



## UNIVERSITY OF TORONTO FACULTY OF MEDICINE

### **Guidelines for the Appointment and Annual Review of Status-only, Adjunct and Visiting Professors**

The Faculty of Medicine has a comprehensive process for the appointment of status-only, adjunct and visiting professor faculty that is aligned with University of Toronto policy and practice. All appointments are first reviewed and approved at the departmental level and, depending on the type and rank of appointment, are submitted either directly to the Dean for approval or are first reviewed by the Faculty Appointments Advisory Committee (FAAC),<sup>1</sup> and then submitted to the Dean for approval.

University of Toronto staff, research associates, graduate students are not eligible to hold status-only or adjunct appointments.

An aggregate report of status only, adjunct and visiting professor faculty is submitted to All Chairs and Faculty Council on an annual basis.

#### **1. Status-Only Appointments**

The Faculty of Medicine benefits greatly from the large number of scientists, researchers and clinical (non-MD) professionals who hold status-only faculty appointments across Medicine's four sectors – basic sciences, clinical, rehabilitation sciences and community health. The majority are employed full-time in our affiliated hospitals and research institutes and play an integral role in the teaching and research activities of our learners. A smaller number are faculty from other universities who often sit on thesis committees and/or supervise graduate students.

#### **Appointment and Renewal Process**

Most individuals applying for a status only appointment either submit an application for an appointment to the relevant University department or are nominated by the hospital or research institute where they are employed. All requests are processed as follows:

- A. Requests are reviewed by the Department Appointments Committee where a decision is reached on whether to submit an appointment application for approval.

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<sup>1</sup> These guidelines do not directly address the appointment and review of clinical (MD) faculty who are appointed in accordance with the *Clinical Faculty Policy* and the provisions of the *Clinical Faculty Procedures Manual*. The Faculty Appointments Advisory Committee has responsibility for reviewing applications for both status only and full-time clinical faculty at a professorial rank.

- B. Applications for an appointment at the rank of assistant professor and above are reviewed by the Faculty Appointments Advisory Committee (FAAC), in accordance with the procedures and documentation requirements set out in the FAAC Terms of Reference, a copy of which is appended to this document. Decisions to accept or defer an application are recommended to the Dean.
- C. Applications for an appointment as Instructor or Lecturer are forwarded directly to the Dean for approval.
- D. The documentation requirements for status-only appointments are set out in the *Step-by-Step Guide to Applying for an Academic Appointment* website at: [aca.med.utoronto.ca/node/12](http://aca.med.utoronto.ca/node/12).
- E. Applications must include a letter from the candidate's employer permitting the status-only appointment at the University of Toronto. Applications submitted on behalf of a hospital-based research scientist also require confirmation from the appropriate VP of Research that the hospital will provide salary and lab facilities for the duration of the faculty appointment.
- F. Once approved, the individual is provided with a status-only offer letter outlining the term of the appointment<sup>2</sup>, duties and obligations, the annual review process and, where appropriate, the individual's status in the School of Graduate Studies. The template available on the Provost's website is used as a basis for the offer letters.
- G. The renewal of a status-only appointment is at the discretion of the Department Chair. Where the decision is made to renew a faculty member's appointment, the Department is required to submit an application for the renewal of a status only (non-MD) academic appointment using the *Step-by-Step Guide to Applying for an Academic Appointment* online application form found at: [aca.med.utoronto.ca/node/12](http://aca.med.utoronto.ca/node/12). The faculty member is provided with a new status-only offer letter setting out the term of the renewal and his/her research and/or teaching responsibilities.

### **Duties and Obligations**

- A. Individuals are required to acknowledge their affiliation with the University department in all publications and scholarly works resulting from their status-only appointment.
- B. Status-only faculty who teach, supervise graduate students and/or conduct research are bound by all University of Toronto policies governing academic conduct.
- C. Status-only appointees are eligible to apply for research funding in accordance with the requirements of the funding agency. Status-only appointees holding research funds administered by the University are bound by the University's policies governing research.

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<sup>2</sup> The term of the appointment can vary but can be no more than five (5) years.

- D. Where the research of a status-only faculty member is conducted off the University campus, it falls under the aegis of the policies of the site where the research is conducted.

### **Annual Review**

Status only faculty are required to submit an annual activity report summarizing their contributions to the department. The reports are reviewed by the University department to ensure that the faculty member is continuing to fulfill his/her teaching and/or research responsibilities.

## **2. Adjunct Appointments<sup>3</sup>**

Appointments as Adjunct Lecturer or Adjunct Professor are provided to individuals who possess specialized expertise or knowledge of value to a department and are employed outside of the University in a position that is not primarily academic in nature.

Distinguished individuals of exemplary achievement are eligible for an appointment as an Adjunct Professor. Other individuals who are appointed within teaching programs or who contribute their skills or experience in supervising clinical placements are generally appointed as Adjunct Lecturers. Adjunct faculty hold no rank and are not eligible for promotion.

### **Appointment and Renewal Process**

Departments who wish to appoint an individual as an adjunct lecturer or professor are required to submit an application package, via Human Resources, to the Dean for approval. The package must include a completed application form, available at: [aca.med.utoronto.ca/node/15](http://aca.med.utoronto.ca/node/15); the Chair's letter of recommendation; curriculum vitae of appointee; and the draft letter of offer outlining the term of the appointment, the nature of the appointment as well as the conditions, duties and responsibilities of the appointee. With the approval of the School of Graduate Studies, adjunct faculty may be appointed as an Associate member to a graduate department and co-supervise graduate students.

The renewal of an adjunct appointment is at the discretion of the Department Chair. Where the decision is made to renew a faculty member's appointment, he/she is provided with a new offer letter.

### **Duties and Responsibilities**

- A. Adjunct faculty are expected to acknowledge their affiliation with the University department in all publications and scholarly work resulting from adjunct appointment.

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<sup>3</sup> This section pertains to adjunct appointments under University of Toronto policy, and not clinical (MD) adjunct faculty who are appointed in accordance with the provisions set out in the *Clinical Faculty Procedures Manual*.

- B. Adjunct faculty who teach or engage in research are bound by all University of Toronto policies governing academic conduct.
- C. Adjunct faculty may not apply for a grant as the principal investigator on research funds administered by the University but may be a co-investigator on a grant held by a tenure-stream/tenured or status-only faculty member.

### **Review Process**

Departments are responsible for conducting an annual review of their adjunct faculty to ensure that they are continuing to contribute to the academic activities of the department.

### **3. Visiting Professor Appointments**

Faculty from other universities and research institutes who hold continuing appointments in their home institutions may be appointed as a Visiting Professor. Visiting Professors may or may not receive honoraria and expenses but if they are offered paid annual appointments greater than .25 FTE, they must be appointed as part-time or full-time faculty under the appropriate University policies and procedures.

### **Appointment Process**

- A. Nominations for Visiting Professors are submitted by the Department Chair in writing to the Dean for approval and should include the individual's qualifications, his/her CV and a description of what they will be doing while at the University of Toronto.
- B. Appointments beyond one year require the approval of the Vice-President and Provost.
- C. Visiting appointments do not normally carry membership in the School of Graduate Studies and do not give the appointee the rights or privileges of teaching or supervising graduate students.
- D. Visiting Professors are not normally eligible to apply for research funding.