

Guidelines for External Appointments
Leslie Dan Faculty of Pharmacy
University of Toronto

Besides full-time and part-time appointments governed by the University of Toronto Policy and Procedures on Academic Appointments, the Faculty of Pharmacy acknowledges the importance of other professionals whose expertise enriches our teaching and research activities. We are fortunate to be situated in an environment where it is possible to appoint appropriately qualified individuals as status-only or adjunct appointed faculty.

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. However, it is essential to ensure that such appointments are made in a manner that is consistent with the mission of the University, ensures integrity of our standards, and provides appropriate protection for the individual and the University.

Status Only Appointments

Status-only appointments are non-salaried and normally receive no remuneration from the University of Toronto; however remuneration may be paid to their institution. Such appointments are made to allow a faculty member from another university or a qualified individual from an appropriate institution to participate more fully in an academic unit's teaching or research program. Status-only appointees have certain privileges through their affiliation with the University (e.g. where appropriate, they can be recommended for a graduate appointment and are eligible to apply for research funding). The Leslie Dan Faculty of Pharmacy takes care in noting the individual's primary appointment is chiefly academic and that appropriate safeguards and infrastructure are in place to protect academic freedom and ensure proper ethical conduct.

- Status-only appointments are made under an established Faculty appointments procedure. The Dean, following consultation with an appointments committee, can offer Status-only appointments of faculty at the ranks of Assistant Professor, Associate Professor and Professor. The academic rank of the appointment will correspond with the individual's academic credentials and the expectations of the appointment. Status-only appointments at the rank of full professor also require Provostial approval.
- Appointments are usually annual, but may be for longer terms and are renewable. Performance should be reviewed annually according to procedures of the appropriate appointments committee.
- Where the Dean delegates authority to make status-only appointments to a Division Head, procedures are in place through the appropriate appointments

committee for regular reporting and review of appointments at the decanal level.

- Status-only appointees may be promoted on the recommendation of a properly constituted promotions committee, according to Faculty guidelines and the Policy on Promotions, and subsequent review and approval by the Vice-President and Provost.
- Faculty members of University of Toronto who are appointed on a status-only basis may also be recommended for a graduate appointment within the Faculty in accordance with the policies of the School of Graduate Studies. Status-only appointees may be actively involved in the graduate courses or supervision of graduate students or by serving on graduate committees.
- Status-only appointees are eligible to apply for research grants. Status-only appointees holding research grants administered by the University are bound by University's policies governing research.
- Status-only faculty who teach are bound by all University of Toronto policies governing academic conduct. Status-only faculty are expected to acknowledge their affiliation with the Faculty in all publications and scholarly works resulting from the status-only appointment.
- At the time of appointment, status-only appointees should receive written confirmation of appointment, conferring title at appropriate academic rank, adding "Status-Only" stating the duration of the term of the appointment and expectations clearly outlined in a letter of appointment. Any policies governing the duties to be performed by the Status-only Professor should be identified and brought to the attention of the appointee in the letter of offer.

Cross-Appointments

Faculty who hold an academic appointment in another University of Toronto department may hold a Cross-appointment in the Leslie Dan Faculty of Pharmacy. Generally your first academic appointment is your primary appointment and subsequent academic appointments at U of T become 'cross-appointments'.

Adjunct Faculty Appointments

Individuals employed elsewhere in a position that is not primarily academic in nature, who have special skills or learning of value to the Faculty, and who may provide services for which recognition is desirable, may be appointed as an Adjunct faculty member for a limited term.

Those individuals who have special qualifications and expertise, such as eminent professionals of recognized stature will be appointed at the rank of Adjunct Professor. These appointments are reserved for distinguished individuals of exemplary achievement with whom units expect to have an on-going connection.

Individuals who are appointed within teaching programs who contribute their skills or experience in supervising clinical placements will be appointed as Adjunct Lecturers.

