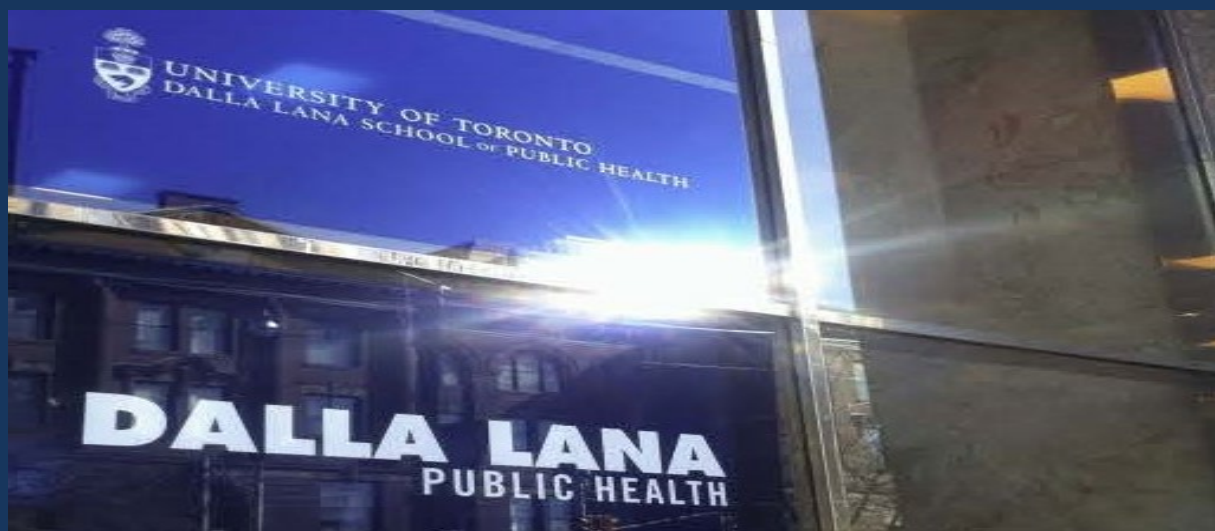


Manual for Faculty Academic Appointments (Non-Salaried Appointments)



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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).

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. 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](#). 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. 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

2.0. Status-Only, Adjunct and Non-Budgetary Cross Appointments

2.1. Status-Only Appointments

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 externally funded grants. 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.

Refer to the [Manual for Academic Promotion](#) for information on Promotion procedures in the DLSPH, criteria for promotion and preparation of the promotion dossier.

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.

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).

2.1.1 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.

2.1.2 Affiliated Scientists, Status-Only

Establishment of “Affiliated Scientist” Subgroup within Status-only Category (PDAD&C#13)

Effective July 1, 2025, the University has established a new subgroup, “Affiliated Scientist,” within the larger category of Status-Only faculty.

Upon receipt of a new letter of appointment, faculty members who meet the [eligibility criteria](#) will formally remain within the Status-Only category (and be promoted through the ranks following normal processes) but will be referred to as “Affiliated Scientists” for example, “Associate Professor, Affiliated Scientist” in place of “Associate Professor, Status-Only.”

This new subgroup has been established to better recognize the academic contribution of colleagues who are Scientists and Senior Scientists in both our fully and associate affiliated Toronto Academic Health Science Network (TAHSN) partner institutions. These faculty constitute a distinct subset of status-only faculty who have a unique connection with the University through their research and their contribution to the education of our students as part of our Affiliation Agreements with these institutions.

As Part of Eligibility:

As part of the creation of this new subgroup, effective July 1, 2025 all faculty members appointed as “Affiliated Scientist” will be eligible for the following prerequisites, which are:

- Tuition Waiver;
- Dependants Scholarship Program; and

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

- University of Toronto Joint Membership Plan.

Each Affiliated Scientist will be informed of their eligibility for these perquisites in their letter of appointment.

Status-Only Affiliated Scientist appointees may also be recommended for a graduate appointment within the academic unit in accordance with the policies of the School of Graduate Studies. Status-Only appointees may be actively involved in the unit's graduate program through the teaching of graduate courses or supervision of graduate students or by serving on graduate committees. Appointment to the School of Graduate Studies is co-terminal with the individual's university appointment.

Status-Only Affiliated Scientist appointees may be promoted on the recommendation of a properly constituted promotions committee, according to divisional guidelines and the [Policy and Procedures Governing Promotions](#), and subsequent review and approval by the Vice-President and Provost (see the section on [promotion to Professor](#)).

Faculty at the rank of "Associate Professor, Affiliated Scientist or Professor, Affiliated Scientist" who hold an appointment in any Faculty will be eligible for Emeritus status as follows: Upon recommendation of the Dean and with the approval of the Vice President & Provost, non-clinical Status-Only faculty members who hold a primary appointment at one of the fully affiliated or associate affiliated Toronto Academic Health Science Network (TAHSN) partner institutions University teaching hospitals, and who hold a Status-Only appointment as an "Affiliated Scientist" at the time of their retirement and have held the rank of Associate Professor, Affiliated Scientist or Professor, Affiliated Scientist OR Associate Professor (Status-Only) or Professor (Status-Only) for at least 10 years, may be eligible for the title Associate/Professor Emeritus/Emerita, Affiliated Scientist. The title Associate/ Professor Emeritus/Emerita, Affiliated Scientist at the University of Toronto may not be held concurrently with emeritus rank or title from any other institution. This is an honorary title only and does not confer the rights accorded to other Emeritus/Emerita Associate Professors or Professors at the University of Toronto (e.g., as contained in the [Policy on Emeritus/Emerita Status](#) or the [Statement of Commitment to Retired Faculty and Librarians](#)). Where appropriate and with the approval of the Dean of the School of Graduate Studies, those holding the title of Professor or Associate Professor Emeritus/Emerita, Affiliated Scientist may be granted membership in SGS at the rank of SGS membership held at the time of retirement. Use of the title "Professor Emeritus" or "Associate Professor Emeritus" must always be followed by the qualifier Affiliated Scientist.

