

# **University of Toronto Mississauga**

## **GUIDELINES FOR STATUS-ONLY, ADJUNCT AND VISITING PROFESSOR APPOINTMENTS**

### **Status-Only and Adjunct 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 at*

*<https://wp.provost.utoronto.ca/provost/wp-content/uploads/sites/155/2018/09/Provostial-Guidelines-Appointment-of-Status-Only-Adjunct-Visiting-Professors.pdf>*

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 which may be given to individuals whose skills and expertise can advance the academic mission of the University.

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 a retired faculty from other institutions who hold the rank of Professor Emeritus. It is a non-salaried appointment. Status-only appointees are eligible for graduate appointments in accordance with the policies of S.G.S. and have the potential for promotion through the ranks, in accordance with UTM's established procedures.

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. Any adjunct faculty paid to teach a course must be hired as a sessional instructor through CUPE 3902, Unit 3.

### **Procedures for hiring 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.

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, including membership of departmental committee recommending appointment; benefits to its students, any resource implications, including space; and specific duties to be performed;
- 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 and, where appropriate, its status within the School of Graduate Studies;
- Recommendation of a term of one, two, or three years (renewable);
- Curriculum Vitae;
- Draft letter of offer. (see: <https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/other-appointments/status-only-adjunct-visiting-professors/>)

### **Visiting Professor 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 at <https://wp.provost.utoronto.ca/provost/wp-content/uploads/sites/155/2018/09/Provostial-Guidelines-Appointment-of-Status-Only-Adjunct-Visiting-Professors.pdf>*

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 following:
  - rationale for the visiting appointment,
  - 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: <https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/other-appointments/status-only-adjunct-visiting-professors/>)
- Letter from Candidate's Institution to confirm they will be returning

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