

Manual for Faculty Academic Appointments (Non-Salaried Appointments)



Health Sciences Building, 155 College Street, 6th floor, Toronto, ON M5T 3M7 Canada
Tel: +1 416 978-4882 • Fax: +1 416 978-1883 • fac.appt.dlsph@utoronto.ca • www.dlsph.utoronto.ca

Table of Contents

| | | |
|------------|---|-----------|
| 1.0 | Introduction..... | 3 |
| 2.0 | Status-Only, Adjunct and Non-Budgetary Cross Appointments..... | 4 |
| 2.1 | Status-Only Appointment | 4 |
| 2.2 | Adjunct Appointment..... | 5 |
| 2.3 | Non-Budgetary Cross Appointment..... | 6 |
| 2.4 | Submission of Application (Status-Only/Adjunct/Non-Budgetary Cross) | 6 |
| 2.5 | Faculty Appointment Renewal | 8 |
| 2.6 | Change in Employment and your appointment | 9 |
| 3.0 | Visiting Professor Appointments..... | 9 |
| 4.0 | School of Graduate Studies (SGS) Appointments..... | 10 |
| 5.0 | Get in Contact | 11 |
| | Appendix A – Letter of Support from Employer (Template) | 12 |
| | Appendix B – Letter of Support from Head of Primary Department at UofT (Template)..... | 13 |
| | Appendix C – Letter of Support from Head of Disciplinary Unit in PHS (Template)..... | 14 |

1.0: 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).

The DLSPH is comprised of two graduate units – IHPME and PHS. Depending on their areas of disciplinary training and proposed teaching and service contributions, individuals should apply to one of the two graduate units. Within PHS, faculty are assigned into one of its five divisions, namely, Biostatistics, Clinical Public Health, Epidemiology, Occupational & Environmental Health, and Social & Behavioural Health Sciences. Within IHPME, faculty are assigned into one of seven programs, Clinical Epidemiology and Health Care Research, Health Administration, Health Professions Education Research, Health Systems Leadership and Innovation, Health Systems Research, Health Informatics, and Quality Improvement and Patient Safety.

There are four types of academic appointments: Status-Only, Adjunct, Non-budgetary Cross-Appointment and Visiting Professor. New 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. Academic contributions may include a combination of the following:

- Supervision/committee membership for doctoral and/or masters students
- Supervision of practica
- Classroom teaching +/- grading and evaluation of student work
- Membership on REB
- Examinations – qualifying, proposal and/or final oral examination
- Search committees for faculty, chairs etc.
- Serving on committees – admissions, scholarships/fellowships, curriculum, appointments etc.
- Guest lecture in a DLSPH course, seminar or workshop
- Judge for DLSPH Research Day, abstract submissions, scholarly competitions
- Adjudicator for faculty awards
- Major initiatives of the School (strategic planning etc.)

The exact nature of these activities should be determined in discussion with the head of the [appropriate disciplinary unit](#) in PHS or the [Director/ Program Director in IHPME](#). Typically, academic appointments are not approved exclusively for research contributions.

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.

Appointments Committee

Effective September 2022, applications for new/renewal Status-Only, Adjunct, Non-budgetary Cross-appointments and Visiting Professor appointments are reviewed by the Appointments Committee in PHS

and the Academic Appointments & Promotions Committee (A&P) in IHPME, chaired by Dr. Carol Strike, Associate Dean, PHS and Dr. Audrey Laporte, Director, IHPME respectively. Appointments are not auto-renewed and faculty need to apply to request a renewal. The Committees meet every other month to review new/renewal applications.

Appointments Committee Review Dates & Application submission deadlines:

[Click here](#) to view PHS meeting dates

[Click here](#) to view IHPME meeting dates

2: STATUS-ONLY, ADJUNCT and NON-BUDGETARY CROSS APPOINTMENTS

2.1. 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 and wherein they are considered independent scientists/scholars who can apply for/hold Tri Council and other externally funded grants as the nominated principal investigator. 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.

Note: Clinical faculty with a rank of Lecturer in a clinical department will be assigned the same rank for a status-only appointment in a non-clinical department.

