

Faculty of Information (iSchool), University of Toronto

**GUIDELINES FOR THE APPOINTMENT AND ANNUAL REVIEW
OF STATUS-ONLY, ADJUNCT AND VISITING PROFESSORS**

INTRODUCTION

The University of Toronto has established guidelines for the appointment of status-only, adjunct, and visiting professors. This document describes how these guidelines will be implemented at the Faculty of Information.

Individuals employed outside the University of Toronto with expertise that can contribute to the academic mission of the Faculty of Information may be eligible for Status-only and Adjunct appointments. These are non-salaried and non-continuing appointments. University of Toronto Staff members, graduate students, research associates and librarians are not eligible to hold Status-only or Adjunct appointments.

STATUS-ONLY APPOINTMENTS

Individuals being considered for Status-only positions should normally hold employment arrangements with another institution with a job description that is suitably academic. Status-only appointments are non-salaried and are not normally remunerated by the University of Toronto.

Nominations:

- A. Faculty may propose to the iSchool's Promotions Committee the names of individuals for consideration for Status-only appointment at the rank of lecturer or at a professorial rank commensurate with the experience and status of the individual concerned.
- B. Nominations are to be accompanied by an up to date CV and a supporting letter from the nominating Faculty member(s) outlining the reasons for the appointment and the benefits it will bring to the individual, the Faculty and the University.

Appointments:

- A. Nominations for Status-only appointment at the rank of lecturer or at a professorial rank are considered by the Promotions Committee of the Faculty within six weeks of their submission.
- B. After the Promotions Committee has reviewed the application(s), a recommendation is forwarded to the Dean. Where the Committee recommends appointment at the level of either Assistant or Associate Professor, the Dean considers whether or not to accept the recommendation and notifies the applicant accordingly. If the Committee recommends appointment at Full Professor level and Dean concurs approval of the Provost will be sought before notifying the applicant.
- C. Appointments are normally for one year, and are renewable at the discretion of the Dean.

Privileges:

- D. Status-only appointees may be recommended for a graduate appointment in accordance with the policies of the School of Graduate Studies at the University of Toronto.
- E. Status-only appointees may be promoted in the same manner and by the same process as other lecturers or professorial staff in the Faculty. Requests for consideration for promotion should be made to the Promotions Committee in September each year.
- F. Status-only appointees are eligible to apply for research funding within the term of their appointment.
- G. While Status-only appointees have a right to attend Faculty Council they do not have a vote.

Duties and Obligations:

- A. The letter of appointment will outline the conditions, duties and responsibilities of the appointee.
- B. Status-only appointees are expected to govern themselves in accordance with all applicable Faculty and University policies and should pay particular attention to those governing teaching and research:
 - a. The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research at <http://www.provost.utoronto.ca/policy.htm>. In particular the *Code of Behaviour on Academic Matters* at <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>, and the *Policy on Conflict of Interest Academic Staff* <http://www.governingcouncil.utoronto.ca/policies/conacad.htm> are essential reading.
- C. Status-only faculty is expected to acknowledge their affiliation with the Faculty of Information in all publications and scholarly works resulting from the Status-only appointment.
- D. Those accepting a Status-only appointment are expected to permit the Faculty to hold their CV and to make it available for information purposes as is reasonably necessary.
- E. Status-only faculty is expected to submit each year (normally by 30 April) a brief report about their teaching and research during the previous year and an updated CV. This report and any teaching evaluations will be considered by the Faculty's Ad Hoc Annual Activity Report Review Committee. Comments of this Committee will be incorporate in any renewal letter offered by the Dean's Office of the Status-only appointment.
- F. Adjunct faculty will permit the use of their report and CV for reasonable publicity purposes.

ADJUNCT APPOINTMENTS

Individuals employed outside of the University or its affiliated institutions in a position that is not primarily academic in nature but who have skills or knowledge of value to the Faculty of Information may be considered for appointment as Adjunct Lecturer or Adjunct Professor. Those with exemplary qualifications or expertise will normally be appointed as Adjunct Professors. Individuals are appointed within teaching programs will normally be appointed as Adjunct Lecturers. Adjunct faculty may be remunerated for services.

Nominations:

- A. Faculty may propose to the iSchool's Promotions Committee the names of individuals for consideration for appointment as Adjunct Faculty.
- B. Nominations are to be accompanied by an up to date CV, a supporting letter from the nominating Faculty member(s) outlining the reasons for the appointment and the benefits it will bring to the individual, the Faculty and the University, and a description of the nominee's particular skills, knowledge or expertise.