2.2. Adjunct Appointments

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 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 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.

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

2.2.1. 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 Appointments

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.

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 unique link to 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*)
- 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.
- Letter of support from the Head of the disciplinary unit. (In PHS, the Faculty Appointments Office will contact the Division Heads for a letter of support after the application has been submitted)

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

Document	Status-Only/ Affiliated Scientist Status-Only	Adjunct	Non- Budgetary
Application form	x	x	x
CV	x	x	x
Letter of support from Employer*	x		
Reference Letters (two)	x		
Letter of support from Head (or designate) of Primary Department*	x		X

*Templates for the letters of support are available in **Appendix A**.

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 –**
 - **Status-Only, Adjunct and Non-Budgetary Cross appointments** - Faculty approved for these appointment types will receive a letter of offer well as an HR onboarding 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.
 - **Affiliated Scientists, Status-Only** - In line with the established practice for Status-Only appointments, following consultation with the PHS/IHPME Appointments Committee, an eligible faculty member will be offered an appointment to this subgroup as an “Affiliated Scientist”. On a transitional basis, initial appointments to this new subgroup require Provostial approval. Those individuals who meet the [criteria](#) for inclusion in this new subgroup, will be given distinct letters of appointment. Initial appointments may be for one to three years with renewal appointments of up to five years in length, at the discretion of the Appointments Committee. On a go-forward basis, whether or not a person is eligible for this subgroup is a decision made by the University when that person

is given a first academic appointment. The decision, once made, applies to all subsequent appointments including those in any other unit, unless there is a change in their eligibility after their initial appointment that qualifies them for this subgroup, as defined by the criteria.

- **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. Renewals for Affiliated Scientist-Status only for individuals whose eligibility (based on the criteria) has not changed may be made upon the submission of a renewal request and recommendation of the Appointments Committee. 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 unique link to 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*)
- Letter of support from the Head of the primary academic unit at the University of Toronto (required where the primary unit is not PHS)
- Letter of support from the Head of the disciplinary unit in DLSPH (coordinated by the Appointments Office in PHS).

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
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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).

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.

Important note to Non-Canadian Visiting Professor

In order to facilitate entry to Canada, refer to the [Immigration, Refugees and Citizenship Canada](https://www.cic.gc.ca/) web page (<https://www.cic.gc.ca/>) to determine where and how to file an application using the online filing system to obtain the necessary authorization to work in Canada: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>. Individuals of certain countries require an additional temporary resident visa (TRV) and/or a medical examination. To determine whether a TRV is required, refer to www.cic.gc.ca/english/visit/visas.asp.

To determine if a medical examination is required (for visits of more than six months), refer to <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents/country-requirements.html>.

All foreign nationals (excluding United States citizens) who do not require a TRV must obtain an electronic travel authorization (eTA) prior to entering Canada by air. For more information regarding the eTA, and how to obtain one prior to travel, visit the eTA web page (<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html>).

If a TRV is not required, individuals are permitted to apply for a work permit directly upon arrival from abroad at the Immigration office at the Canadian port of entry (border crossing or airport). The application will be adjudicated on the spot.

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. Lastly, the University must provide an **Offer of Employment, A#**. This number, along with the home institution letter and this letter of invitation, are among the documents required for a work permit application that

will be processed pursuant to Regulation 205(b), IRPA, Labour Market Exemption Code C22. The processing fee for a work permit is currently CAD \$155, which must be paid at the time of application. 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.

Short-Stay Visiting Professor:

Visiting faculty entering Canada for a stay of 120 days or less should request admission to Canada as an individual who is exempt from a work permit as a part of Canada's **Global Skills Strategy** (<http://www.cic.gc.ca/english/resources/tools/temp/work/researcher-exemption.asp>) which came into effect on June 12, 2017. As proof that the individual is authorized to work without a work permit in Canada, a **Visitor Record issued by IRCC is needed**.

To enter Canada, faculty must show this **letter of invitation to the Canada Border Services Agency (CBSA) Officer**, which affirms that the work that will be conducted is primarily research, as well as a valid passport. Additionally, a Temporary Resident Visa (TRV) may be applicable to certain countries whose citizens require visas to travel to Canada. If a TRV is not required, an Electronic Travel Authorization (eTA) may be needed unless the individual is a citizen of the United States. To determine whether a TRV or an eTA is required, refer to: <http://www.cic.gc.ca/english/visit/visas.asp>. Should a TRV be required, visit the Canada Immigration webpage in order to apply for a TRV online: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>. For more information regarding the eTA, visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html>

4.0: School of Graduate Studies (SGS) Appointments

Status only, Adjunct, Non-budgetary Cross Appointees and Visiting 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 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, 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].

[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, 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 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]. [S/he] holds [funding or award] and [s/he] has [xx] peer reviewed publications to date.

Please do not hesitate to contact me for any questions.

Sincerely,

Professor and Chair
[department]

