are appointed at another university; 2) have an appointment at another academic unit at the University of Toronto*)
- Letter of support from the Head of the primary academic unit at the University of Toronto
- Letter of support from the Head of the disciplinary unit in DLSPH³
- All documents should be submitted to fac.appt.dlsph@utoronto.ca or in IHPME to ihpme.appointments@utoronto.ca

¹ A faculty member from other university, only go through a promotion process at their university where they hold their appointment. Once promoted at their institution, DLSPH will follow the lead of their home institution and will appoint the faculty member with the appropriate rank. DLSPH will seek the approval of the Provost's Office for appointments at the rank of Professor

² A UTORid along with a password is used for a number of different services at U of T.

³ The letter of support will be requested by the Academic Appointments Coordinator.

Status-Only Appointment Procedure

- Status-Only appointments are reviewed by the Division Heads and the Dean.
NOTE: Faculty Appointments at IHPME are reviewed by their Appointments and Promotions (A & P) Committee.
- The Dean, following consultation with the Division Heads, may recommend Status-Only appointments at the rank of Assistant Professor, Associate Professor or Professor. The academic rank of the appointment will correspond with the individual's academic credentials, their skills/expertise and the expectations of the appointment.
NOTE: The Status-Only appointments at the rank of Professor require Provostial approval.
- At the time of appointment, the appointee will receive a letter of offer indicating the appropriate academic rank, duration of the appointment and expectations for teaching, research and service.
- Any policies governing the duties to be performed by the Status-Only faculty member will be identified and brought to the attention of the appointee in the letter of offer.

2.0 ADJUNCT APPOINTMENT

Individuals employed elsewhere in a position that is not primarily academic in nature, have special skills or knowledge of value to DLSPH, or who may provide services in support of the academic mission of DLSPH may be appointed as an Adjunct Lecturer or an Adjunct Professor. Adjunct appointments are titles. They do not carry a rank and are not eligible for promotion.

Generally, individuals early in their career will be appointed as an Adjunct Lecturer. Those who have special qualifications and expertise, more extensive professional experience, achievement and stature, and an on-going connection will be appointed as an Adjunct Professor.

While it is not common, in exceptional circumstances, an Adjunct faculty member may be remunerated for teaching credit course(s) on a stipend basis. Adjunct faculty paid a stipend may be covered as part of a new CUPE 3902 agreement for stipend instructors.

Adjunct faculty who teach or engage in research are bound by all University of Toronto policies governing academic conduct.

Adjunct faculty are not eligible for Full Membership in the School of Graduate Studies. Where appropriate, an Adjunct Lecturer faculty will be appointed as an Associate (Restricted) Member and an Adjunct Professor as an Associate Member to the graduate departments, in accordance with the policies of SGS, with duties limited to specified tasks including graduate courses or co-supervising students.

Adjunct appointees may not be the Principal Investigator on research funds administered by the University but may be a Co-Investigator on a grant held by a full-time or Status-Only faculty member at the University of Toronto.

While individuals hold an Adjunct appointment, they will be provided a UTORAuthorization letter to activate their UTORid². Once the UTORid is activated, the individual can create a U of T email address, have access to the U of T library resources and obtain a TCard (library card). The instructions on how to activate the UTORid will be provided in the letter.

Adjunct faculty are expected to acknowledge their affiliation with DLSPH in all publications and scholarly works resulting from the Adjunct appointment.

Clinical (MD) Appointments

As defined in the Clinical Faculty Policy, if an individual has a Clinical Adjunct appointment in one of the clinical departments at the University of Toronto, their appointment in a non-clinical department (such as DLSPH) will be a Status-Only appointment.

Submission of Application

Prior to submitting an application, interested individuals should meet with the head of the appropriate disciplinary unit to discuss their contributions.

Applications for an Adjunct appointment are accepted at any time. The following documents are required for an application:

- Application Form
- An up-to-date CV
- Letter of support from the Head of the primary academic unit at the University of Toronto
- Letter of support from the Head of the disciplinary unit in DLSPH³
- All documents should be submitted to fac.appt.dlsph@utoronto.ca or in IHPME to ihpme.appointments@utoronto.ca

Adjunct Appointment Procedure

- Adjunct appointments are reviewed by the Division Heads and the Dean.
NOTE: Faculty Appointments at IHPME are reviewed by their Appointments and Promotions (A & P) Committee.
- The Dean, following consultation with the Division Heads, may recommend an Adjunct Lecturer or an Adjunct Professor appointment.
- At the time of appointment, the appointee will receive a letter of offer indicating the appropriate title, duration of the appointment and expectations for teaching, research and service.
- Any policies governing the duties to be performed by the Adjunct faculty member will be identified and brought to the attention of the appointee in the letter of offer.

3.0 NON-BUDGETARY CROSS-APPOINTMENT

Appointed faculty members who hold an academic appointment in the Tenure-Stream⁴, Teaching Stream or as a CLTA or part-time faculty member in another University of Toronto academic unit may hold a non-budgetary cross-appointment.