- Adjunct faculty may be remunerated for services. Adjunct faculty may teach credit courses or carry out supervision on a stipend basis or be given an honoraria. In such cases the appropriate policies and procedures governing stipendiary arrangements will apply. Adjunct faculty who are to be offered appointments of 0.25 FTE or greater must be appointed as part-time faculty members. Adjunct faculty paid a stipend may be covered as part of a new CUPE 3902 agreement for stipend instructors.
- Adjunct appointments are made under an established Faculty appointments procedure. The Dean, following consultation with an appointments committee, can offer Adjunct appointments of faculty.
- Appointments are usually annual, but may be for longer terms and are renewable. Performance should be reviewed annually according to procedures of the appropriate appointments committee.
- Adjunct appointments carry no rank; appointments can be made as either Adjunct Professor or Adjunct Lecturer to appropriately acknowledge the contribution the individual will make to the academic mission of the unit.
- Adjunct appointments do not usually involve membership in the School of Graduate Studies and do not give the recipient the rights or privileges of teaching graduate courses or of supervision of graduate students. In special circumstances, adjunct faculty may be appointed to Graduate Departments in accordance with the policies of the School of Graduate Studies.
- Adjunct appointees will not normally hold research grants administered by the University.
- Adjunct faculty who teach are bound by all University of Toronto policies governing academic conduct. Adjunct faculty are expected to acknowledge their affiliation with the Faculty in all publications and scholarly works resulting from the adjunct appointment.
- Appointees should receive written confirmation of their adjunct appointment, conferring title and adding "Adjunct", and stating the duration of the term of appointment and expectation for contribution to the Faculty. The specific duties to be performed should be clearly outlined in a letter of appointment. Any policies governing the duties to be performed by the Adjunct Professor should be identified and brought to the attention of the appointee in the letter of offer.

Visiting Professor

Faculty from other universities and research institutes who hold continuing appointments in their home institutions may be appointed to the Faculty as a Visiting Professor. Visiting Professors are to be offered annual appointments.

Visiting appointments do not automatically carry membership in the School of Graduate Studies and do not give the recipient the rights or privileges of teaching graduate courses or of supervising graduate students. Visiting faculty may be appointed to Graduate Departments in accordance with the policies of the School of Graduate Studies. Visiting Professors are not normally eligible to apply for research grants.

Procedures for Appointments

- Applications for Status-only, Cross Appointments, Adjunct, and Visiting Professor appointments are accepted anytime. If you are interested in an academic appointment in the Leslie Dan Faculty of Pharmacy you should submit the following documents.
 - Application Form and CV from the Applicant
 - Letter of support from Employer
 - Letter of support from University of Toronto Departmental Chair (for Cross-Appointments)
 - Letter of support from nominating LDFP faculty member

- The Appointments Committee recommends appropriate ranks, responsibilities and remuneration in consultation with the proposed appointee, and if applicable, the appointee's immediate supervisor/contact (for example, the coordinator of a pharmacy course, the Chair of the Graduate Department).
- The Chair of the Appointments Committee submits the recommendation for appointment, accompanied by supporting documentation to the Dean for approval.
- The Dean requests confirmation that the appointees employing institution permits the appointment and that the institution will allow the faculty member to fulfil academic responsibilities and cooperate with the University on all matters in the University's jurisdiction.
- Following approval of the appointment, a letter of offer defining the responsibilities is sent to the appointee.
- The letter, signed by the appointee, is returned to the Office of the Dean.

Procedures for Renewals/Promotions

The Committee is responsible for a regular review of all appointments to ensure they remain active, meaningful and beneficial to all parties. In recommending appointments, and in the subsequent assessment of the performance of individuals with appointments, the Committee will be guided by the following:

- Current appointments should submit the following documents by March 31:

- Annual Renewal/Promotion Application form, and current CV
 - Letter of support from Employer
 - Letter of support from University of Toronto Departmental Chair (for Cross-Appointments)
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- Each appointed individual must make a significant contribution to the Faculty's services.
 - Appointments will be for a one- to two-year period, but must be reviewed on an annual basis. The Committee will evaluate and comment on each appointment, and when appropriate, make recommendations for renewal of appointments or promotion through the ranks. Recommendations for promotion will be referred to the Faculty Promotions Committee.
 - In the event that the Committee determines there is reason to recommend termination of an appointment, the Dean will be advised for follow-up with the appointee.

All appointees are expected to participate in the activities of the Faculty. While the exact nature of the appointee's contributions will be determined according to his/her expertise, it is expected that appointees should, as appropriate, participate in teaching, research and/or service. In making the appointment the candidates should be considered because of their contributions to the profession and/or area of expertise. Appointees will be expected to participate in one/some of the following activities:

- Giving a number of undergraduate/graduate lectures per year.
- Serving on one of the committees of the Council of the Faculty.
- Participating in ongoing development of the Faculty (through meetings, seminars, retreats), as appropriate.
- Supervising undergraduate student research projects.