



PDADC#8, 2010-11

To: PDAD&C

From: Edith Hillan, Vice Provost, Faculty & Academic Life

Date: July 28, 2010

Re: **Provostial Guidelines for the Appointment of Status-only, Adjunct and Visiting Professors (revised)**

Please find following the revised guidelines on the appointment of Status-only, Adjunct and Visiting Professors.

A number of the changes to the guidelines are outlined in the 'Highlights' section provided below. In addition, **each division is requested to prepare divisional guidelines on the process for the appointment and annual review** of Status-only, Adjunct and Visiting Professors. Please submit these to my office (to the attention of Sara-Jane Finlay, sarajane.finlay@utoronto.ca) by the 31st October 2010.

Highlights

- University of Toronto appointed faculty (including those appointed under the *Policy and Procedures on Academic Appointments*, *Policy on Clinical Faculty* and the *Policy and Procedures on Employment Conditions of Part-time Academic Staff*), librarians (both those appointed under the *Policies for Librarians* and the *Policy on Part-time Librarians*) and staff (including Research Associates) **cannot** hold Status-only, Adjunct or Visiting Professor appointments at the University of Toronto
- Status-only and Adjunct appointments can only be made in divisions with faculty appointment rights and must follow an appropriate appointment process and require the written approval of the Dean
- In addition to qualified employees from affiliated hospitals, research institutions, and other universities, qualified employees from agencies with which the University has collaborative agreements (e.g. Toronto Public Health) are included as eligible for these appointments
- The description of the relevant academic duties has been expanded to state that the individual should 'normally hold full-time employment arrangements with another institution with a job description that is **appropriately academic** (components of research and/or teaching)'
- The Guidelines provide a reminder that due consideration should be given to the resource implications of providing Status-only appointments

- Because Status-only appointments bring with them particular privileges (e.g. graduate appointments, research grant applications) care must be taken that the individual's primary appointment is chiefly academic and that appropriate safeguards and infrastructure are in place to protect academic freedom and ensure proper ethical conduct
- Creation of two 'streams' of Adjunct appointments – Adjunct Professors and Adjunct Lecturers
- Those individuals who have special qualifications and expertise, such as eminent professionals of recognised stature, should be appointed as Adjunct Professors. This category of appointment is normally reserved for distinguished individuals of exemplary achievement with whom we expect to have an on-going connection. Other individuals who are appointed within teaching programs or who contribute their skills or experience e.g. in supervising clinical placements should be appointed as Adjunct Lecturers
- Membership in SGS is co-terminal with an individual's appointment as a Status-only, Adjunct or Visiting Professor

If you have any questions, please do not hesitate to contact Sara-Jane Finlay (sarajane.finlay@utoronto.ca).

Provost's Guidelines for the Appointment of Status-only, Adjunct or Visiting Professors

1.0 Introduction

Status-only or Adjunct appointments are held by individuals who are employed outside of the University of Toronto. These are non-salaried and non-continuing academic appointments which may be given to individuals whose skills and expertise can advance the academic mission of the University. However, it is essential to ensure that such appointments are made in a manner that is consistent with the mission of the University, preserves the integrity of our standards, and provides appropriate protection for the individual and the University.

Appointed faculty (i.e. those appointed under the *Policy and Procedures on Academic Appointments, Policy and Procedures on Employment Conditions of Part-time Academic Staff*), librarians (i.e. those appointed under the *Policies for Librarians* and the *Policy on Part-time Librarians*) Clinical faculty¹ (i.e. those appointed under the *Policy on Clinical Faculty*) and University of Toronto staff members are **NOT** eligible to hold Status-only or Adjunct appointments at the University of Toronto. Librarians or staff members (including Research Associates) involved in graduate teaching or supervision can hold membership in the School of Graduate Studies to enable this to occur but must **NOT** be given a Status-only or Adjunct appointment.

Status-only, Adjunct and Visiting Professor appointments may only be held in academic units with full faculty appointment rights. Processes must be in place in divisions and units² to ensure that such appointments are made in the appropriate manner and that they are reviewed on a regular basis in accordance with approved divisional guidelines. All such appointments require the written approval of the Dean. Any individual who is to hold a Status-only, Adjunct or Visiting Professor appointment at the University of Toronto must be given a letter of offer outlining the privileges and responsibilities that accompany the appointment. Template letters of offer are provided in Appendix 1.