Submission of Application

Prior to submitting an application, interested individuals should meet with the head of the appropriate disciplinary unit to discuss their contributions.

Applications for a non-budgetary Cross-Appointment are accepted at any time. The following documents are required for an application:

⁴ Where a paid budgetary faculty formally has their duties and salary split between more than one department, this is set up as second budgetary appointment with the FTE and salary split between the two departments.

- Application Form
- An up-to-date CV
- Letter of support from the Head of the primary academic unit at the University of Toronto
- Letter of support from the Head of the disciplinary unit in DLSPH³
- All documents should be submitted to fac.appt.dlsph@utoronto.ca or in IHPME to ihpme.appointments@utoronto.ca

Non-budgetary Cross-Appointment Procedure

- Non-budgetary Cross-Appointments are reviewed by the Division Heads and the Dean.
NOTE: Faculty Appointments at IHPME are reviewed by their Appointments and Promotions (A & P) Committee.
- The Dean, following consultation with the Division Heads, may recommend a non-budgetary Cross-Appointment.
NOTE: The academic rank of the appointment will correspond with the individual's rank in their primary unit.
- At the time of appointment, the appointee will receive a letter of offer indicating the appropriate academic rank, duration of the appointment and expectations for teaching, research and service.
- Any policies governing the duties to be performed by the non-budgetary Cross-Appointment faculty will be identified and brought to the attention of the appointee in the letter of offer.

4.0 VISITING PROFESSOR APPOINTMENT

Individuals from other universities and research institutions, who hold a continuing appointment in their home institution, may be invited to DLSPH as a Visiting Professor. Visiting Professor appointments have no rank.

Visiting Professor appointments must be for less than a year. Longer appointments require the approval of the Provost's Office.

The enrolment in the University Health Insurance Plan (UHIP) is mandatory for non-Canadian Visiting Professors and their dependents whose visit to the University exceeds three weeks.

Visiting appointments do not automatically carry membership in the School of Graduate Studies and do not give the recipient the rights or privileges of teaching graduate courses or of supervising graduate students. Visiting faculty may be appointed to graduate departments in accordance with the policies of the School of Graduate Studies. These appointments are co-terminal with their University appointment.

Visiting Professors are not normally paid. However, they may receive honoraria or expenses. If their assigned duties are the same as those of a part-time faculty member, they should be assigned a paid FTE appointment of between 25 to 75%, and they must be appointed under the Policy on the Employment Conditions of part-time faculty.

Visiting Professors are not eligible to apply for research grants.

Where applicable, the individuals holding a Visiting Professor appointment will be provided with access to the Internet as well as to the University of Toronto online library resources.

Submission of Application

Interested individuals should contact a DLSPH faculty member, who they would like to work with or share their interest, to discuss their plans for their visiting professorship. The visit should represent a true collaboration. After communication with the Visiting Professor, the sponsoring faculty should provide a letter of support to the office of the Dean indicating the purpose of the visit, the nature of the collaboration and expected outcome. In the letter, the sponsoring faculty should also indicate they have discussed with the Division Head or the Director of IHPME that there is an agreement to host the visit.

Applications for a Visiting Professor appointment are accepted at any time. The following documents are required for an application:

- Application Form
- An up-to-date CV
- Letter of support from employer in which it should be noted that the applicant will be retaining their position where they work and will resume their duties at the institute after the end date noted in the letter of invitation
- Letter of support from the Head of the disciplinary unit in DLSPH³
- All documents should be submitted to fac.appt.dlsph@utoronto.ca or in IHPME to ihpme.appointments@utoronto.ca

Important note to Non-Canadian Visiting Professor

In order to facilitate their entry to Canada, Visiting faculty have to contact the nearest Visa Post <http://www.cic.gc.ca/english/information/offices/apply-where.asp> (an office that processes immigration applications in a Canadian Embassy, Consulate, or High Commission located outside of Canada) to obtain the necessary documents—including a **Work Permit** and, if necessary, a Temporary Resident Visa (TRV) applicable to certain countries whose citizens require a visa to travel to Canada (<http://www.cic.gc.ca/english/visit/visas.asp>) and/or a medical examination. If a Temporary Resident Visa is not required, then visiting faculty can apply for a work permit at a Port of Entry (a Citizenship and Immigration Canada office located at a border crossing, airport or seaport in Canada).

In addition, the visiting faculty will need a letter from their home institution attesting to the fact that they will be retaining their position there to resume their duties after the end of their appointment. This letter and the letter of invitation must be presented to an immigration officer in a Visa Post (or a Port of Entry as outlined above). A Work Permit will then be processed pursuant to *Regulation 205(b)*, Labour Market Opinion Exemption Code C22. The processing fee for a work permit is currently \$155 (Cdn). Please also note that Visiting faculty are required to be in possession of a valid passport and it will be necessary for the passport to be valid for the entire length of their stay in Canada.

