



Guidelines for Status-only, Adjunct and Visiting Professor Appointments

Contents

A	Introduction	2
B	Status-only Appointments	2
	Procedure for Status-only Appointments	3
	Duties and Obligations	4
C	Adjunct Appointments	5
	Application procedure for Field Instructors	5
	Application procedure for Non-Field Instructors	6
	The Review Process	7
	Duties and Obligations	8
D	Visiting Professors	8
	Procedure for Visiting Professors	8

A Introduction

Status-only or Adjunct appointments are held by individuals who are employed outside of the University of Toronto¹. According to University of Toronto guidelines, 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 Factor-Inwentash Faculty of Social Work.

¹ Appointed faculty (i.e., those appointed under the *Policy and Procedures on Academic Appointments, Policy and Procedures on Employment Conditions of Part-time Academic Staff*), librarians (i.e., those appointed under the *Policies for Librarians* and the *Policy on Part-time Librarians*), Clinical faculty (i.e., those appointed under the *Policy on Clinical Faculty*), and University of Toronto staff members are not eligible to hold Status-only or Adjunct appointments at the University of Toronto. Librarians or staff members (including Research Associates) can hold membership in the School of Graduate Studies to enable them to be involved in graduate teaching or supervision, however, they should not be given a Status-only or Adjunct appointment.

Status-Only appointments are normally held by individuals that have full-time employment with another institution with a job description that is primarily **academic** (i.e., components of research and/or teaching) in nature.

Adjunct appointments are normally held by individuals who are employed elsewhere in a position that is **not primarily academic** in nature, who have special skills or learning of value to the Factor-Inwentash Faculty of Social Work and who may provide services for which recognition is desirable (e.g. Field Instructors).

Visiting Professor Appointments can be held by Faculty from other universities and research institutes who hold continuing appointments in their home institutions.

B Status-only Appointments

Individuals being considered for Status-only positions should normally hold full-time employment arrangements with another institution with a job description that is appropriately **academic** (i.e., components of research and/or teaching) in nature. 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. 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 Faculty's teaching or research program.

Status-only appointments are non-salaried and normally receive no remuneration from the University of Toronto. Status-only appointees have certain privileges through their affiliation with the Factor-Inwentash Faculty of Social Work (e.g., where appropriate, they can be recommended for a graduate appointment and are eligible to apply for research funding). The individual's primary appointment must be chiefly academic and appropriate safeguards and infrastructure is in place to protect academic freedom and ensure proper ethical conduct.

Procedure for Status-only Appointments

1. Candidates must apply in writing. Applications should include a curriculum vitae and teaching portfolio as appropriate. Applications for appointment, reappointment or promotion should be submitted prior to October 15 or April 30 of any year. All applications should be sent to; *Dean's Office, Factor-Inwentash Faculty of Social Work, 246 Bloor Street West, Toronto, M5S 1V4* or to socialwork.admin@utoronto.ca.
 - a) *Curriculum Vitae* - It is the responsibility of the candidate to prepare her/his curriculum vitae in accordance with the *University Promotions Policy*. The curriculum vitae should include:
 - Academic history of the candidate giving a list of all teaching and research appointments held along with other relevant experience and achievements, and all research or other contracts and grants obtained in the preceding five years.
 - A list of the candidate's scholarly and/or creative professional work. This should include books, chapters in books, research papers, articles, and reviews, including work published, in press, submitted for publication, completed but not yet published, and in progress. It should also include such scholarly or creative professional work as the presentation of papers at meetings and symposia, workshops and professional education programs, or distinguished contributions in professional areas (e.g., leadership in professional programs, innovative practice).
 - A list of all courses taught during the preceding five years. If the candidate has had major responsibility for design of a course, this should be stated. A list of students whose research work has been supervised should be included, together with their thesis topics and the dates of the period of supervision.
 - A list of administrative positions held within the University, major committees on which the candidate has served within the University and participation in learned societies and professional associations which relate to the candidate's academic discipline and scholarly or professional activities. The list should indicate in each case the period of service and the nature of the candidate's participation.
 - b) *Teaching portfolio*
 - Include teaching evaluations, letters from students, evaluations of workshops, etc.
 - Outline of program of research or creative professional activity
 - Letters of external referees (Status-only Associate and Full)
2. An Appointments Committee that is advisory to the Dean will review applications for Status-only appointments and make its recommendation to the Dean. This Committee comprises the Dean, the Associate Dean Academic, the Associate Dean Research, the Assistant Dean Field Education and one faculty member and/or senior lecturer. The Committee will typically meet two times per year, in late spring and late fall. Following consultation with the Committee, the Dean will offer Status-only appointments.
3. Appointments are usually annual but may be for longer terms. Terms will be stated in the letter of appointment. Appointments may be renewed at the discretion of the Dean after application from the candidate.
4. The academic rank of the appointment will correspond with the individual's academic credentials and the expectations of the appointment (i.e., Assistant, Associate, Full).