The *Provostial Guidelines for the Appointment of Status-only, Adjunct or Visiting Professors* provide a framework to define the nature of such appointments and the procedures by which they should be made.

2.0 Status-only Appointments

Individuals being considered for Status-only positions should normally hold full-time employment arrangements with another institution with a job description that is appropriately academic (components of research and/or teaching) in nature. Most often, Status-only appointments may be granted to qualified employees of affiliated hospitals, research institutions, agencies with collaborative agreements with the University of Toronto or other universities.

¹ Clinical Faculty are licensed physicians who hold joint appointments between a clinical entity (fully affiliated hospital, or partially-affiliated hospital, or an affiliated community practice or other entity with a relationship to the University of Toronto) and a clinical department in the Faculty of Medicine at the University of Toronto.

² Division is used to refer to multi-departmental faculties or campuses as appropriate. Unit is used to refer to single-department faculties, departments, centres and institutes that are within faculties.

Status-only appointments are non-salaried and normally receive no remuneration from the University of Toronto. Such appointments are made to allow a faculty member from another university or a qualified individual from an appropriate institution to participate more fully in an academic unit's teaching or research program. Status-only appointees have certain privileges through their affiliation with the University (e.g. where appropriate, they can be recommended for a graduate appointment and are eligible to apply for research funding). Care must be taken that the individual's primary appointment is chiefly academic and that appropriate safeguards and infrastructure are in place to protect academic freedom and ensure proper ethical conduct. These appointments also have resource implications, consideration must be given to the support of Status-only appointments.

Appointments

1. All divisions should establish a procedure for the appointment, regular review and reporting of Status-only appointments.
2. The Dean of the division, following consultation with an appointments committee, can offer Status-only appointments. Status-only appointments at the rank of full professor also require Provostial approval.
3. Appointments are usually annual but may be for longer terms. Terms must be stated in the letter of appointment (Appendix 1).
4. Appointments may be renewed at the discretion of the Dean.
5. The academic rank of the appointment will correspond with the individual's academic credentials and the expectations of the appointment.
6. At the time of appointment, Status-only appointees must receive written confirmation of appointment, conferring title at appropriate academic rank, adding "Status-only", and stating the duration of the term of the appointment and expectations for contribution to the unit. The specific duties to be performed by the Status-only faculty member should be clearly outlined in a letter of appointment. Any policies governing the duties to be performed by the Status-only faculty member should be identified and brought to the attention of the appointee in the letter of offer. A template letter of offer is appended (Appendix 1).
7. Status-only 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 must be co-terminal with the individual's university appointment.
8. The appointing officer must confirm that the institution employing the Status-only faculty member permits the appointment and that the institution will allow the faculty member to fulfil academic responsibilities and cooperate with the University on all matters in the University's jurisdiction.
9. Status-only appointees may be promoted on the recommendation of a properly constituted promotions committee, according to divisional guidelines and the *Policy on Promotions*, and subsequent review and approval by the Vice-President and Provost.
10. Normally an individual will hold only one Status-only appointment at the University of Toronto.

Duties and Obligations

1. Status-only faculty are expected to acknowledge their affiliation with the unit in which they hold their primary academic appointment in all publications and scholarly works resulting from the Status-only appointment.
2. Status-only faculty who teach, supervise graduate students or conduct research are bound by all University of Toronto policies governing academic conduct.
3. Status-only appointees are eligible to apply for research funding. Status-only appointees holding research funds administered by the University are bound by the University's policies governing research.

3.0 Adjunct Appointments

Individuals who are employed elsewhere in a position that is not primarily academic in nature, who have special skills or learning of value to a unit and who may provide services for which recognition is desirable may be appointed as an Adjunct faculty member for a limited term. Those individuals who have special qualifications and expertise, such as eminent professionals of recognised stature, should be appointed as Adjunct Professors. This category of appointment is normally reserved for distinguished individuals of exemplary achievement with whom units expect to have an on-going connection. Other individuals who are appointed within teaching programs or who contribute their skills or experience in supervising clinical placements should be appointed as Adjunct Lecturers. Recognising that the role and contribution of Adjunct Lecturers and Adjunct Professors will vary across units, each division is encouraged to create Guidelines for the appointment of Adjunct Lecturers and Adjunct Professors. Guidelines should be submitted to the Office of the Vice Provost, Faculty and Academic Life for approval.

Academic units are responsible for and should endeavour to make available to its Adjunct faculty appropriate office space, access to IT and library resources and a divisional email address.