Visiting Professor Appointment Procedure

- Visiting Professor appointments are reviewed by the Division Heads and the Dean.
NOTE: Visiting Professor appointments at IHPME are reviewed by their Appointments and Promotions (A & P) Committee.
- The Dean, following consultation with the Division Heads, will approve a Visiting Professor appointment of less than a year. For appointments for a year or more, approval of the Provost's Office must be obtained.
- At the time of approval, the visiting faculty will receive a letter of invitation, indicating the term of the appointment and the specific duties to be performed by them.

- Any policies governing the duties to be performed by the Visiting Professor will be identified and brought to the attention of the appointee in the letter of invitation.

5.0 FACULTY APPOINTMENT RENEWAL

Each appointed faculty member must make a significant contribution in order to have their appointment renewed. The Division Heads and the Dean, at DLSPH, and the Appointment and Promotions (A & P) Committee, at IHPME, are responsible for a regular review of all appointments to ensure these appointments remain active and beneficial to all parties. Before the end of the faculty appointment, faculty members will receive an email notifying them of the renewal and the required supporting documents. Once the documents are reviewed, a recommendation for the renewal of appointment may be made. The duration of the renewal of the appointment can range from one to three years.

Submission of Renewal Application

- Renewal Application Form
- An-up-to-date CV
- Letter of support from employer (only *required for Status-Only appointment*)
- Letter of support from the Head of the primary academic unit at the University of Toronto
- Letter of support from the Head of the disciplinary unit in DLSPH³
- All documents should be submitted to fac.appt.dlsph@utoronto.ca or in IHPME to ihpme.appointments@utoronto.ca

Appointment Renewal Procedure

- Appointment Renewals are reviewed by the Division Heads and the Dean.
NOTE: Faculty Appointments at IHPME are reviewed by their Appointments and Promotions (A & P) Committee.
- The Dean, following consultation with the Division Heads, may recommend an appointment renewal.
- At the time of appointment, the appointee will receive a letter of offer indicating the appropriate academic rank/title, duration of the appointment and expectations for teaching, research and service.
- Any policies governing the duties to be performed by the appointee will be identified and brought to the attention of the appointee in the letter of offer.

In the event that it is determined there is/are reason(s) to recommend termination of an appointment, the individual will be informed through a letter.

6.0 SCHOOL OF GRADUATE STUDIES (SGS) APPOINTMENTS

Faculty members may be recommended for a graduate appointment within DLSPH in accordance with the policies of the School of Graduate Studies. The individuals may be actively involved in teaching graduate courses, supervision of graduate students or by serving on graduate committees. There are four types of graduate appointments: Full Member, Associate Member, Associate (Restricted) Member and Members Emeriti.

Full Member may act as the sole or major supervisor of a doctoral or master's thesis and as a member of thesis committees; serve as chair or voting member of a final oral examination committee where such examinations are required by SGS and perform all associated duties; assume responsibility for the setting and marking of comprehensive (general) examinations; teach, set and mark examinations for a graduate course and give such other graduate direction as may be required. Normally full members in the graduate faculty hold an academic rank of Associate Professor or higher.

To qualify for a Full SGS Membership in DLSPH, the individual should show evidence of effective graduate student supervision and should have been sitting on Thesis Committees to completion. To be considered for a Full SGS Membership, a request should be submitted to fac.appt.dlsph@utoronto.ca or in IHPME to ihpme.appointments@utoronto.ca along with an updated CV.

Associate Member shall be permitted to undertake all the duties of a Full Member but shall not serve as a sole or major supervisor, whether formally or otherwise, of a doctoral student nor act as the chair of a final doctoral oral examination. The Associate Dean for Academic Affairs (DLSPH) and the Faculty Appointments Committee (IHPME) may place further limitations on the graduate activities of an Associate Member.

Associate (Restricted) Member may be permitted to undertake the duties available to an Associate Member but only as specified in writing at the time that the graduate membership is offered.

Members Emeriti may perform all duties of a full member but may only take on new supervision with the approval of the Associate Dean for Academic Affairs (DLSPH) and Faculty Appointments Committee (IHPME).

Multiple Graduate Faculty Memberships

A faculty member with a Graduate Faculty Membership (in the home graduate unit) may be offered a secondary graduate membership (cross-appointment) in another graduate unit in the category of Full or Associate Member.

A faculty member with an Associate Primary Graduate Membership is not normally offered a Full Membership in another unit.

A faculty member with an Emeritus/Emerita appointment should be Emeritus/Emerita across the University.

End of Graduate Faculty Membership

An individual's graduate faculty membership can end for the following reasons: retirement, resignation, the individual's desire not to continue their SGS appointment or there is a change in faculty status which makes them ineligible.

7.0 CHANGE IN EMPLOYMENT

It is crucial that a faculty member notify DLSPH (fac.appt.dlsph@utoronto.ca) or IHPME (ihpme.appointments@utoronto.ca) immediately if any changes occur in their position and/or place of employment. This will assist in deciding if the faculty appointment will change or will remain as is.