



**UNIVERSITY OF TORONTO
FACULTY OF MEDICINE**

GUIDELINES for

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

2019–2020

Initial Appointments Applications: Opening January 13, 2020

**Annual Activity Report and Renewal Appointments Application Period:
February 3 to March 16, 2020**

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

Status-only Lecturer and Adjunct Lecturer Appointment Guidelines
Rehabilitation Sciences Sector ▪ Faculty of Medicine

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Status-only Lecturer and Adjunct Lecturer Appointment Guidelines
Rehabilitation Sciences Sector
Faculty of Medicine, University of Toronto
December 2019



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

INTRODUCTION

The Rehabilitation Sciences Sector of the Faculty of Medicine, University of Toronto, comprises the Department of Occupational Science and Occupational Therapy (OS&OT), Department of Physical Therapy (PT), Department of Speech-Language Pathology (SLP) and the Rehabilitation Sciences Institute (RSI). We are located on the first floor 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 Lecturer and Adjunct Lecturer 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 Lecturer 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 or contact the Administrative Assistant to the Executive Chair and Rehabilitation Sector Chairs, Annmarie Riley at 416-978-4648 or the following e-mail addresses:

- Department of **Occupational Science and Occupational Therapy**: ot.statusappt@utoronto.ca
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Department of Occupational Science and Occupational Therapy

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POLICIES and GUIDELINES

The information provided in these Guidelines is 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
- Operations Manual of the Faculty Appointments Advisory Committee (FAAC)
https://medicine.utoronto.ca/sites/default/files/FAAC_Manual_Revised_Aug2017.pdf
- Academic Administrative Procedures Manual on Status-Only, Adjunct, and Visiting Professors <https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/other-appointments/status-only-adjunct-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.governingcouncil.utoronto.ca/Governing_Council/policies.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 of Research*; the *University of Toronto Framework to Address Allegations of Research Misconduct* and its *Addendum*; and the *Guidelines for Ethics & Professionalism in Clinical Training and Teaching*: <http://www.medicine.utoronto.ca/research/ethics-policies-and-guidelines>
- *Policy on Conflict of Interest - Academic Staff*:
<https://governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-policy-academic-staff-june-22-1994>

You **must** acknowledge your affiliation with the Department in all publications and scholarly works resulting from your Status-only Lecturer or Adjunct Lecturer appointment. This appointment and any previous appointments must be listed on your resume/CV in the appointments section.

You must notify the Rehabilitation Sciences Sector of any changes to your contact information during the term of your appointment (e.g., e-mail address, home address, phone number, employment, parental leave, or other extended absences).

You must check your utoronto e-mail account throughout the year to ensure you receive all notices and alerts issued by the University of Toronto, particularly notices pertaining to your Status-only Lecturer and Adjunct Lecturer appointment renewal.

IMPORTANT: NOTIFICATION TO RENEW APPOINTMENT

All current status lecturer and adjunct lecturers will be sent an e-mail notification in February to inform them that the website is open to receive renewal applications and annual activity reports; the website will remain open for approximately 6 weeks.

IF YOU HAVE NOT RECEIVED A NOTIFICATION BY February 3, 2020, PLEASE CONTACT ANNMARIE RILEY IN THE REHAB SCIENCES SECTOR OFFICE AT rehab.sector@utoronto.ca

Privileges

Communication

- Use of University of Toronto e-mail address
- Receipt of ongoing communication with your respective Department, the Faculty of Medicine (e.g., the MedEmail e-newsletter), and the University of Toronto

Resources

- Access to the University of Toronto libraries, including 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)
- Access to workshops and services offered by the Centre for Faculty Development (CFD). Call 416-864-6060 or visit their website: <http://www.cfd.med.utoronto.ca/>
- Access to organizational benefits at a reduced rate (often requires TCard, University of Toronto identification card, to use benefit): U of T Bookstore, VIA Rail Canada, and WorkPerks discount program. <http://benefits.hrandequity.utoronto.ca/other-benefits>

Recognition and Opportunities

- Recognition of academic ability that may broaden the scope for future employment
- Opportunities for personal and professional growth

Research, Ethics, and Grant Applications

- Opportunities for collaborative research with faculty (both status and adjunct lecturers)
- Status-only lecturers may apply for eligibility to hold primary investigator status for research ethics applications and to apply for grants through the University (not available for adjunct lecturers)

STATUS-ONLY LECTURER AND ADJUNCT LECTURER APPOINTMENTS

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

The online application process described in these guidelines is used for both types of appointments*.

