

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

### **Faculty of Applied Science and Engineering**

*In accordance with the Provostial Guidelines for the Appointment of Status-only, Adjunct and Visiting Professors, as revised in July 2010 (PDADC#8, 2010-11), the following are guidelines for the process and annual review of these appointments within the Faculty of Applied Science and Engineering. Only those units with faculty appointment rights may make Status-only and Adjunct appointments.*

#### **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 teaching and/or research) 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. Further description of this type of appointment, duties and obligations can be found in the Provostial Guidelines (PDADC#8, 2010-11).

#### **Appointment Procedure**

- 1.** Under the direction of the Chair or Director, each academic unit (holding faculty appointment rights) within the Faculty of Applied Science and Engineering will implement an appropriate method of consultation to review and recommend Status-only, Adjunct and Visiting Professor appointments. This may be done through the establishment of an Appointments Committee within the unit, or through an existing group of representative academic staff within the unit (i.e. Department/Institute Executive Committee, appropriate research groups, etc.).
- 2.** Requests for a Status-only appointment are submitted to the Chair/Director of the unit, and must include a cover letter describing the individual's area of research, the nature of the planned collaboration or contribution to the academic unit, as well as an up-to-date CV. Requests may be submitted via a current faculty member or may come forward from the external candidate directly.
- 3.** Each request will be reviewed under the unit's established method of consultation (appointments committee, etc.), and will identify the appropriate rank of the appointment (Assistant, Associate or Full Professor) as well as the term of appointment (at least one-year, no more than five years). Upon a positive recommendation, the Chair/Director will seek confirmation that the institution employing the individual permits this type of appointment.
- 4.** The Chair/Director will formally write to the Dean of the Faculty of Applied Science and Engineering to seek final approval (in the case of Status-only appointments at the rank of Full-Professor, Provostial approval is required and will be requested through the Dean). A copy of the individual's CV will accompany the request for approval.
- 5.** Upon approval of the Dean (and the Provost for a Status-only, Full-Professor appointment), the Chair/Director will write a letter of appointment to the individual, using the template provided in Appendix I.

6. The Department/Institute will be responsible for the timely entry of the details of the appointment into HRIS and a copy of the signed-back letter of appointment will be sent to the Dean.
7. Where appropriate, the Department/Institute will facilitate the individual's appointment as Associate Member of the School of Graduate Studies.
8. The Department/Institute will identify all Status-only appointments on their website and/or any other appropriate listings of faculty members.

### Annual Review of Appointments

1. On an annual basis, the office of the Chair/Director will compile a complete list of active Status-Only appointments and identify those which are in the final year of the appointed term.
2. The Chair/Director will contact the individuals in the final year of their appointed term to inform them of the procedure to seek a re-appointment. The procedure for re-appointment to a Status-only position will follow the appointment procedure outlined above, with the addition of a summary of the collaboration/contributions carried out in the previous term of appointment.

### 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. Those individuals who have special qualifications and expertise, such as eminent professionals of recognized stature, should be appointed as **Adjunct Professors**. Other individuals who are appointed within teaching programs or who contribute their skills or expertise in supervising clinical placements should be appointed as **Adjunct Lecturers**. Further descriptions of these appointments, duties and obligations can be found in the Provostial Guidelines (PDADC#8, 2010-11).

### Appointment Procedure

1. Under the direction of the Chair or Director, each academic unit (holding faculty appointment rights) within the Faculty of Applied Science and Engineering will implement an appropriate method of consultation to review and recommend Status-only, Adjunct and Visiting Professor appointments. This may be done through the establishment of an Appointments Committee within the unit, or through an existing group of representative academic staff within the unit (i.e. Department/Institute Executive Committee, appropriate research groups, etc.).
2. Requests for an Adjunct Professor or Adjunct Lecturer appointment are submitted to the Chair/Director of the unit, and must include a cover letter describing the individual's area of research/expertise, the nature of the planned collaboration or contribution to the academic unit, as well as an up-to-date CV. Requests may be submitted via a current faculty member or may come forward from the external candidate directly.
3. Each request will be reviewed under the unit's established method of consultation (appointments committee, etc.), and will identify the appropriate term of appointment (at least one-year, no more than five years). Upon a positive recommendation, the Chair/Director will seek approval from the Dean.

4. The Chair/Director will formally write to the Dean of the Faculty of Applied Science and Engineering to seek final approval of the appointment. A copy of the individual's CV will accompany the request for approval.
5. Upon approval of the Dean, the Chair/Director will write a letter of appointment to the individual, using the template provided in Appendix I. (This template can also be found in the Guidelines attached to PDADC#8, 2010-11).
6. The Department/Institute will be responsible for the timely entry of the details of the appointment into HRIS and a copy of the signed-back letter of appointment will be sent to the Dean.
7. The Department/Institute will identify all Adjunct Professor and Adjunct Lecturer appointments on their website and/or any other appropriate listings of faculty members.

