



**UNIVERSITY OF TORONTO  
FACULTY OF MEDICINE**

**GUIDELINES for  
STATUS-ONLY LECTURER  
and  
ADJUNCT LECTURER  
APPOINTMENTS**

**2016 - 2017**

**Application deadline: January 31, 2017**

**Rehabilitation Sciences Sector  
Faculty of Medicine  
University of Toronto**

**STATUS-ONLY and ADJUNCT APPOINTMENT GUIDELINES**  
**Rehabilitation Sciences Sector ■ Faculty of Medicine**

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Department of Occupational Science and Occupational Therapy
Department of Physical Therapy
Department of Speech-Language Pathology
Graduate Department of Rehabilitation Science

INTRODUCTION

The Rehabilitation Sciences Sector of the Faculty of Medicine, University of Toronto, consists of the Department of Occupational Science and Occupational Therapy (OS&OT), Department of Physical Therapy (PT), Department of Speech-Language Pathology (SLP) and the Graduate Department of Rehabilitation Science (GDRS). We are located in the Rehabilitation Sciences Building, at 500 University Avenue.

The academic goals of the Rehabilitation Sciences Sector cannot be met without the participation of talented individuals from many institutions and agencies outside of the University. The aim of Status-Only and Adjunct academic appointments is to recognize the participation of highly qualified and dedicated researchers, practitioners and members of the community in the academic and clinical education components of our programs. These appointees augment the efforts and expertise of the full-time departmental faculty. We are seeking appointees who:

- maintain a high level of expertise and competence in their disciplines;
• are skilled at communicating expertise to members of their respective disciplines and the broader health care community;
• can stimulate, challenge and develop the scholarly and clinical capacity of students; and,
• contribute to the growth of the discipline by building the body of knowledge or advancing the quality, efficiency and effectiveness of practice.

These Guidelines for Status-Only and Adjunct Lecturer academic appointments were developed in accordance with Faculty of Medicine policies and procedures and specifically address the needs of the Rehabilitation Sciences Sector. We ask that you familiarize yourself with these Guidelines for the purpose of developing an understanding of academic appointments and the privileges and responsibilities they bring.

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## CONTACT INFORMATION

General Inquiries:

Please visit our website [www.rehab.utoronto.ca](http://www.rehab.utoronto.ca) or contact the Administrative Assistant, to Executive Chair and Rehab Sector Chairs at: 416-978-4648, or the following e-mail addresses:

- Department of **Occupational Science and Occupational Therapy**: [ot.statusappt@utoronto.ca](mailto:ot.statusappt@utoronto.ca)
- Department of **Physical Therapy**: [pt.statusappt@utoronto.ca](mailto:pt.statusappt@utoronto.ca)
- Department of **Speech-Language Pathology**: [slp.statusappt@utoronto.ca](mailto:slp.statusappt@utoronto.ca)

Chairs of the Departmental Appointment Committees:

### **Department of Occupational Science and Occupational Therapy**

Donna Barker, MSc, BSc(OT), O.T. Reg.(Ont.)

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### **Department of Physical Therapy**

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## POLICIES and GUIDELINES:

The information provided in these Guidelines are in accordance with the following documents:

Faculty of Medicine Guidelines for the Appointment and Annual Review of Status-Only, Adjunct and Visiting Professors

[http://aca.med.utoronto.ca/sites/default/files/FoM%20Guidelines\\_Status-only-Appointments%20Nov%202013.pdf](http://aca.med.utoronto.ca/sites/default/files/FoM%20Guidelines_Status-only-Appointments%20Nov%202013.pdf)

Faculty Appointments Advisory Committee (FAAC) Guidelines

[http://medicine.utoronto.ca/sites/default/files/FAAC%20Guidelines\\_Dec\\_2015.pdf](http://medicine.utoronto.ca/sites/default/files/FAAC%20Guidelines_Dec_2015.pdf)

Academic Administrative Procedures Manual on Other Appointments:

<http://www.aapm.utoronto.ca/status-only-adjunct-and-visiting-professors>

## **RESPONSIBILITIES and PRIVILEGES**

Appointments include the following responsibilities and privileges.

