

UNIVERSITY OF TORONTO SCARBOROUGH GUIDELINES FOR PART-TIME ACADEMIC APPOINTMENTS¹

A part-time appointment is one that is offered to an individual for a 12-month period or longer and that is between 25% and 75%, inclusive, of full-time employment. Accordingly, part-time appointments do not include teaching contracts of less than 12 months. The latter should be made in accordance with the CUPE 3902 Unit 1 or Unit 3 Collective Agreements.²

Initial appointments:

- Appointments may be made to any academic rank, but are normally at the rank of Lecturer.
- The initial appointment is normally one year in length.
- Any part-time faculty member, whose appointment will not be renewed for another, must receive notice of termination six months in advance of the end date.
- Normally, part-time positions are funded from departmental stipendiary budgets.

Procedures

Normally, all part-time job opportunities should be advertised. Any exceptions to normal practice should be discussed first with the Dean's Office.

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

The recommendation should include the following material:

- Chair's report outlining the consultative process, qualifications of the individual, the expected contributions to the department, the benefits to its students, duties to be performed, term and rank of the appointment, and funding source;
- Current *Curriculum Vitae*, and letters of reference (if available);
- Draft letter of offer. A sample letter is available at:
<http://www.provost.utoronto.ca/procedures/other.htm#Part-time%20Academic%20Staff>

¹ These supplemental guidelines are meant to be used in conjunction with the *Policy and Procedures on Employment Conditions of Part-time Academic Staff*

² If you are considering offering a part-time appointment to postdoctoral fellows, undergraduate students, or graduate students at the University of Toronto, please consult with the Labour Relations Office first to ensure that they are hired in accordance with the CUPE 3902 Unit 1 Collective Agreement.

Renewals:

- Part-time appointments are renewable.
- According to the *Policy*, after three successive annual part-time appointments, a member of the academic staff may, at the discretion of the department Chair, and with the approval of the Dean and the Vice-President and Provost, be considered for a three-year contract.
- The member of the academic staff being considered for a three-year part-time contract must be reviewed during his or her third annual appointment. This review shall be the same as that of probationary review for Assistant Professors. The review must be forwarded to the Dean for information.
- A member of the academic staff who holds a three-year contract may be eligible for a renewal of the contract. Renewal is at the discretion of the department chair and requires the approval of the Dean and the Vice-President and Provost. A review is required and must be held in the third year of the contract before December 31. The review shall be the same as the review specified above though the staff member is expected to have made additional achievements in research, or creative activity where applicable. The staff member must be notified before December 31 regarding renewal of the contract.
- If a part-time position is renewed the incumbent eligible for PTR and ATB increases. These increases are normally funded from the departmental stipendiary budgets.

Procedures

The Dean must approve all renewals, including annual and three-year contracts.

The Chair must submit a request to the Dean and include the following material:

- Chair's report stating the rationale for the renewal and outlining the consultative process, duties to be performed, term and rank of the appointment, and funding source;
- Current *Curriculum Vitae*
- Draft letter of offer