

**Guidelines for Appointment of Status-only, Adjunct and Visiting Professors**

This guideline specifies the eligibility requirements, duties and obligations, privileges, and appointment processes for the following categories of academic appointments at the Lawrence S. Bloomberg Faculty of Nursing (LSBFON):

1. Status-only (ranked at assistant, associate or full professor) 2. Adjunct (lecturer or professor)

3. Visiting Professor.

Academic appointments with the LSBFON are administered under the procedures of the ***Academic***

***Administrative Procedures Manual*** of the Office of the Vice President & Provost, University of Toronto. Status-only, adjunct, and visiting professor academic appointments may be awarded to individuals who hold their primary employment outside University of Toronto. They are normally non-salaried and non-continuing academic appointments and are given to individuals whose skill and expertise can advance the academic mission of the University and the LSBFON. All persons who apply for and are offered a Status-only, Adjunct, or Visiting Professor academic appointment at the University of Toronto will be provided a letter of offer outlining duties and obligations, and the privileges that accompany the appointment.

# STATUS-ONLY ACADEMIC APPOINTMENTS

## Eligibility requirements for Status-only appointments

Individuals being considered for Status-only appointments normally hold full-time employment arrangements with another institution with a job description that is primarily academic (a position that formally includes components of research and/or teaching). Most often, Status-only appointments may be granted to qualified employees of affiliated hospitals, research institutions, agencies with collaborative agreements with the University of Toronto or other universities. Status only appointments are only given to those individuals who hold a primary appointment in another organization that is chiefly academic to ensure that appropriate safeguards and infrastructure are in place to protect academic freedom and ensure proper ethical conduct of appointees. Status-only appointments are ranked appointments as assistant, associate, or full professor. Normally PhD (or equivalent) educational preparation is required for Status-only appointments.

Status-only appointments are non-salaried and normally receive no remuneration from the University of Toronto. 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 the Lawrence S. Bloomberg Faculty of Nursing’s teaching or research programs.

Status-only appointees have certain privileges through their affiliation with the University (e.g., where appropriate, they can be recommended for a School of Graduate Studies appointment and are eligible to apply for research funding, and are eligible to apply for external research funding through the University of Toronto).

## General information about Status-only appointments

1. The LSBFON has a formal procedure for the appointment, regular review and reporting of Status-only appointments.
2. The Dean, following consultation with an appointments committee, can offer Status-only appointments (ranked as Assistant, Associate or Full Professor). Status-only appointments at the rank of Full Professor also require Provostial approval. Appointments may be renewed at the discretion of the Dean, after consultation with the appointments committee.
3. Appointments are usually annual but may be for longer terms. The term of the Status-only appointment will be clearly stated in the letter of offer.
4. The academic rank of the appointment will correspond with the individual’s academic credentials and the expectations of the appointment.
5. At the time of appointment, Status-only appointees will receive written confirmation of appointment, the exact conferring title at the appropriate academic rank, adding “Status only”, the duration of the term of the appointment, and expectations for contribution to the unit. The specific duties to be performed by the Status-only faculty member will be clearly outlined in the letter of appointment. From time to time and by mutual agreement, these expectations of contributions to the LSBFON may change.
6. Status-only appointees may also be recommended for a School of Graduate Studies appointment within the academic unit in accordance with the policies of the School of

Graduate Studies. Status-only appointees may be actively involved in the unit’s graduate program through the teaching of graduate courses or supervision of graduate students or by serving on graduate student committees. Appointment to the School of Graduate Studies will be co-terminal with the individual’s university appointment.

1. Confirmation will be made the Status-only appointee’s employing institution to secure their agreement for the academic appointment with the LSBFON and to allow the faculty member to fulfil academic responsibilities and cooperate with the University on all matters in the University’s jurisdiction.
2. Status-only appointees may be promoted on the recommendation of a properly constituted promotions committee, according to divisional guidelines and the Policy on Promotions and subsequent review and approval by the Vice-President and Provost.
3. Normally an individual will hold only one Status-only appointment at the University of Toronto.
4. Applicants must submit their application for an academic appointment or renewal of their academic appointment electronically through the Laserfiche system located on the LSBFON website.

## Duties and obligations of Status-only faculty

1. Status-only faculty MUST acknowledge their affiliation with the Lawrence S. Bloomberg Faculty of Nursing in all publications and scholarly works resulting from the Status-only appointment.
2. Status-only faculty who teach, supervise graduate students or conduct research are bound by all University of Toronto policies governing academic conduct.
3. Status-only faculty must submit an Annual Report on Academic Activities (teaching, research, and service activities) to the Dean on or before April 30th each year of their academic appointment.

## Privileges of Status-only Faculty

The following privileges are associated with a Status-only appointment at the LSBFON:

1. Opportunities for professional development.
2. University of Toronto Library privileges including access to electronic journals and other resources (for the duration of the appointment).
3. University of Toronto email account.
4. Reduced rates on courses offered at the Centre for Advanced Studies in Professional Practice (CASPP).
5. Eligible to apply for research funding through the University of Toronto. Status-only appointees holding research funds administered by the University are bound by the University’s policies governing research.
6. Regular communication and updates of issues and events associated with the LSBFON.