### **Responsibilities:**

It is expected that you will govern yourself in accordance with all applicable Faculty of Medicine and University of Toronto (U of T) policies:

- Policies that Govern Teaching and Research:  
<http://www.provost.utoronto.ca/policy.htm>
- Policy on the *Code of Behaviour on Academic Matters*:  
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf>
- Principles and Responsibilities Regarding Conduct & Research; the Guidelines to Address Allegations of Research Misconduct; and the Guidelines for Ethics & Professionalism in Healthcare Professional Clinical Training and Teaching:  
<http://www.medicine.utoronto.ca/research/ethics-policies-and-guidelines>
- Policy on Conflict of Interest Academic Staff:  
<http://www.governingcouncil.utoronto.ca/policies/conacad.htm>

You are expected to acknowledge your affiliation with the Department in all publications and scholarly works resulting from your Status-only or Adjunct Lecturer appointment. This appointment should be acknowledged on your CV in the appointments section.

**You are expected to keep the Rehabilitation Sciences Sector apprised of any changes to your contact information during the term of your appointment including, but not limited to, email address, home address, phone number, change in employment, parental leaves or other extended absences.**

## Privileges:

- U of T library privileges and e-mail, including access to electronic journals and other resources
- Access to academic development programs provided by your respective department open only to Status-only, Adjunct and cross-appointed faculty (e.g., training workshops, writing workshops, etc.)
- Access to the Centre for Faculty Development (CFD) workshops and services. Call 416-864-6060 or visit their website:  
<http://www.cfd.med.utoronto.ca/>
- Ongoing communication with your respective Department, the Faculty of Medicine, Med.E.Mail Newsletter, and the University of Toronto
- Status-only faculty may be eligible to apply for grants that require the applicant to hold a University appointment
- Increased opportunity for collaborative research with faculty
- Recognition of academic ability that may broaden the scope for future employment
- An opportunity for personal and professional growth
- TTC pass at a reduced rate. <http://benefits.hrandequity.utoronto.ca/other-benefits/#ttc> .
- Other privileges as arranged by your respective Department

## ABOUT STATUS-ONLY AND ADJUNCT APPOINTMENTS

Status-only and Adjunct Appointments are non-salaried academic appointments granted to individuals to formally acknowledge their academic contributions to the University of Toronto.

The same online application process described in these guidelines is used for both types of appointments at the rank of Lecturer\*.

**Status-Only Appointments** are available to individuals who are employed at “Full or Community-Affiliated Sites” (see Box 1) and meet the eligibility criteria set out by the Faculty of Medicine and the University of Toronto.

- Status-only appointments are non-salaried and normally receive no remuneration from the University of Toronto. Such appointments are normally made to allow an individual to participate more fully in an academic unit’s teaching or research program. The University of Toronto Provost’s Office sets the guidelines for Status-only appointments. Within these guidelines, individuals being considered for Status-only positions normally hold full-time employment arrangements with another institution with a job description that is primarily academic (research and teaching) in nature. Most often, Status-only appointments in the Faculty of Medicine are granted to employees of affiliated hospitals and research institutions.
- Within the Rehabilitation Sector, the majority of Status-only appointments are clinical rehabilitation professionals whose primary role is to provide clinical teaching in an academic setting at a hospital or clinic site that has an affiliation agreement with the University.

**Adjunct Appointments** are available to individuals who are most often not employed by the institutions mentioned in Box 1, who are in a position that is primarily non-academic in nature and who possess specialized expertise or learning that is of value to the department.

- Adjunct Lectures are most often clinical rehabilitation professionals whose primary role is to provide clinical teaching although their position at the other institution is primarily non-academic in nature. This category includes, among others, individuals in the Rehabilitation Sciences who are employed in private clinics.

### NOTE:

**Full-time doctoral students are ineligible for an academic appointment while completing their studies. Postdoctoral fellows are also ineligible for an academic appointment.**

\*Candidates applying for, or that already hold, a professorial rank should not apply using the links in these guidelines but should contact the respective Department Chair directly.