Status-Only faculty can apply for research grants through U of T. 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, 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.

¹ A faculty member, with a primary appointment in another university, will 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. Faculty must submit a letter confirming change of rank at the home institution and an up to date CV for their record to be updated.

While individuals hold a Status-Only appointment, they will be provided with a UTORAuthorization 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. All correspondence is through UT email and faculty members must ensure that their UT email is forwarded to their primary email address.

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

Faculty members who change employers are required to notify the Chair of the Appointments Committee in Public Health Sciences or IHPME as relevant to determine if they remain eligible to hold a status only appointment (see 2.6).

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 2.6).

Clinical (MD) Appointments

As laid out in the [Policy for Clinical Faculty](#) and the [Temerty Faculty of Medicine Procedures Manual for the Policy for Clinical \(MD\) Faculty](#), if an individual has a Clinical Full-Time or 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. Such appointments will be approved at the same rank that the individual holds in the clinical department.

2.2. ADJUNCT APPOINTMENT

Individuals employed elsewhere in a position that is not primarily academic in nature and who are not considered to be independent scientists (or equivalent) nor eligible to apply for/hold external grants as a principal investigator, and 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 more extensive professional experience, achievement and stature, and an on-going connection to the DLSPH will be appointed as an Adjunct Professor.

Typically, Adjunct faculty do not receive remuneration. However, an Adjunct faculty member may be remunerated as a sessional course instructor. These positions are subject to the CUPE 3902 agreement with the University and interested status-only faculty may apply for these positions.

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 faculty will be appointed as an Associate (Restricted) Member to the graduate

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

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 paid or Status-Only faculty member at the University of Toronto.

While individuals hold an Adjunct appointment, they will be provided a UTOR Authorization letter to activate their UTORid. 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. Faculty must use UT email for all correspondence.

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 laid out in the [Policy for Clinical Faculty](#) and the [Temerty Faculty of Medicine Procedures Manual for the Policy for Clinical \(MD\) Faculty](#), 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 Adjunct (Lecturer or Professor).

2.3. NON-BUDGETARY CROSS-APPOINTMENT

Appointed faculty members who hold an academic appointment in the Tenure-Stream³, 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 in PHS. Such appointments must have the consent of all divisions involved. Faculty with non-budgetary cross-appointments may engage in the teaching, supervision and advising of graduate students, as well as in committee service to programs. Duties and responsibilities will be included in their letter of offer.

Faculty members who have non-budgetary cross-appointments within PHS may be recommended for a graduate faculty membership in PHS in accordance with the policies of the School of Graduate Studies.

2.4. Submission of Application (Status-Only, Adjunct, Non-Budgetary Cross):

Prior to applying, interested individuals should meet with the appropriate division head in PHS or Director of IHPME to discuss and develop a plan for their contributions to the DLSPH.

The following documents are required for an application:

- [Online Application Form](#) (For PHS applicants)

³ 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.

Faculty applying to IHPME should contact ihpme.appointments@utoronto.ca for the online application. Templates for the letter of contributions to be included in the application package are available on the [IHPME website](#)

- 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. The letter must also confirm that the faculty's employment status allows them to hold/ apply for external funding as *Nominated Principal Investigator*). See Appendix A for Template.
- 2 letters of reference (only for *Status-Only*)- 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 Chair (or designate) of the primary academic unit at the University of Toronto (*required for faculty applying for non-budgetary cross appointments and those whose primary appointment is not in PHS*). See Appendix B for template.
- Letter of support from the [IHPME Program Director](#) or the [Head of the disciplinary unit in PHS](#) (see Appendix C for template). Applicants are encouraged to prepare the letter and get their Division Head's sign off prior to including in the application package.