Status-only appointments at the rank of Full professor require Provostial approval.

5. The Dean will confirm that the institution employing the Status-only faculty member permits the appointment and that the institution will allow the faculty member to fulfill academic responsibilities and cooperate with the Faculty and University on all matters in the University's jurisdiction.
6. At the time of appointment, Status-only appointees will receive written confirmation of the appointment, conferring a title at appropriate academic rank, adding "Status-only," and stating the duration of the term of the appointment and expectations for contribution to the Factor-Inwentash Faculty of Social Work. The specific duties to be performed by the Status-only faculty member will be clearly outlined in the letter of appointment. Any policies governing the duties to be performed by the Status-only faculty member will be identified and brought to the attention of the appointee in the letter of offer.
7. Status-only appointees may 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 Faculty through the teaching of graduate courses or supervision of graduate students or by serving on graduate committees. Appointment to the School of Graduate Studies must be conterminal with the individual's university appointment.
8. 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.
9. Normally an individual will hold only one Status-only appointment at the University of Toronto.
10. Status-only appointments will be reported to FIFSW Faculty Council on an annual basis.

Duties and Obligations

1. Status-only faculty members are expected to acknowledge their affiliation with the unit in which they hold their primary academic appointment in all publications and scholarly works resulting from the Status-only appointment.
2. Status-only faculty members who teach, supervise graduate students or conduct research are bound by all University of Toronto policies governing academic conduct.
3. Status-only faculty members are eligible to apply for research funding. Status-only appointees holding research funds administered by the University are bound by the University's policies governing research.
4. Status-only faculty members are expected to write "Status-only" wherever they include the academic rank of the Status-only appointment at the Factor-Inwentash Faculty of Social Work.

C Adjunct Appointments

Individuals who are employed elsewhere in a position that is ***not primarily academic*** in nature, who have special skills or learning of value to the Factor-Inwentash Faculty of Social Work 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, should be appointed as Adjunct Professors. This category of appointment is normally reserved for distinguished individuals of exemplary achievement with whom the Faculty expects to have an ongoing connection.

Other individuals who are appointed within the teaching programs and/or who contribute their skills or experience in supervising practicum/field placements should be appointed as Adjunct Lecturers. Please note that the application procedure for Field Instructors differs from non-field instructors (see below for further details). The review process is the same for both.

Application procedure for Field Instructors

In recognition of the critical teaching role that field instructors provide, and to assist Factor-Inwentash Faculty of Social Work plan for practicum opportunities, field instructors who commit to three consecutive years of field instruction placements of MSW students of the Faculty are eligible to apply for Adjunct Lecturer appointments. (Please review the notes on minimum requirements related to placements below.) As these appointees are traditionally employed elsewhere, they do not qualify for Faculty office space, IT resources and e-mail addresses. These appointments are for three years and are reviewed annually by the Assistant Dean Field Education to ensure compliance with the agreement.