### **Box 1. List of Full and Community-Affiliated Sites:**

1. Baycrest,
2. Holland Bloorview Kids Rehabilitation Hospital
3. Centre for Addiction and Mental Health
4. The Hospital for Sick Children
5. Sinai Health System (Includes Mount Sinai Hospital and Bridgepoint Active Health Care)
6. St. Michael's Hospital
7. Sunnybrook Health Sciences Centre (SHSC),
8. St. John's Rehab Hospital - SHSC,
9. University Health Network (UHN) - (Includes TRI, Princess Margaret, Toronto General and Toronto Western)Women's College Hospital
10. Trillium Health Partners
11. George Hull Centre for Children and Families
12. Hincks-Dellcrest Centre
13. Humber River Regional Hospital
14. Lakeridge Health
15. Markham-Stouffville Hospital
16. North York General Hospital
17. Ontario Shores Centre for Mental Health Sciences
18. Providence Healthcare
19. Rouge Valley Health System,
20. The Royal Victoria Regional Health Centre
21. The Scarborough Hospital
22. Southlake Regional Health Centre
23. St. Joseph's Health Centre
24. Surrey Place Centre
25. Michael Garron Hospital (Toronto East Health Network) **formerly:** Toronto East General Hospital
26. West Park Healthcare Centre
27. Waypoint Centre for Mental Health Care
28. William Osler Health System

### **HOW AND WHEN TO APPLY**

**Timeline:** The process for appointing new candidates and renewing existing appointments is undertaken annually. Appointments are effective as of July 1<sup>st</sup> and are normally for a three year term, providing the individual continues to meet the eligibility criteria of appointment. Annual activity updates are required throughout the three year term.

**Application Deadline:** The deadline for applications is **January 31, 2017.**

**How to Apply:** All applications for new and renewal appointments are made using the online application system at: <http://aca.med.utoronto.ca/node/35>

**What information is required:** Please reference the appropriate academic appointment category below for document requirements.

### **Status-Only Applications**

Status-only appointments are available to individuals who are employed at full or community-affiliated sites and meet the eligibility criteria set out by the Faculty of Medicine and the University of Toronto

To apply for a new or renewal of a Status-only appointment please visit and review the following webpage for information, application documents, and instructions on how to submit an online application: <http://aca.med.utoronto.ca/node/36>.

### **Initial Status-Only Academic Appointment:**

Candidates who currently do not hold an active academic appointment with one of the Rehabilitation Sciences Sector Departments may submit a request for an initial academic appointment.

A complete application consists of four (4) parts:

1. Online Application Form
2. Curriculum Vitae
3. Rehabilitation Sciences Departmental Contributions Report (Appendix A) that outlines the candidate's clinical and academic activities over the past three (3) years
4. 2-3 letters of reference. All applications for new candidates require the submission of reference letters at a later date in the process and instructions on how to submit these documents is sent via email. Please note all reference letters must be received by the Department **no later than January 31, 2017**.

### **Renewal Status-Only Academic Appointment:**

Candidates who currently hold an active Status-only academic appointment to one of the Rehabilitation Sciences Sector Departments with an upcoming end date of June 30<sup>th</sup> are required to submit a request to renew their appointment.

A complete application consists of three (3) parts:

1. Online Application Form
2. Curriculum Vitae

3. Rehabilitation Sciences Departmental Contributions Report (Appendix A) that outlines the candidate's clinical and academic activities over the past three (3) years.

### **CEO or Designate Sign-off for Status-Only Applicants**

Status-only applicants require confirmation and approval of the appointment from their primary employer, indicating that the employer agrees to the Status-only appointment and that the applicant is employed with that institution.

Applicants are not required to obtain these signatures. Rather, a list of applicants from each site will be sent for approval to the CEO or designate by the U of T Rehabilitation Sector after the January 31, 2017 application deadline.

