



TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

REHAB SECTOR GUIDELINES for

ADJUNCT LECTURER
APPOINTMENTS

2023

Initial Appointments Application Period is February 1, 2023 to March 10,
2023

Annual Activity Report for Current Adjunct Lecturers and for Renewal of
Appointments Application Period:
February 1, 2023 to February 28, 2023

NEW THIS YEAR

After careful consideration and consultation, only initial Adjunct Lecturer appointment applications will be accepted and all current Status-Only, Lecturer appointments will be re-categorized to Adjunct Lecturer as part of the annual review and re-appointment process. Please review guidelines for more details.

Rehabilitation Sciences Sector
Temerty Faculty of Medicine
University of Toronto

Adjunct Lecturer Appointment Guidelines
Rehabilitation Sciences Sector ▪ Temerty Faculty of Medicine

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Adjunct Lecturer Appointment Guidelines
Rehabilitation Sciences Sector
Temerty Faculty of Medicine, University of Toronto



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

INTRODUCTION

The Rehabilitation Sciences Sector of the Temerty 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 organizations and agencies from outside the University. The aim of Adjunct Lecturer academic appointments is to recognize the participation of highly qualified and dedicated practitioners, researchers, and members of the community in the academic and practical 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 discipline;
- are skilled at communicating expertise to members of their respective discipline and the broader health care community;
- can stimulate, challenge, and develop the scholarly and practical 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 Adjunct Lecturer academic appointments were developed in accordance with Temerty Faculty of Medicine and University of Toronto 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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Occupational Therapy

Susan Jaglal, PhD, FCAHS
Professor and Chair
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CONTACT INFORMATION

General Inquiries:

Please 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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Chairs of the Departmental Appointment Committees:

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POLICIES and GUIDELINES

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

- 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>
- Operations Manual of the Faculty Appointments Advisory Committee (FAAC) – <https://temertymedicine.utoronto.ca/faculty-appointments>
- Temerty Faculty of Medicine Guidelines for the Appointment and Annual Review of Status-only, Adjunct, and Visiting Professors – <https://aca.med.utoronto.ca/media/2363/download?attachment>

RESPONSIBILITIES and PRIVILEGES

Appointments include the following responsibilities and privileges.

Responsibilities

It is expected that you will govern yourself in accordance with all applicable Temerty 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>
- *Policy on Conflict of Interest - Academic Staff*:
<https://governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-policy-academic-staff-june-22-1994>
- *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>

You **must** acknowledge your affiliation with the Department in all publications and scholarly works resulting from your 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 Adjunct Lecturer appointment.

IMPORTANT RESPONSIBILITY, AS IT RELATES TO MAINTAINING AND RENEWING YOUR APPOINTMENT!

A critical responsibility of an academic appointment holder is the completion of the annual activity report to maintain and indicate interest in renewing the appointment.

All current Status-only at the rank of Lecturer and Adjunct Lecturer faculty will be sent an e-mail notification on **February 1, 2023 to inform them that it is time to complete their annual activity report and indicate interest in appointment renewal if term is ending. A unique link to your activity report form will be included in your email; this link is attached to your appointment ID. **The deadline to submit an activity report is February 28, 2023.****

IF YOU HAVE NOT RECEIVED A NOTIFICATION REQUESTING YOUR ACTIVITY REPORT BY **February 2, 2023, 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 Temerty 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: <https://centreforfacdev.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](#).

Recognition and Opportunities

- Recognition of academic ability that may broaden the scope for future employment
- Opportunities for personal and professional growth:
 - Eligibility to apply for a Status-only appointment at the rank of Assistant Professor if [eligibility criteria](#) are met
 - Eligibility to apply for [Graduate Faculty Membership with the School of Graduate Studies](#) for graduate student thesis supervision/assessment

Research, Ethics, and Grant Applications

- Opportunities for collaborative research with faculty
- Eligibility to apply for grants as a researcher who holds an academic appointment

ADJUNCT LECTURER APPOINTMENTS

Adjunct Lecturer appointments are non-salaried academic appointments granted to individuals who are employed outside of the University and have specialized expertise or learning that is of value to the department. The appointment formally acknowledges their ongoing academic contributions to the University of Toronto.

Academic Appointments at Professorial Rank

Adjunct Lecturer 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 adjunct appointments.

In the Temerty Faculty of Medicine, within the Rehabilitation Sciences Sector, most Adjunct Lecturer appointments are granted to registered rehabilitation practitioners employed by one of the University of Toronto's affiliated sites and/or with a private organization whose primary role is to provide practical teaching. Individuals applying for an Adjunct Lecturer appointment can hold full-time or part-time employment arrangements with a job description that supports regular academic contributions to the profession (practical teaching, education, and research; for example, professional student education and continuing education).

These are individuals who regularly contribute to the Rehabilitation Sciences Sector's academic mission.

NOTE: Postdoctoral fellows (members of CUPE 3902, Unit 1) or individuals who have a University of Toronto salaried position (including teaching or research assistantships; accessibility advisors; research associates) are ineligible for an academic appointment.

Discontinuance of Status-only Appointments at Rank of Lecturer

After careful consideration and wide consultation, starting this 2022-2023 academic year, only initial Adjunct Lecturer appointment applications and appointments will be accepted and offered, effective July 1, 2023. All current Status-only faculty at the rank of Lecturer (Status-only, Lecturer) will be re-categorized to Adjunct Lecturer with the same appointment term (see the next section, "How and When to Apply," for process details).