Status-only Lecturer 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 made to allow a qualified individual from an appropriate institution 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.
- In the Faculty of Medicine, within the Rehabilitation Sciences Sector, most Status-only Lecturer appointments are granted to registered clinical rehabilitation practitioners employed by one of the University of Toronto's full or community-affiliated sites, whose primary role is to provide clinical teaching. Individuals being considered for Status-only Lecturer positions should normally hold full-time employment arrangements with a job description that supports academic contributions to the profession (clinical teaching, education, and research; for example, professional student education and continuing education), but in certain circumstances, an individual employed part-time will be considered.

Adjunct Lecturer Appointments are available to individuals who have specialized expertise or learning that is of value to the department, who are most often not employed by the institutions mentioned in Box 1 and who are in a position that is primarily non-academic. This category includes individuals contributing to the Rehabilitation Sciences Sector's academic mission who are employed in private clinics.

NOTE: Full-time doctoral students and postdoctoral fellows are ineligible for an academic appointment.

*Candidates applying for, or who already hold, a professorial rank appointment do not apply using the links in these guidelines. These candidates should contact the respective Department Chair directly: Dr. Deirdre Dawson (OS&OT) d.dawson@utoronto.ca, Dr. Susan Jaglal (PT) susan.jaglal@utoronto.ca and Dr. Pascal van Lieshout (SLP) slp.chair@utoronto.ca

Box 1. List of Full and Community-Affiliated Sites

1. Baycrest Centre for Geriatric Care
2. Canadian Blood Services
3. Centre for Addiction and Mental Health
4. George Hull Centre for Children and Families
5. Kensington Eye Institute, The
6. Kensington Health Centre, The
7. Holland Bloorview Kids Rehabilitation Hospital
8. Hospital for Sick Children, The
9. Humber River Hospital
10. Lakeridge Health
11. Markham-Stouffville Hospital
12. Michael Garron Hospital
13. North York General Hospital
14. Ontario Forensic Pathology Services
15. Ontario Shores Centre for Mental Health Sciences
16. Royal Victoria Regional Health Centre
17. Scarborough and Rouge Hospital
18. Sinai Health System - Mount Sinai Hospital
19. Sinai Health System - Bridgepoint Active Healthcare
20. Southlake Regional Health Centre
21. Sunnybrook Health Sciences Centre
22. Surrey Place Centre
23. Trillium Health Partners - Credit Valley Hospital
24. Trillium Health Partners - Mississauga Hospital
25. Trillium Health Partners - Queensway Health Centre
26. University Health Network - Princess Margaret Cancer Centre
27. University Health Network - Toronto General Hospital
28. University Health Network - Toronto Rehabilitation Institute
29. University Health Network - Toronto Western Hospital
30. Unity Health Toronto - Providence Healthcare
31. Unity Health Toronto - St. Joseph's Health Centre
32. Unity Health Toronto - St. Michael's Hospital
33. Waypoint Centre for Mental Health Care
34. West Park Healthcare Centre
35. William Osler Health System
36. Women's College Hospital
37. Youthdale Treatment Centre

HOW AND WHEN TO APPLY

All Initial Appointments: Starting January 13, 2020, applications are accepted year-round for initial appointments. Initial appointments will start the 1st of the month following the Dean's final approval and will be for a duration of 7 to 18 months depending on approval. In the winter of the following calendar year, initial appointment holders will be notified to complete their first annual activity report and application for re-appointment.

All Current Appointment-holders and Renewal Appointments: Current appointment holders and those requiring re-appointment (appointment renewal) **must** complete and submit an annual activity report (currently accepted as the re-appointment application for those due for renewal) between February 3 and March 16, 2020. The completion of

an annual activity report is required and serves as an application to renew this appointment.

INITIAL Status-only Lecturer Application: Opening January 13, 2020 and accepted year-round. For Status-only Lecturer appointments, up to three reference letters are due within 2 weeks of submission of the application. Applications will not be considered until all reference letters are received.

Annual Activity Report and RENEWAL Application Period: February 3, 2020 to March 16, 2020.

How to apply for an initial Status-only Lecturer appointment: Applications are submitted using the online application system. 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>.

How to apply for an initial Adjunct Lecturer appointment: Applications are submitted using the online application system. 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>.

Required information: Please reference the appropriate academic appointment category below for document requirements.

Initial Academic Appointment

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

The following documents are required:

- Online application form
- Resume or curriculum vitae (please list previous appointments)
- For Status-only Applications: Initial Status-only applications require the submission of two to three (2-3) reference letters (signed and on letterhead) following submission of your application. Instructions on how to submit these documents will be sent via e-mail upon submission of your application. **All reference letters must be received within 2 weeks of submission of your application. No applications will be considered until all reference letters have been received.** Please contact your referees before you submit your application to ensure that they will be able to submit their letters within the 2-week deadline.