Adjunct faculty may be remunerated for services. Adjunct faculty whose duties and remuneration are equivalent to those of a part-time appointed faculty member no longer qualify as Adjuncts and should be offered annual appointments of between .25 FTE and .75 FTE under the *Policy and Procedures on Part-time Academic Staff* (see Section VIII). For Adjunct Professors who are paid a stipend to teach, see the section below on teaching to assess whether the CUPE 3902 Unit 3 Collective Agreement may apply.

Appointments

1. All divisions should establish a procedure for the appointment, regular review and reporting of Adjunct appointments.
2. The Dean, following consultation with an appointments committee, can offer Adjunct appointments.
3. Appointments are usually annual but may be for longer terms. Terms must be stated in the letter of appointment (see Appendix 1).
4. Appointments may be renewed at the discretion of the Dean.

5. Adjunct appointments carry no rank; appointments can be made as either Adjunct Professor or Adjunct Lecturer to appropriately acknowledge the contribution the individual will make to the academic mission of the unit.
6. Appointees must receive written confirmation of their Adjunct appointment, conferring title of “Adjunct Professor” or “Adjunct Lecturer,” stating the duration of the term of the appointment and expectations for contribution to the unit. The specific duties to be performed by the Adjunct Professor should be clearly outlined in a letter of appointment. Any policies governing the duties to be performed by the Adjunct faculty member should be identified and brought to the attention of the appointee in the letter of offer.
7. Adjunct appointments do NOT usually involve full membership in the School of Graduate Studies but may give the recipient the opportunity to teach graduate courses or to co-supervise graduate students. Where appropriate, Adjunct faculty may be appointed to graduate departments in accordance with the policies of the School of Graduate Studies, generally as Associate Members with duties limited to the tasks their letter of appointment specifies. Appointment to the School of Graduate Studies must be co-terminal with the individual’s University appointment. Further, Adjunct faculty may provide graduate supervision at a remote location (but not as primary supervisor).
8. Normally an individual will hold only one Adjunct appointment at the University of Toronto.

Duties and Obligations

1. Adjunct faculty are expected to acknowledge their affiliation with their sponsoring unit in all publications and scholarly works resulting from the Adjunct appointment.
2. Adjunct faculty who teach or engage in research are bound by all University of Toronto policies governing academic conduct.
3. 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 full-time or Status-only faculty member at the University of Toronto.

4.0 Visiting Professors

Faculty from other universities and research institutes who hold continuing appointments in their home institutions may be appointed to a unit as a Visiting Professor. Academic units are responsible for and should endeavour to make available to Visiting Professors appropriate office space, access to IT and library resources and a divisional e-mail address. In exchange, the Visiting Professor will be expected to contribute to the research and teaching activities of the academic unit.

Visiting Professors may or may not receive honoraria and expenses. Visiting Professors who are to be offered annual appointments of between .25 FTE and .75 FTE must be appointed as part-time faculty members, under the *Policy and Procedures on Part-time Academic Staff* (see [Section VIII](#)). Visiting Professors who are to be offered full-time salaried appointments will be appointed under the *Policy and Procedures governing Contractually Limited Term Appointments* (see [Section VIII](#)).

1. Visiting Professor appointments will be approved by the Dean following consultation with an appointments committee, and normally will be for no more than one year. Appointments for longer than one year require the approval of the Vice-President and Provost.
2. 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.
3. Visiting Professors are not normally eligible to apply for research funding.
4. The term of appointment and the specific duties to be performed by the Visiting Professor should be clearly outlined in a letter of appointment. Any policies governing the duties to be performed by the Visiting Professor should be identified and brought to the attention of the appointee in the letter of offer. A template letter of offer is appended (see Appendix 1).

5.0 Teaching

CUPE 3902 Unit 3 represents instructors who teach credit courses for the University of Toronto on contracts of less than one year. Status-only Professors, Visiting Professors, clinical lecturers in Medicine, Nursing, Dentistry and Pharmacy and persons employed in the Faculties of Architecture, Engineering and Law who are licensed to practice their profession in the Province of Ontario where the assignment requires that they be so licensed are excluded from the bargaining unit. All other faculty who teach credit courses on contracts of less than twelve months will be covered by the CUPE 3902 Unit 3 Collective Agreement.

Appendix 1: Template Letters of Appointment

Status Only Professor

Date

Dear [],

I am writing with the approval of the Dean of the Faculty of [] to offer you an academic appointment in the Department of [] at the rank of [], Status Only. Status-only appointees receive no salary or remuneration from the University of Toronto or from the Department of []. A status-only appointment does not create an employment relationship with the University and does not interfere with your status as an independent professional or any other employment arrangements you may have.

