

**University of Toronto Scarborough
Supplementary Guidelines for Non-Budgetary Cross-Appointments**

These guidelines should be read in conjunction with the Provost's Guidelines for Budgetary and Non-Budgetary Cross-Appointments. See PDAD&C #106, 2009-10

Non-Budgetary Cross-Appointments

A Non-budgetary Cross-appointment is one that is offered by a department at UTSC to a faculty member who currently holds a salaried appointment in another unit at the University of Toronto.

- Prior to recommending the appointment, the Chair should consult with the departmental appointments committee and receive written approval from the Chair of the faculty member's home (budget) department.
- Appointments are normally made for a fixed term of up to five years and are renewable.
- Letters of appointment should follow the format of the template letter appended below.
- Approval of the Dean is required for non-budgetary cross-appointments and renewal may be granted at the Dean's discretion. The Dean should receive a copy of the notice of appointment.