### Annual Review of Appointments

1. On an annual basis, the office of the Chair/Director will compile a complete list of active Adjunct Professor and Adjunct Lecturer appointments and identify those which are in the final year of the appointed term.
2. The Chair/Director will contact the individuals in the final year of their appointed term to inform them of the procedure to seek a re-appointment. The procedure for re-appointment to an Adjunct position will follow the appointment procedure outlined above, with the addition of a summary of the collaboration/contributions carried out in the previous term of appointment.

### Visiting Professor Appointments

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. Further descriptions of this type of appointment, duties and obligations can be found in the Provostial Guidelines (PDADC#8, 2010-11).

### Appointment Procedure

1. Under the direction of the Chair or Director, each academic unit (holding faculty appointment rights) within the Faculty of Applied Science and Engineering will implement an appropriate method of consultation to review and recommend Status-only, Adjunct and Visiting Professor appointments. This may be done through the establishment of an Appointments Committee within the unit, or through an existing group of representative academic staff within the unit (i.e. Department/Institute Executive Committee, appropriate research groups, etc.).
2. Requests for a Visiting Professor appointment are submitted to the Chair/Director of the unit, and must include a cover letter describing the individual's area of research, the nature of the planned collaboration or contribution to the academic unit, as well as an up-to-date CV. Requests may be submitted via a current faculty member or may come forward from the external candidate directly.
3. Each request will be reviewed under the unit's established method of consultation (appointments committee, etc.). Upon a positive recommendation, the Chair/Director will seek approval from the Dean. A Visiting Professor appointment will be for no more than one year. Any requests for an appointment of more than one year will require Provostial approval and will be requested through the Dean.

4. The Chair/Director will formally write to the Dean of the Faculty of Applied Science and Engineering to seek final approval of the appointment. A copy of the individual's CV will accompany the request for approval.
5. Upon approval of the Dean, the Chair/Director will write a letter of appointment to the individual, using the template provided in Appendix I. (This template can also be found in the Guidelines attached to PDADC#8, 2010-11).
6. The Department/Institute will be responsible for the timely entry of the details of the appointment into HRIS and a copy of the letter of appointment will be sent to the Dean.
7. The Department/Institute will identify all Visiting Professor appointments on their website and/or any other appropriate listings of faculty members.

#### **Annual Review of Appointments**

1. Visiting Professor appointments are intended to be one-time-only appointments for no more than one year, therefore there are no procedures for renewal. Any exceptional cases should be brought to the attention of the Dean, in writing, for consideration.

## Appendix I

### Template letter of offer – Status-only Professor

Date

Dear [ ],

I am writing with the approval of the Dean of the Faculty of Applied Science and Engineering to offer you an academic appointment in the Department/Institute of [ ] at the rank of [ ], Status Only. Status-only appointees receive no salary or remuneration from the University of Toronto or from the Department/Institute 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/Institute 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/Institute 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/Institute 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 contributions and performance will be reviewed in the final 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 you are advised, in writing, that your appointment will be renewed.

You are expected to acknowledge your affiliation with the Department/Institute 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/Director  
Department/Institute of [ ]

encls.

cc: Dean, Faculty of Applied Science and Engineering

Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

## Template letter of offer – Adjunct Professor

Date

Dear [ ],

I am writing with the approval of the Dean of the Faculty of Applied Science and Engineering to offer you an appointment as Adjunct Professor in the Department/Institute of [ ]. The Department/Institute 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/Institute 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.governingcouncil.utoronto.ca/policies>. In particular, I would like to draw your attention to the *Code of Behaviour on Academic Matters* at <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>, and the *Policy on Conflict of Interest Academic Staff* at <http://www.governingcouncil.utoronto.ca/policies/conacad.htm>. We expect that you will govern yourself in accordance with all applicable faculty and University policies.

While you hold this appointment, the Department/Institute 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/Director  
Department/Institute of [ ]

I accept the appointment under the terms set out above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

cc: Dean, Faculty of Applied Science and Engineering

## Template letter of offer – Adjunct Lecturer

Date

Dear [ ],

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

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/Institute 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.governingcouncil.utoronto.ca/policies>. In particular, I would like to draw your attention to the *Code of Behaviour on Academic Matters* at <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>, and the *Policy on Conflict of Interest Academic Staff* at <http://www.governingcouncil.utoronto.ca/policies/conacad.htm>. We expect that you will govern yourself in accordance with all applicable faculty and University policies.

While you hold this appointment, the Department/Institute 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/Director  
Department/Institute of [ ]

I accept the appointment under the terms set out above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

cc: Dean, Faculty of Applied Science and Engineering

## Template letter of offer – Visiting Professor

Date

Dear [ ],

I would like to invite you to the University of Toronto as a Visiting Professor in the Department/Institute 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/Institute 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/Director  
Department/Institute of [ ]

cc: Dean, Faculty of Applied Science and Engineering

\* *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>*