The Department of [] offers status-only appointments only to individuals who are deemed qualified to make a significant contribution to the educational and research activities of the department. In return, the Department makes a commitment to further the academic activities and progress of all faculty appointees, in recognition of the contributions that they make to the mission of the Department in education and research.

The terms of your appointment are as follows:

Your appointment is for a term of [] year(s), beginning on [] and ending on []. Your performance will be reviewed in each year of your appointment. There is no right to renewal of your appointment, but renewal may be granted at the Dean's discretion.

Your appointment will automatically terminate on June 30, [*final year of the appointment*], and this offer shall constitute notice of termination at that time, unless before that time the Dean advises, in writing, that your appointment will be renewed.

Your annual review will be based on your performance in the areas of responsibility outlined as follows:

- (a) Teaching: [*Insert teaching responsibilities as appropriate*]
- (b) Research: [*Insert research responsibilities as appropriate*]
- (c) Service: [*Insert service responsibilities as appropriate*]

You will be required to submit an annual report to the Chair by March 31 of each year, summarizing your contributions to the Department.

You are expected to acknowledge your affiliation with the Department in all publications and scholarly works resulting from your status only appointment.

The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research at <http://www.provost.utoronto.ca/English/Other-Academic-Policies.html>. In particular, I would like to draw your attention to the *Code of Behaviour on Academic Matters* at <http://www.utoronto.ca/govcncl/pap/policies/behaveac.html>, and the *Policy on Conflict of Interest Academic Staff* at <http://www.utoronto.ca/govcncl/pap/policies/conacad.html>. We expect that you will govern yourself in accordance with all applicable faculty and University policies [for individuals appointed from a hospital or other research institute add: subject to the specific provisions below].

*[Insert for individuals appointed from a hospital or other research institute – delete if not applicable]
Where your research is conducted off the University campus it will fall under the aegis of the policies of the site where the research is conducted. With respect to conflict of interest, if you are conducting research at an off-campus site, you will be governed by the conflict of interest policy of that site, as it applies. Otherwise, you will be governed by the University of Toronto policy and faculty guidelines.*

Please indicate your acceptance of this appointment under the terms and conditions set out above by returning a signed and dated copy of this letter to me. Please also keep a copy of the signed letter of offer for your files.

I welcome you as a status-only faculty member and look forward to working with you in the year ahead.

Yours sincerely,

Chair
Department of []

encls.

Agreed to by: _____

Date: _____

Adjunct Professor

Date

Dear [],

I am writing with the approval of the Dean of the Faculty of [] to offer you an appointment as Adjunct Professor in the Department of []. The Department of [] offers Adjunct Professor appointments only to distinguished individuals who have special expertise needed to complement our academic programs.

Your appointment as Adjunct Professor is for a term of [] year(s), beginning [] and ending []. There is no right to a renewal of your appointment, but renewal may be granted at the Dean's discretion. Your performance will be reviewed annually according to standard procedures in the Department of [].

As an Adjunct Professor you are expected to *[specify duties]*. You will receive a separate letter dealing with an honorarium or stipend applicable for these duties.

If you are assigned to teach a credit course on a stipend basis on a contract of less than twelve months, the terms of your employment in connection with such teaching will be governed by the collective agreement with CUPE 3902, Unit 3 and will be set out in a separate letter.

The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research at <http://www.provost.utoronto.ca/English/Other-Academic-Policies.html>. In particular, I would like to draw your attention to the *Code of Behaviour on Academic Matters* at <http://www.utoronto.ca/govcncl/pap/policies/behaveac.html>, and the *Policy on Conflict of Interest Academic Staff* at <http://www.utoronto.ca/govcncl/pap/policies/conacad.html>. We expect that you will govern yourself in accordance with all applicable faculty and University policies.

While you hold this appointment, the Department of [] will provide you with *[appropriate office space, access to it and library resources, departmental e-mail address, other]*.

Please indicate your acceptance of this appointment under the terms and conditions set out above by returning a signed copy of this letter to me by *[return date]*. Otherwise, this offer will be withdrawn on that date. Should you have any questions, do not hesitate to contact me.

My colleagues and I look forward to having you join us.

Yours sincerely,

Chair
Department of []

I accept the appointment under the terms set out above.