Appointment terms, responsibilities, and privileges remain the same (see preceding "Responsibilities and Privileges" section) with the re-categorization to Adjunct Lecturer.

The impetus behind this change is to ease the administrative burden for prospective and current faculty and administration while maintaining the benefits to faculty. Discontinuing Status-only, Lecturer appointments and offering Adjunct Lecturer appointments instead means the following are no longer required:

- Reference letters for initial appointments.
- Employer's confirmation of support for the initial and renewal of the academic appointment.
- Re-appointment between Status-only/Adjunct due to change of employers

Adjunct Lecturers are still eligible to apply for a Status-only appointment at the rank of Assistant Professor if they meet the eligibility criteria. They may also continue to hold or apply for Graduate Faculty Membership with the School of Graduate Studies for graduate student thesis supervision and/or assessment.

This decision was made thoughtfully and with consultation. Any remaining questions or concerns should be directed to Anmarie Riley in the Rehab Sciences Sector Office at rehab.sector@utoronto.ca.

HOW AND WHEN TO APPLY

The online application process described in these guidelines is set out to help you navigate the application process.

Academic Appointments at Professorial Rank

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. Mary Forhan (OSOT) mary.forhan@utoronto.ca; Dr. Susan Jaglal (PT) susan.jaglal@utoronto.ca; Dr. Pascal van Lieshout (SLP) slp.chair@utoronto.ca.

Adjunct Lecturers: Initial Application, Appointment Maintenance, and Appointment Renewal Process

Appointment is for a 1-3 year term as determined by the Department.

Initial Appointments: Initial applications for Adjunct Lecturer appointments will be accepted from **February 1, 2023 to March 10, 2023**. Reference letters are NOT required for Adjunct Lecturer appointments (see previous subsection on the “Discontinuance of Status-only Appointments at the Rank of Lecturer”). Initial appointments will start on the 1st of July following the Dean’s final approval and will be for a duration of 1-3 years. During the first winter of their initial appointment, initial appointment holders will be notified, by email, to complete their first annual activity report.

Maintaining & Renewing Appointments: Current appointment holders **must** complete and submit an annual activity report to maintain their appointment and to indicate their interest in appointment renewal when their appointment term ends. In other words, current appointment holders are expected to submit an annual activity report or risk their appointment ending early or non-renewal of the appointment. Email notification inviting the completion of the annual activity report will be sent on **February 1, 2023**. Activity reports are due **February 28, 2023**.

Current Status-only, Lecturer Appointment Holders (this year only): To minimize the work for you, re-categorization is being folded into the annual review and re-appointment process and all re-categorizations will be effective July 1, 2023. Your annual activity report form will also include a section at the bottom asking you to indicate your agreement to re-categorize to Adjunct Lecturer and the terms and conditions of an Adjunct Lecturer appointment. A PDF copy of the activity report you completed along with your agreement to the re-categorization will be emailed to you upon submission of the online form.

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: <https://aca.med.utoronto.ca/rehabilitation-sciences-sector-0>

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/current appointments, if applicable)
- Within one week of submitting your application, you will receive e-mailed notification that your application was received.

Annual 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. Submission of your activity report, in the year your appointment expires, will be accepted as your appointment renewal application, unless additional information is required.

Review and Completion of Applications

A Departmental Appointments Committee, Human Resources, and the Dean (if applicable) will review the candidate's application and decide on appointment eligibility.

If an initial appointment is approved, a **Letter of Offer** will be forwarded to the candidate stating the rank or title and terms of the appointment. The candidate is then required to **sign and return** a copy of the initial appointment letter 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. **Initial 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, and postal mail. Scanned signatures are accepted.

If a **renewal appointment** is recommended and approved, the respective Department Chair will forward to the appointee a **Letter of Confirmation** indicating the 1–3-year appointment renewal term.

A **Profile Form** will be included with the Initial appointment 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.**

Annually, all affiliated sites will be provided a list of their employees who hold an Adjunct Lecturer appointment with the Rehabilitation Sciences Sector, Temerty Faculty of Medicine, University of Toronto.

CRITERIA FOR APPOINTMENT

Appointments are given in recognition of on-going activities that are of value to the University in one or more of the following categories:

1. Teaching on campus, in person, hybrid, and/or virtual mode
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 over the previous year and expected future contributions.

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 on campus, in person, hybrid, and/or virtual mode

- a. Classroom lecturing, including in person, hybrid, or virtual teaching (e.g., at 500 University Avenue or UTM campus)
- 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.

A yearly e-mail notification and link will be forwarded to appointees to complete their annual activity report for renewal. All Status-only Lecturer and Adjunct Lecturer appointees are required to complete an annual activity report to be considered for renewal.

TERM OF APPOINTMENT

All initial and renewing Adjunct Lecturer appointments will be for a 1-3 year term. The term of the appointment is determined by the University Department Chair and will depend on the applicant's employment contract status and purpose of the academic appointment.

TERMINATION OF APPOINTMENT

An appointment automatically terminates on June 30th of the year in which the appointment expires. The Departmental Appointment Committee may also recommend to the Dean of the Temerty 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.

Adjunct faculty may resign voluntarily at any time they feel that they 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.

REMUNERATION

Adjunct Appointees in the Rehabilitation Sciences Sector receive no remuneration from the University of Toronto.