Annual Activity Report and Renewal of Academic Appointment

All active Status-only or Adjunct Lecturers holding an academic appointment with one of the Rehabilitation Sciences Sector departments must complete an annual activity report for annual renewal.

To request renewal of your appointment, you are required to complete an online annual activity report. Submission of your activity report will be accepted as your appointment renewal application, unless additional information is required. (**NOTE:** Those currently holding an appointment that ends on June 30 of the years 2021 or 2022 will still be expected to complete an annual activity report to continue their appointment but the appointment will not revert to annual appointments until the current appointment term ends.)

CEO or Designate Sign-off for Status-only Lecturer Applicants

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

Applicants are not required to obtain these signatures. Once applications have been reviewed by the Department Appointment Committee and the University of Toronto, the Rehabilitation Sciences Sector will seek sign-off approval from each site's CEO or designate for each applicant applying for initial and re-appointment.

Review and Completion of Applications

A Department Appointment 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 Departmental Chair will forward the candidate a **Letter of Offer** stating the rank or title and terms of the appointment. This letter will invite the candidate to **sign and return** a copy to the Administrative Assistant to the Executive Chair and Rehabilitation Sciences Sector Chairs, Rehabilitation Sciences Sector, Annmarie Riley. Signed letters and additional documents must be received by the Department for the appointment to be finalized. **Appointments are not considered active until the signed letter and additional documents are received by the department.** Signed letters and additional documents can be delivered by e-mail (preferred), fax, postal mail, or hand-delivered. Scanned signatures are accepted.

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 accepted). Provision of this information is required by the University of Toronto to generate a 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 e-mail account, present this letter at Robarts Library (see <https://library.utoronto.ca/cards-faculty-staff#f-s> for location and further information). **University of Toronto personnel number, UTOR ID, and library access will not be available unless the signed offer letter and additional documents are received by the department.**

CRITERIA FOR APPOINTMENTS

Appointments are given in recognition of activities that 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 an 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 minimally at the Bachelor's level and demonstrate a 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. Individuals are also encouraged to 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 outlined below. Normally, the committee considers contributions in the previous 1 year.

Although appointments are granted typically 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 and small groups, including interprofessional education (IPE) sessions and online journals
- c. Clinical skills laboratories instruction
- d. Divergent case method (DCM) development and facilitation (for OT)
- e. Student evaluation/marketing of examinations (practical or written) or papers
- f. Teaching Clinics facilitation (for SLP)
- g. Other

2. Clinical / Fieldwork Education

- a. Supervision of clinical placements/internships
- b. Site education coordination
- c. Structured clinical session instruction (for PT)
- d. Guided observations instruction (for 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 (e.g., post-doc, PhD, Master's, practicum)
- i. Other (e.g., clinical audits, program evaluation, systematic reviews, guidelines development)

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 (e.g., performance, film, an exhibition or staging of a work of art, original architectural or engineering design, original clinical or therapeutic techniques, or introduction of an original concept in approaching a professional problem).
- 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

Administrative or other service to the University and related activities will be considered in assessing candidates for appointment but will not usually be a candidate's only category of contribution.

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

REVIEW OF APPOINTMENTS 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.

An e-mail notification will be forwarded to appointees, who are due to renew, including a link and instructions on how to submit an update of their annual activity. All Status-only Lecturer and Adjunct Lecturer appointees are required to provide their respective departments with an annual update of their activities through the completion of the annual activity report to be considered for renewal.

TERM OF APPOINTMENT

Starting in 2020, all initial Status-only and Adjunct Lecturer appointments will be for a 1-year term. All renewing faculty will also receive a 1-year term upon approval. (**NOTE:** Those with active appointments ending on June 30, 2021 or June 30, 2022 are still required to complete an annual activity report to continue their appointment but the appointment will not revert to a 1-year term until the current appointment term ends.)

TERMINATION OF APPOINTMENT

An appointment automatically terminates on June 30th of the year in which the appointment expires. The departmental Status-only Lecturer and Adjunct Lecturer Appointment Committee may also recommend to the Dean of the 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 Status-only faculty may resign voluntarily at any time she/he feels that she/he cannot meet the terms of the appointment. A letter of resignation **MUST** be forwarded to the Chair of the Department with a copy to the Administrative Assistant to the Executive Chair and Rehabilitation Sciences Sector Chairs, Rehabilitation Sciences Sector.

Should a Status-only faculty who change employer where they leave an affiliate site and become employed by at a non-affiliate site (e.g., private practice), your Status-only appointment will no longer be valid and you will be required to apply for an Adjunct appointment. An Adjunct faculty is also required to apply for a Status-only appointment should their employer change during the term of their appointment.

REMUNERATION

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