

GUIDELINES ON THE PROCESS FOR APPOINTMENT OF STATUS-ONLY, ADJUNCT AND VISITING PROFESSOR APPOINTMENTS

*These guidelines should be read in conjunction with the Provosts Guidelines for the Appointment of Status-only, Adjunct or Visiting Professors. See PDAD&C #8, 2010-11, July 28, 2010 at:
www.provost.utoronto.ca/public/pdadc/2010_to_2011/8.htm*

Status Only and Adjunct Appointments

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 that may be given to individuals whose skills and expertise can advance the academic mission of the University. Status-only and Adjunct appointments may only be held in academic units with full faculty appointment rights.

A Status-Only appointment is one that is offered to an individual who is employed with another institution with a job description that is primarily academic (research and/or teaching) or to retired faculty from other institutions who hold the rank of Professor Emeritus. The title of Professor Emerita/Emerita (Status-Only at the University of Toronto may not be held concurrently with emeritus rank or title from any other institution. It is a non-salaried appointment. Status-only appointees are eligible for graduate appointments in accordance with the policies of S.G.S.

An Adjunct appointment is one that is offered to an individual of distinction who is employed elsewhere in a position that is not primarily academic in nature, who has special skills or learning of value to the campus, and who may provide significant services to the campus for which recognition is desirable. There are two types of Adjunct appointments. Distinguished individuals with exemplary achievement with whom units expect to have an on-going connection should be appointed as Adjunct Professors. Individuals who will be working in teaching programs or who contribute their skills or experience in supervising clinical placements should be appointed as Adjunct Lecturers. An Adjunct faculty may be remunerated for services; under such circumstances, consideration also should be given to alternate academic appointment policies and the possible applicability of the relevant Collective Agreements (see PDAD&C #8).

Procedures for appointing Status Only and Adjunct faculty

Following consultation with a departmental appointments or executive committee, the Chair should submit the recommendation for appointment to the Dean for approval. Status Only and Adjunct appointments will be reported for information to the UTSC Academic Committee on an annual basis.

Prior to submitting the recommendation to the Dean, the Chair should confirm that the institution employing the status-only or adjunct faculty member permits the appointment and that the institution will allow the faculty member to fulfill academic responsibilities and cooperate with the University on all matters in the University jurisdiction.

The recommendation should include the following:

- Chair's report outlining the individual's qualifications, expected contributions to the department, process of departmental consultation followed; benefits to its students, any resource implications, including space, and specific duties to be performed; confirmation that the individual's institution permits the appointment.
- For Status-Only appointments, provide a justification for the rank (note: appointments at Full rank require the approval of both the Dean and the Vice-President and Provost);
- For Adjunct appointments, identify whether the appointment is an Adjunct Professor or Adjunct Lecturer.
- Recommendation of the length of term (renewable);

- *Curriculum Vitae*;
- Draft letter of offer (see PDAD&C #8).

Visiting Professors Appointments

Please also refer to PDAD&C #8, 2010-11 Provost's Guidelines for the Appointment of Status-only, Adjunct or Visiting Professors, July 28, 2010.

A Visiting Professor appointment is one that is offered to a faculty member from another university or research institute who holds a continuing appointment in her/his home institution. Such appointments are made on a non-budgetary basis and may receive honoraria and be reimbursed for expenses.

The appointment will normally be for up to one-year. A single renewal is permitted and requires the approval of the Dean and of the Vice-President and Provost. (For non-Canadian Visiting Professors, the appointment cannot exceed a two-year term.)

Following consultation with the departmental appointments committee, the Chair should submit the recommendation for appointment to the Dean for approval.

The recommendation for approval should include the following:

- Chair's letter outlining the qualifications of the individual, the expected contributions to the department, the benefits to its students, and duties to be performed;
- *Curriculum Vitae*;
- Draft letter of offer (see PDAD&C #8)

Status-Only Appointments							
Who is Eligible?	Rank	Approval Level	Term	Remuneration	Graduate Teaching	Graduate Supervision	Research Grants
Those in full-time employment at an institution with an academic (e.g. research and teaching) job description. <ul style="list-style-type: none"> • Staff at an affiliated hospital • Scientist at a research institute • Faculty member at another university • Agencies with collaborative agreements with University of Toronto 	Assistant Professor Associate Professor Full Professor	Decanal Decanal Provostial	Usually annual	No	Yes – with appropriate SGS membership	Yes – with appropriate SGS membership	Yes
Adjunct Professor/Adjunct Lecturer Appointments							
Who is Eligible?	Rank	Approval Level	Term	Remuneration	Graduate Teaching	Graduate Supervision	Research Grants
Those employed elsewhere in largely non-academic jobs. <ul style="list-style-type: none"> • Employee of an industrial or governmental lab • Professional of recognised eminence • Practitioners supervising placements • Professionals providing instruction 	No rank. Appointment as Adjunct Professor or Adjunct Lecturer as appropriate	Decanal	Usually annual	Yes - teaching may be covered by CUPE 3902 Unit 3 Collective Agreement.	Yes – with appropriate SGS membership	Co-supervision – with appropriate SGS membership	No
Visiting Professors							
Who is Eligible?	Rank	Approval Level	Term	Remuneration	Graduate Teaching	Graduate Supervision	Research Grants
Faculty from other universities and other research institutes.	No	Decanal (may be devolved to Chairs)	Annual	Honoraria and/or expenses	Yes – with appropriate SGS membership	Yes – with appropriate SGS membership. No primary supervision..	No.