Appointments:

- A. Nominations are considered by the Promotions Committee of the Faculty within six weeks of their submission.
- B. After the Promotions Committee has reviewed the application(s), a recommendation is forwarded to the Dean. The Dean considers whether or not to accept the recommendation and notifies the applicant appropriately.
- C. Appointments are normally for one year, and are renewable at the discretion of the Dean.
- D. Adjunct appointments hold no rank.

Privileges:

- A. While Adjunct appointees may not act as the principal investigator on research funds administered by the University they may be a co-investigator on a grant held by a full-time or Status-only Faculty member.
- B. While Adjunct appointees do not usually involve full membership in the School of Graduate Studies, appointees may be appointed to graduate departments and co-supervise graduate students.
- C. While Adjunct appointees have a right to attend Faculty Council they do not have a vote.

Duties and Responsibilities:

- A. The letter of appointment will outline the conditions, duties and responsibilities of the appointee.
- B. Adjunct appointees are expected to govern themselves in accordance with all applicable Faculty and University policies and should pay particular attention to those governing teaching and research:
 - a. The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research at <http://www.provost.utoronto.ca/policy.htm>. In particular the *Code of Behaviour on Academic Matters* at <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>, and the *Policy on Conflict of Interest Academic Staff* <http://www.governingcouncil.utoronto.ca/policies/conacad.htm> are essential reading.
- C. Adjunct faculty are expected to acknowledge their affiliation with the Faculty of Information in all publications and scholarly works resulting from the Status-only appointment.
- D. Those accepting an Adjunct appointment are expected to permit the Faculty to hold their CV and to make it available for information purposes as is reasonably necessary.
- E. Adjunct faculty are expected to submit each year (normally by 30 April) a brief report about their teaching and research during the previous year and an updated CV. This report and any teaching evaluations will be considered by the Faculty's Ad Hoc Annual Activity Report Review Committee. Comments of this Committee will be incorporate in any renewal letter offered by the Dean's Office of the Adjunct appointment.
- F. Adjunct faculty will permit the use of their report and CV for reasonable publicity purposes.

VISITING PROFESSOR APPOINTMENTS

Faculty from other universities and research institutes who hold continuing appointments in their home institutions may be appointed as a Visiting Professor. Visiting Professors may or may not receive honoraria and expenses but if they are offered paid annual appointments greater than .25 FTE, they must be appointed as part-time or full-time faculty under the appropriate University policies and procedures.

Nominations:

- A. Nominations for Visiting Professors are submitted in writing to the Dean and should include the individual's qualifications, his/her CV, a description of what they will be doing while at the University of Toronto, and an outline of the reasons for the appointment and the benefits it will bring to the individual, the Faculty and the University.

Appointments:

- A. In consultation with the iSchool's Promotions Committee, the Dean can approve the appointment.
- B. Appointments are for up to one year only, otherwise approval from the Vice-President and Provost is necessary.

Privileges:

- A. Visiting Professorial appointments do not normally carry membership in the School of Graduate Studies.
- B. Visiting Professorial appointments may be appointed to the School of Graduate Studies in accordance with the School's policies. These appointments do not give the appointee the rights or privileges of teaching or supervising graduate students.
- C. Visiting Professors are not normally eligible to apply for research funding.
- D. While Visiting Professors have a right to attend Faculty Council they do not have a vote.

Duties and Responsibilities:

- A. The letter of appointment will outline the conditions, duties and responsibilities of the appointee.
- B. Visiting Professors are expected to govern themselves in accordance with all applicable Faculty and University policies and should pay particular attention to those governing teaching and research:
 - b. The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research at <http://www.provost.utoronto.ca/policy.htm>. In particular the *Code of Behaviour on Academic Matters* at <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>, and the *Policy on Conflict of Interest Academic Staff* <http://www.governingcouncil.utoronto.ca/policies/conacad.htm> are essential reading.
- C. Visiting Professors are expected to acknowledge their affiliation with the Faculty of Information in all publications and scholarly works resulting from the Status-only appointment.
- D. Those accepting a Visiting Professorial appointment are expected to permit the Faculty to hold their CV and to make it available for information purposes as is reasonably necessary.
- E. Visiting Professors are expected to submit at the end for the term of their appointment a brief report about the research conducted during their appointment and an updated CV. In the event of renewal this report and any teaching evaluations will be considered by the Faculty's Ad Hoc Annual Activity Report Review Committee.
- F. The Visiting Professor will permit the use of their report and CV for reasonable publicity purposes.

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