### **Adjunct Lecturer Applications**

Adjunct Lecturer appointments are available to individuals who hold employment with another institution that does not have an affiliation agreement with the University of Toronto, in a position that is primarily non-academic in nature and who possess specialized expertise or learning that is of value to the department.

To apply for a new or renewal of an Adjunct Lecturer appointment, please visit and review the following webpage for information, application documents, and instructions on how to submit an online application: <http://aca.med.utoronto.ca/node/37>

### **Initial Adjunct Lecturer Academic Appointment:**

Candidates who currently do not hold an active academic appointment with one of the Rehabilitation Sciences Sector Departments may submit a request for an initial academic appointment.

A complete application consists of three (3) parts:

1. Online Application Form
2. Curriculum Vitae
3. Rehabilitation Sciences Departmental Contributions Report (Appendix A) that outlines the candidate's clinical and academic activities over the past three (3) years.

### **Renewal Adjunct Lecturer Academic Appointment:**

Candidates who currently hold an active Adjunct Lecturer academic appointment to one of the Rehabilitation Sciences Sector Departments with an upcoming end date of June 30<sup>th</sup> are required to submit a request to renew their appointment.

A complete application consists of three (3) parts:

1. Online Application Form

2. Curriculum Vitae
3. Rehabilitation Sciences Departmental Contributions Report (Appendix A) that outlines the candidate's clinical and academic activities over the past three (3) years.

## **Review and Completion of Application**

A Department Appointments Committee, Human Resources, and the Dean (if applicable), will review the candidate's application and make a decision regarding eligibility for appointment. If an appointment is recommended and approved, the respective Chair will forward the candidate a **Letter of Offer** stating the rank and terms of the appointment. This letter will invite the candidate to sign and return a copy to the Administrative Assistant to Executive Chair and Rehab Sector Chair, Rehabilitation Sciences Sector. Once the candidate has signed and returned this letter of offer, the appointment will officially begin on July 1<sup>st</sup> of the applicable academic year. Signed letters must be received by the Department for the appointment to be finalized. **Appointments are not considered active until a signed letter is received by the department.** Signed letters can be delivered by fax, email, snail mail or hand delivered.

A **Profile Form** will be included with the Letter of Offer for all new appointees. This form will request personal information, including birth date, social insurance number, citizenship, and a copy of the candidate's Degree(s)/Diploma(s) (photocopies are acceptable). Provision of this information is necessary to generate a University of Toronto personnel number. This information is kept confidential.

Once the Profile Form is returned, the candidate will be assigned a University of Toronto personnel number and a confidential letter will be forwarded to the new appointee confirming the **UTOR ID**. To obtain access to library services and an email account, this letter must be presented at Robarts Library. **University of Toronto personnel number, UTOR ID and library access will not be available unless signed offer letter is received by the department.**

## **CRITERIA FOR APPOINTMENTS**

Appointments are given in recognition of activities which are of value to the University in one or more of the following categories:

1. Teaching at 500 University Avenue
2. Clinical / Fieldwork Education
3. Scholarly Activity
4. Creative Professional Activity
5. Service to the University of Toronto

Descriptions of categories and criteria for appointment are provided below. Each category and its subsections are meant to capture the *breadth* of activities in which candidates may be engaged and are not intended to be all-encompassing requirements for an appointment.

Applicants must be qualified (at least) at the Bachelor's level, and demonstrate significant, meaningful, ongoing commitment to the Department in one or more of the categories.

If a regulated professional, the individual must be a registrant in good standing of her/his provincial regulatory body. It is expected that individuals will be a member of the appropriate provincial and/or national professional associations.

The review committee will consider both the variety and extent of contribution in each of the five categories of contribution outlined below. Normally, the committee considers contributions in the previous three years.

Although appointments are usually granted to applicants whose contributions have been to the University of Toronto, academic commitment may also be demonstrated through contributions elsewhere provided it is accompanied by a reasonable expectation of future contribution to the University of Toronto.