The Table below presents a summary of the documentation required for new appointments:

| Document | Status-Only | Adjunct | Non-Budgetary |
|--|-------------|---------|---------------|
| Application form | x | x | x |
| CV | x | x | x |
| Letter of support from Employer* | x | x | x |
| Reference Letters (two)* | x | | |
| Letter of support from Head (or designate) of Primary Department/ IHPME Program Director | x | | x |
| Letter of Contributions (only for IHPME applicants) | x | x | x |

*Letters of support and reference letters should be addressed to Dr. Carol Strike, Associate Dean, PHS or Dr. Audrey Laporte, Director, IHPME.

Final Steps:

- **Appointment letter & other required documents** – Faculty approved for an appointment will receive a letter of offer well as an HR form, and a faculty web profile template. The appointment commences upon receipt of the signed letter. Note: All new appointments are approved for a term of 3 years.
- **Onboarding** – Upon receipt of the signed letter and completed forms, the final steps are as follows:

- UTORid – Faculty will receive a welcome letter with their UTORid which is key to online services at UofT, including: UofT email, campus wireless, library access, and others.
- A faculty website profile will be created. Faculty will be able to update their profiles by logging in to the website with their UTOR IDs.
- Faculty will be added to the email list (Listserv).

2.5. FACULTY APPOINTMENT RENEWAL

Each appointed faculty member must make a significant contribution to the DLSPH in order to have their appointment renewed. Before the end of the faculty appointment, faculty members will receive an email notifying them of the need to apply for a renewal including information about the required supporting documents. If you forward your UToronto email to another email address, you will need to periodically check to make sure that the re-direction has not expired and needs to be re-set. Once the documents are reviewed by the Appointments Committee in PHS and IHPME, a recommendation for the renewal of appointment may be made.

The standard renewal term for Status-Only and Non-budgetary appointments is 5 years and for Adjunct appointments is 3 years. Shorter renewal terms are considered where contributions during the initial term of appointment are minimal.

Submission of Renewal Application:

- [Renewal Application Form](#) (For PHS Applicants)
Faculty applying to IHPME should contact ihpme.appointments@utoronto.ca for the online application. Templates for the letters of contributions to be included in the application package are available on the [IHPME website](#).
- An-up-to-date CV
- Letter of support from employer (only required for Status-Only appointment). See Appendix A for Template
- Letter of support from the Head of the primary academic unit at the University of Toronto (required for non-budgetary cross appointment renewals and where the faculty member's primary unit is not PHS). See Appendix B for Template
- Letter of support from the [IHPME Program Director](#) or the [Head of the disciplinary unit in PHS](#) (see Appendix C for template). Applicants are encouraged to prepare the letter and get their Division Head's sign off prior to including in the application package.

The Table below presents a summary of the documents required for renewal of appointments:

| Document | Status-Only | Adjunct | Non-Budgetary Cross |
|--|-------------|---------|---------------------|
| Application | x | x | x |
| CV | x | x | x |
| Letter of support from employer | x | | |
| Letter of support from Head of primary academic unit at UofT | x | | x |
| Letter of Contributions (only for IHPME applicants) | x | x | x |

At the time of re-appointment, the appointee will receive a letter of offer indicating the 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.

2.6. CHANGE IN EMPLOYMENT AND YOUR APPOINTMENT

It is crucial that Status only, Adjunct, Non-budgetary Cross Appointees and Visiting faculty notify PHS (fac.appt.dlsph@utoronto.ca) or IHPME (ihpme.appointments@utoronto.ca) immediately if any changes occur in their position and/or place of employment and/or retirement. This will assist in deciding if the faculty appointment will change or will remain as is.

3.0: VISITING PROFESSOR APPOINTMENT

Individuals from other universities and research institutions, who hold a continuing academic 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 and a University of Toronto email address.

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 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.

The following documents are required for an application:

- [Online Application Form](#) (For PHS Applicants)
Faculty applying to IHPME should contact ihpme.appointments@utoronto.ca for the unique link to the online application.
- 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 DLSPH Faculty member
- Letter of support from the Associate Dean, PHS or the Director of IHPME (coordinated by the Faculty Appointments Office after the application is received).

Interested faculty must apply and submit all the necessary documentation at least six months ahead of their visit. Given the lengthy visa processing times, the PHS Faculty Appointments Office cannot guarantee speedy processing if an application is not submitted well ahead of the visit.

