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:

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 Emeritus/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

<table>
<thead>
<tr>
<th>Who is Eligible?</th>
<th>Rank</th>
<th>Approval Level</th>
<th>Term</th>
<th>Remuneration</th>
<th>Graduate Teaching</th>
<th>Graduate Supervision</th>
<th>Research Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those in full-time employment at an institution with an academic (e.g. research and teaching) job description.</td>
<td>Assistant Professor</td>
<td>Decanal</td>
<td>Usually annual</td>
<td>No</td>
<td>Yes – with appropriate SGS membership</td>
<td>Yes – with appropriate SGS membership</td>
<td>Yes</td>
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<tr>
<td>• Staff at an affiliated hospital</td>
<td>Associate Professor</td>
<td>Decanal</td>
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<td>• Scientist at a research institute</td>
<td>Full Professor</td>
<td>Provostial</td>
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<td>• Faculty member at another university</td>
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<td>• Agencies with collaborative agreements with University of Toronto</td>
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## Adjunct Professor/Adjunct Lecturer Appointments

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<thead>
<tr>
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<th>Term</th>
<th>Remuneration</th>
<th>Graduate Teaching</th>
<th>Graduate Supervision</th>
<th>Research Grants</th>
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</thead>
<tbody>
<tr>
<td>Those employed elsewhere in largely non-academic jobs.</td>
<td>No rank.</td>
<td>Decanal</td>
<td>Usually annual</td>
<td>Yes - teaching may be covered by CUPE 3902 Unit 3 Collective Agreement.</td>
<td>Yes – with appropriate SGS membership</td>
<td>Co-supervision – with appropriate SGS membership</td>
<td>No</td>
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<td>• Employee of an industrial or governmental lab</td>
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<td>• Professional of recognised eminence</td>
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<tr>
<td>• Practitioners supervising placements</td>
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<td>• Professionals providing instruction</td>
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## Visiting Professors

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<th>Term</th>
<th>Remuneration</th>
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<th>Graduate Supervision</th>
<th>Research Grants</th>
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</thead>
<tbody>
<tr>
<td>Faculty from other universities and other research institutes.</td>
<td>No</td>
<td>Decanal (may be devolved to Chairs)</td>
<td>Annual</td>
<td>Honoraria and/or expenses</td>
<td>Yes – with appropriate SGS membership</td>
<td>Yes – with appropriate SGS membership. No primary supervision.</td>
<td>No.</td>
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