### **Categories of Activities**

#### **1. Teaching at 500 University Avenue**

- a. Classroom lecturing
- b. Facilitation or mentorship of tutorials, seminars, small groups
- c. Clinical skills laboratories instruction
- d. Divergent Case Method (DCM) development and facilitation (for OT)
- e. Student Evaluation/Marking of Examinations (practical or written) or Papers
- f. Teaching Clinics (SLP) instruction
- g. Other

#### **2. Clinical / Fieldwork Education**

- a. Supervision of clinical placements/internships
- b. Site education coordination
- c. Structured clinical session instruction (for PT)
- d. Specialized Field Observations instruction (SLP)
- e. Other

#### **3. Scholarly Activity**

- a. Grants
- b. Peer-reviewed publications
- c. Peer-reviewed abstracts/papers accepted at conferences
- d. Books
- e. Book chapters
- f. Non-peer-reviewed publications, e.g., newsletters, manuals, reports, educational materials
- g. Presentations at scientific, professional or other meetings (non-peer-reviewed)

- h. Research student supervision (post-doc, PhD, Master's, practicum or other)
- i. Other (e.g., clinical audits, program evaluation, systematic reviews, guidelines development, etc)

#### **4. Creative Professional Activity**

- a. Professional Innovation/Creative Excellence: Consists of an invention and/or development of a technical or conceptual innovation that has an influence on the practice of the profession. May be expressed in performance, film, an exhibition or staging of a work of art, original architectural or engineering design, original clinical or therapeutic techniques, introduction of an original concept in approaching a professional problem, or other output.
- b. Contributions to the Development of Professional Practices: Demonstration of innovation and exemplary practice in the form of leadership in the profession or in professional societies, associations, or organizations that have influenced standards and/or enhanced the effectiveness of the discipline. E.g., contributions to public policy, or to the changing of professional certification, the authorship or editorship of studies or reports for government bodies, the founding or re-organization of a professional society or association with a resultant impact on professional practice or delivery of service. Membership and the holding of office in professional associations is not, in and of itself, considered evidence of creative professional activity. Sustained leadership, as defined above, and setting of standards for the profession, is the principal aim.

#### **5. Service to the University of Toronto**

- a. Service on Departmental committee
- b. Reading for admissions
- c. Contribution to curriculum planning
- d. Other

### **REVIEW OF APPOINTMENT AND RENEWALS**

The Department is responsible for the review of all appointments to ensure that the appointment remains active, meaningful and beneficial to all parties and continues to meet the University of Toronto criteria for an academic appointment. In recommending appointments and in the subsequent assessment of the performance of individuals who have an academic appointment, the Departments and Committees will follow the rules laid out in these Appointment Guidelines.

All appointees are expected to provide their respective departments with an annual update of their Status-only or Adjunct Lecturer related activities.

### **TERMINATION OF APPOINTMENT**

An appointment automatically terminates on June 30th of the year in which the

appointment expires. The departmental Status-only and Adjunct Appointment Committee may also recommend to the Dean, Faculty of Medicine, the termination of an appointment at any time if the terms of the appointment are not being fulfilled by the candidate, or if the needs of the program change such that the appointment is rendered redundant.

Should an appointment be terminated, a letter of termination will be sent to the candidate. Privileges will automatically discontinue.

A candidate may also voluntarily resign at any time she/he feels that she/he cannot meet the terms of the appointment. A letter of resignation should be forwarded to the Chair of the Department with a copy to the Administrative Assistant to Executive Chair and Rehab Sector Chairs, Rehabilitation Sciences Sector.

### **REMUNERATION**

Status-Only and Adjunct Appointees in the Rehabilitation Sciences Sector receive no remuneration from the University of Toronto.

## APPENDIX A:

### University of Toronto Rehabilitation Sciences Departmental Contributions Report

Name:
Department:

Appointments are given in recognition of activities which are of value to the university in one or more of the following categories:

- Teaching at 500 University Avenue
- Clinical / Fieldwork Education
- Scholarly Activity
- Creative Professional Activity
- Service to the University of Toronto

Full descriptions of these categories are in the Rehabilitation Sciences Sector *'Guidelines for Status-only Lecturer and Adjunct Lecturer Appointments'*.