The Appointments Committee 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.

4.0: SCHOOL OF GRADUATE STUDIES (SGS) APPOINTMENTS

Status only, Adjunct and Non-budgetary Cross Appointees 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 in

PHS or to ihpme.appointments@utoronto.ca in IHPME by April 15th every year along with a cover letter and an updated CV. [The Guideline for Request for Full Graduate Faculty Membership](#) outlines the process to request full membership.

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.

5.0: GET IN CONTACT

For questions/clarifications on faculty academic appointments (non-appointed), contact:

Vinita Krishnan
Academic Appointments Assistant (PHS)
Email: fac.appt.dlsph@utoronto.ca

Carolyn Starosciak
Academic Appointments Assistant (IHPME)
Email: ihpme.appointments@utoronto.ca

APPENDIX A

TEMPLATE: Letter from Employer at an affiliated hospital or institution Status Only Academic Appointment Applications

[Date]

Carol Strike, PhD
Associate Dean and Professor, Public Health Sciences
155 College Street, Toronto, ON M5T 3M6

OR

Audrey Laporte, PhD
Professor and Director, IHPME
University of Toronto
155 College Street, Suite 42, Toronto, ON M5T 3M6

Dear [Name]:

Re: [Candidate Name]
Status Only Academic Appointment Application., PHS/IHPME

I am writing to acknowledge my support in the request of a Status Only Academic Appointment for [Candidate Name] to the Department of Public Health Sciences/Institute of Health Policy, Management and Evaluation, University of Toronto.

I confirm that [Candidate Name] holds full time employment at [name of affiliated institution] in the position of [Position Title], which is primarily academic in nature, and receives remuneration for this role through [name of affiliation institution]. In their present employment position, they are eligible to hold/apply for grants from Tri-Council agencies independently as a Nominated Principal Investigator.

[Candidate Name] will contribute academically to PHS/IHPME.

Thank you for considering [Candidate Name]'s Status Only Academic Appointment application.

Sincerely,

[Supervisor/Employer Name]
[Title/Position]

APPENDIX B

TEMPLATE: Letter from Head of the Primary Department at UofT

[date]

Carol Strike, PhD
Associate Dean and Professor, Public Health Sciences
155 College Street, Toronto, ON M5T 3M6

OR

Audrey Laporte, PhD
Professor and Director, IHPME
University of Toronto
155 College Street, Suite 42, Toronto, ON M5T 3M6

Dear Professor,

I am writing this letter in support of [name]'s Status-Only/Non-Budgetary Cross appointment at the rank of [Assistant Professor / Associate Professor / Professor] with the Department of Public Health Sciences/ Institute of Health Policy, Management and Evaluation (IHPME). This appointment will enable [her/him/them] to participate in the scholarly activities of the Institute.

[name] has been appointed as [rank] of [department] since [xx] and is currently the [employment info].

Please do not hesitate to contact me for any questions.

Sincerely,

Professor and Chair
[department]

APPENDIX C

TEMPLATE: Letter from Head of the Disciplinary Unit in PHS

Note: Program Directors in IHPME will submit a [Letter of Support Form](#)

[date]

Carol Strike, PhD

Associate Dean and Professor, Public Health Sciences

155 College Street, Toronto, ON M5T 3M6

Dear Dr. Strike,

I am writing to strongly support [XX] application for a new/renewal Status-only/Adjunct/Non-Budgetary Cross Appointment in the Department of Public Health Sciences.

I have communicated directly with [XX] and discussed their intended contributions to PHS and [Disciplinary Unit].

With respect to Teaching, [XX] will be teaching/co-teaching/guest lecturing in [course]. Additionally, [XX] will also serve on student committees and as a reviewer; supervise practicum students. (List other contributions, as needed)

From a Service perspective, [XX] intends to serve on divisional and departmental academic/administrative committees, including admissions and awards adjudication committees. (List other contributions, as needed)

I look forward to working with [XX] in these capacities in the coming years.

Sincerely,

Professor and Head
[Disciplinary Unit]