**UTSC Part-time Faculty Approval Process**

*Updated on: May 25, 2021*

1. The department will fill out the attached “Request for Part-time Faculty Appointment Form” and send it to [vdfaculty.utsc@utoronto.ca](mailto:vdfaculty.utsc@utoronto.ca),copied to[academichr.utsc@utoronto.ca](mailto:academichr.utsc@utoronto.ca) by the noted deadlines.
2. The request should include the following:

* Proposed Funding Arrangement;
* Justification of the appointment, hiring or renewing a part-time faculty; and
* Justification of the potential candidate: if known, include CV and draft offer letter (Section 3 of the form); if potential candidate not known, please proceed to point 6 below.

1. The Vice-Dean Faculty Affairs, Equity & Success and the Academic HR team will review the request and indicate whether or not the Dean’s Office supports the request.
2. For any request with new or additional budgetary implications, the Academic Finance Team will work with the department to finalize the funding arrangement.
3. The Academic HR team will inform the department of the approval of the appointment and the recommended candidate, if known (copy Manager, Academic Finance, [susu.shi@utoronto.ca](mailto:susu.shi@utoronto.ca)).
4. If a potential candidate is not available and the department wishes to post, they will be advised to reach out to the Academic HR team ([academichr.utsc@utoronto.ca](mailto:academichr.utsc@utoronto.ca)).
5. Once a potential candidate is identified, the department will submit rationale for hiring, CV and draft offer letter (Section 3 of the form) as per submission instructions above. The Academic HR team will inform the department of the approval.