Please provide complete information as requested in the categories below as they pertain to you. Add rows to tables as required. **Only include activities completed over the past three years.**

#### Teaching at 500 University Avenue

##### Classroom Lecturing

Academic Course Name/Code	Title of Session	Date	Number of Hours

##### Facilitation or mentorship of tutorials, seminars, small groups including Interprofessional Education (IPE) sessions

Academic Course Name/Code	Title of Session	Date	Number of Hours

##### Clinical skills laboratories

Academic Course Name/Code	Title of Session	Date	Number of Hours

**Divergent Case Method (DCM) development and facilitation (OT only)**

Academic Course Name/Code	Nature of Involvement (development/facilitation)	Date	Number of Hours

**Student evaluation /marking of examinations (practical or written) or papers**

Academic Course Name/Code	Description of Assignment/Examination	Date	Number of papers/students evaluated	Number of Hours

**Teaching clinics (SLP only)**

Academic Course Name/Code	Title of Session	Date	Number of Hours

**Other (Please describe fully)**

Academic Course Name/Code	Title of Session	Date	Number of Hours

**Clinical / Fieldwork Education****Supervision of clinical placements/internships**

Course Name/Code	Dates	Student's Institution (e.g University of Toronto)	Student's Profession (OT, PT, SLP, other)	Number of students	Sole or Shared Supervision

**Site education coordinator**

Length of time in this role

**Structured Clinical Session (PT only)**

Title of Session	Date	Number of Students	Number of Hours

**Specialized Field Observation (SLP only)**

Unit Number	Date(s)	Names of Students	Number of Hours

**Other (Please describe fully)**

Title of Session / Name of Course	Date(s)	Number of Students	Number of Hours

**Scholarly Activity**

**Grants**

Grant Information (include title of project, funding source, funding amount, dates of grant, and your role)

**Peer-reviewed publications**

Publications Information (include list of authors, title, journal, volume, year, pages)

**Peer-reviewed abstracts/papers accepted at conferences**

Abstract/Paper Information (include list of authors, title, conference, date, and whether it was a poster or oral presentation)

**Books**

Book Information (include list of authors, title, city, publisher, year)

**Book chapters**

Book Chapters Information (include list of authors of chapter, title of chapter, pages of chapter, authors/editors of book, title of book, city, publisher, year)

**Non-peer-reviewed publications (e.g. newsletters, manuals, reports, educational materials)**

Non-peer-reviewed Publications Information (include list of authors, title, year, description of where published)

### **Presentations at scientific, professional or other meetings (non-peer-reviewed)**

Presentations Information (include title, date, description of where presented)

### **Research student supervision (Post-doc, PhD, Master's, Practicum, Other)**

Name of Student	Level of Student (e.g. PhD, Masters)	Student's Department within the University of Toronto	Your Role (supervisor, co-supervisor, committee member)	Dates of Your Involvement

### **Honours and Awards**

Award Title	Organization	Date Awarded

### **Other**

Description of Activity	Organization	Dates of Activity

## **Creative Professional Activity**

### **Professional Innovation/Creative Excellence**

Description of Activity	Organization	Dates of Activity

### **Contributions to the Development of Professional Practices**

Description of Activity	Organization	Dates of Activity

## **Service to the University of Toronto**

### **Service on University of Toronto Department Committee**

Name of Committee	Department/Faculty	Role (Chair, member)	Dates of Involvement

### **Reading for admissions**

Department	Dates	Number of Hours

**Contributions to curriculum planning**

Description of Role	Dates	Number of Hours

**Other**

Description of Service	Dates	Number of Hours

**Additional Information**

**Any delays or interruption in the past three years that should be taken into account**

Description of Delay or Interruption

**Any aspects of your employment situation that should be taken into account**

Description of Situation

**Please identify 1-3 specific ways in which you wish to be involved in the Rehabilitation Sciences Sector department (OT, PT, or SLP) in the next three years.**

Description of Desired Future Involvement