# ADJUNCT ACADEMIC APPOINTMENTS

There are two types of Adjunct faculty appointments: Lecturer and Professor. Adjunct academic appointments are awarded for a limited and specified term. Adjunct faculty appointments are not ranked. Normally, graduate educational preparation is required to hold an Adjunct academic appointment.

## Eligibility requirements for Adjunct Appointments

An **Adjunct Lecturer** appointment may be awarded to individuals who are employed elsewhere in positions that are not primarily academic in nature. Such individuals have special skills or learning of value to the Lawrence S. Bloomberg Faculty of Nursing and may provide services for which recognition is desirable. Individuals who are appointed within the LSBFON teaching programs or who contribute their skills or experience in supervising clinical placements are normally appointed as Adjunct Lecturers.

An **Adjunct Professor** appointment may be awarded to an individual who is employed elsewhere in a position that is not primarily academic in nature, who has special skills or learning of value to the Lawrence S. Bloomberg Faculty of Nursing, who may provide services for which recognition is desirable, and who has special qualifications and expertise. Adjunct Professor appointments are awarded to eminent professionals of recognised stature. The Adjunct Professor category of appointment is reserved for distinguished individuals of exemplary achievement with whom the LSBFON expects to have an on-going relationship.

Adjunct faculty may be remunerated for services (e.g., course teaching responsibilities).

## General information about Adjunct Faculty Appointments

1. The LSBFON has a formal procedure for the appointment, regular review and reporting of Adjunct faculty.
2. The Dean, following consultation with an appointments committee, can offer Adjunct appointments. Appointments may be renewed at the discretion of the Dean, after consultation with an appointments committee.
3. Appointments are usually annual but may be for longer terms. The term of the Adjunct appointment will be clearly stated in the letter of offer.
4. Adjunct appointments carry no rank.
5. Appointees will receive written confirmation of their Adjunct appointment, conferring title of “Adjunct Professor” or “Adjunct Lecturer,” the duration of the term of the appointment, and expectations for contribution to the LSBFON.
6. Adjunct appointments do NOT usually involve full membership in the School of Graduate Studies but may give the recipient the opportunity to teach graduate courses or be a member of a doctoral student supervisory committee. Where appropriate, Adjunct faculty may be appointed to the School of Graduate Studies in accordance with the policies of the School of Graduate Studies, generally as Associate Members with duties limited to the tasks their letter of appointment specifies. Appointment to the School of Graduate Studies will be coterminal with the individual’s University appointment.
7. Normally an individual will hold only one Adjunct appointment at the University of Toronto.
8. Applicants must submit their application for an academic appointment or renewal of their academic appointment electronically through the Laserfiche system located on the LSBFON website.

## Duties and Obligations of Adjunct Faculty

1. Adjunct faculty are expected to acknowledge their affiliation with the LSBFON in all publications and scholarly works resulting from the Adjunct appointment.
2. Adjunct faculty who teach or engage in research are bound by all University of Toronto policies governing academic conduct.
3. Adjunct faculty must complete the Adjunct Appointments Renewal Activity Report when reapplying for their academic appointment.

## Privileges of Adjunct Faculty

The following privileges are associated with an Adjunct academic appointment at the LSBFON:

1. Opportunities for professional development.
2. University of Toronto Library privileges including access to electronic journals and other resources (for the duration of the appointment).
3. University of Toronto email account.
4. Reduced rates on courses offered at the Centre for Advanced Studies in Professional Practice (CASPP).
5. Adjunct appointees may be a co-investigator on a grant held by appointed or status-only faculty at the University of Toronto but **CANNOT BE** the principal investigator on research funds administered by the University.
6. Regular communication and updates of issues and events associated with the LSBFON.

# VISITING PROFESSOR ACADEMIC APPOINTMENTS

## Eligibility Requirements for Visiting Professor Appointments

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

## General Information about Visiting Professor Appointments

Normally, visiting professors are provided appropriate office space, access to IT and library resources and a divisional e-mail address. In exchange, the Visiting Professor will be expected to contribute to the research and teaching activities of the academic unit.

Visiting Professors may or may not receive honoraria and expenses. Visiting Professor appointments will be approved by the Dean following consultation with an appointments committee, and normally will be for no more than one year. Appointments for longer than one year require the approval of the Vice-President and Provost.

1. 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 the School of Graduate Studies in accordance with the policies of the School of Graduate Studies. These appointments will be co-terminal with their University appointment.
2. Visiting Professors are not normally eligible to apply for research funding.
3. The term of appointment and the specific duties to be performed by the Visiting Professor will be clearly outlined in a letter of appointment.
4. Applicants must submit their application for an academic appointment or renewal of their academic appointment electronically through the Laserfiche system located on the LSBFON website.

## Privileges of Visiting Professor Faculty

The following privileges are associated with a Visiting Professor appointment at the LSBFON:

1. Opportunities for professional development.
2. University of Toronto Library privileges including access to electronic journals and other resources (for the duration of the appointment)
3. University of Toronto email account
4. Reduced rates on courses offered at the Centre for Advanced Studies in Professional Practice (CASPP)
5. Regular communication and updates of issues and events associated with the LSBFON.