Name

Date

cc: Dean, Faculty of []

Adjunct Lecturer

Date

Dear [],

I am writing with the approval of the Dean of the Faculty of [] to offer you an appointment as Adjunct Lecturer in the Department of []. The Department of [] offers Adjunct Lecturer appointments to those who contribute their skills or experience in contributing to the educational mission of the Department.

Your appointment as Adjunct Lecturer is for a term of [] year(s), beginning [] and ending []. There is no right to a renewal of your appointment, but renewal may be granted at the Dean's discretion. Your performance will be reviewed annually according to standard procedures in the Department of [].

As an Adjunct Lecturer you are expected to [*specify duties*]. You will receive a separate letter dealing with an honorarium or stipend applicable for these duties.

If you are assigned to teach a credit course on a stipend basis on a contract of less than twelve months, the terms of your employment in connection with such teaching will be governed by the collective agreement with CUPE 3902, Unit 3 and will be set out in a separate letter.

The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research at <http://www.provost.utoronto.ca/English/Other-Academic-Policies.html>. In particular, I would like to draw your attention to the *Code of Behaviour on Academic Matters* at <http://www.utoronto.ca/govcncl/pap/policies/behaveac.html>, and the *Policy on Conflict of Interest Academic Staff* at <http://www.utoronto.ca/govcncl/pap/policies/conacad.html>. We expect that you will govern yourself in accordance with all applicable faculty and University policies.

While you hold this appointment, the Department of [] will provide you with [*appropriate office space, access to it and library resources, departmental e-mail address, other*].

Please indicate your acceptance of this appointment under the terms and conditions set out above by returning a signed copy of this letter to me by [*return date*]. Otherwise, this offer will be withdrawn on that date. Should you have any questions, do not hesitate to contact me.

My colleagues and I look forward to having you join us.

Yours sincerely,

Chair
Department of []

I accept the appointment under the terms set out above.

Name

Date

cc: Dean, Faculty of []

Visiting Professor

Date

Dear [],

I would like to invite you to the University of Toronto as a Visiting Professor in the Department of [] for the period [*Up to one year. A longer period requires the approval of the Vice-President and Provost. A non-Canadian Visiting Professor may remain in Canada for a period of not more than two academic years*] from [] to []. The purpose of your visit will be to [*specify duties while visiting and specify any policies governing the duties to be performed by the Visiting Professor*].

We will pay your airfare and living expenses [*optional*]. You will receive a [*stipend, honorarium – optional*] \$[]. While you are here, the Department of [] will provide you with [*office space, access to it and library resources, departmental e-mail address, other*].

[For non-Canadians]

In order to facilitate your entry to Canada, I would suggest that you contact the nearest Visa Post (an office that processes immigration applications in a Canadian Embassy, Consulate, or High Commission located outside of Canada) to obtain the necessary documents—including a **Work Permit** and, if necessary, a Temporary Resident Visa (applicable to certain countries whose citizens require visas to travel to Canada) and/or medical examinations.[**] If you do not require a Temporary Resident Visa, you can apply at the Port of Entry (a Citizenship and Immigration Canada office located at a border crossing, airport or seaport in Canada).

In addition, you will need a letter from your home institution attesting to the fact that you will be retaining your position there to resume your duties in [*country*] after [*date*]. That letter and this letter of invitation must be presented to a Visa Post nearest you (or as outlined above, to a Port of Entry immigration officer). A Work Permit will then be processed pursuant to *Regulation 205(b)*, Labour Market Exemption Code C22.[*] The processing fee for a work permit is currently \$150 (Cdn).

Please note that you 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 stay in Canada.

Enrolment in the University Health Insurance Plan (UHIP) is compulsory for non-resident Visiting Professors and their dependents whose visit to the University exceeds three weeks. To enroll in UHIP, please contact the Human Resources (HR) office for your division. A complete list of HR contacts can be found at: <http://www.hrandequity.utoronto.ca/about/divisional.htm> . For additional information concerning UHIP, please refer to: <http://www.uhip.ca/>.

Yours sincerely,

Chair

Department of []

* *The exemption for HRDC Confirmation does not apply to summer school situations and in these instances HRDC Confirmation would then be required.*

** *Medical examinations are required when the period of invitation is greater than six months and the individual has resided, during the one year period immediately preceding the date of entry to Canada, for six consecutive months, in a designated country. For a list of designated countries please see: <http://www.cic.gc.ca/english/information/medical/dcl.asp>*