To apply, the online application form is accessed through the Practicum Administrative System once a field instructor account has been set up. A resume is required with your completed application. Applications should be submitted prior to October 15 or April 30 of any year.

Minimum Requirements

In response to the variation in settings and needs of field instructors, various models of field instruction have been designed: individual (one field instructor for one student for the entire placement); co-supervision; rotation; team. In order to respect the degree of supervision required by each, the following valuations are used as criteria for Adjunct Lecturer status appointment:

- Individual – full placement weighting
- Co-supervision – no more than two field instructors per student for the entirety of the placement
- Rotation – no more than two field instructors per student for the entirety of the placement
- Team – no more than two field instructors per student for the placement

Field Instructors who attain Adjunct Lecturer appointment are expected to honour this appointment and to be in attendance with their student for the duration of the placement time. The appointment will be withdrawn if planned time off exceeds 2 days per placement.

Application procedure for Non-Field Instructors

1. Candidates must apply in writing. Applications should include a curriculum vitae and teaching portfolio as appropriate. Applications for appointment, reappointment or promotion should be submitted prior to **October 15 or April 30** of any year. All applications should be sent to; *Dean's Office, Factor-Inwentash Faculty of Social Work, 246 Bloor Street West, Toronto, M5S 1V4* or to socialwork.admin@utoronto.ca.

a) Curriculum Vitae

The candidate should prepare her/his curriculum vitae in accordance with the University Promotions Policy. The curriculum vitae should include:

- The candidate's academic history, giving a list of all teaching and research appointments, other relevant experience and achievements, and all research or other contracts and grants obtained during the preceding five years.
- A list of the candidate's scholarly and/or creative professional work (including books, chapters, research papers, articles, and reviews, including work published, in press, submitted for publication, completed but not yet published, and in progress). It should also include such scholarly or creative professional work as the presentation of papers at meetings and symposia, workshops and professional education programs, or distinguished contributions in professional areas (e.g., leadership in professional programs, innovative practice).
- A list of courses taught during the preceding five years. If the candidate has had major responsibility for the design of a course, this should be stated. A list of students whose research work has been supervised should be included, together with their thesis topics and the dates of the supervision.
- A list of administrative positions held within the University, major committees and organizations in which the candidate has served within the University, and participation in learned societies and professional associations which relate to the candidate's academic discipline and scholarly or professional activities. The list should indicate in each case the period of service and the nature of the candidate's participation.

b) Teaching portfolio

- Include teaching evaluations, letters from students, evaluations of workshops, etc.
 - Outline of program of research or creative professional activity
 - Letters of external referees (for Professor)
2. Adjunct faculty whose duties and remuneration are equivalent to those of a part-time appointed faculty member no longer qualify as Adjuncts and would be offered annual appointments of between .25 FTE and .75 FTE under the *Policy and Procedures on Part-time Academic Staff* (see Section VIII). This does not apply to Adjunct Lecturers who are field instructors.
 3. The Faculty will make available to Adjunct appointees appropriate office space, access to IT and library resources and a university email address. Adjunct appointees may be remunerated for services. Adjunct faculty who are paid a stipend to teach credit courses on contracts of less than twelve months will be covered by the CUPE 3902 Unit 3 Collective Agreement. This does not apply to Adjunct Lecturers who are field instructors.

The Review Process

1. An Appointments Committee that is advisory to the Dean will review applications for Adjunct appointments. This Committee comprises the Dean, the Associate Dean Academic, the Associate Dean Research, the Assistant Dean Field Education and one faculty member and/or senior lecturer. The Committee will typically meet two times per year, in late spring and late fall.
2. Following consultation with the Committee, the Dean (or designate) will offer Adjunct appointments.
3. Appointments are usually annual but may be for longer terms. Terms will be stated in the letter of appointment. Appointments may be renewed at the discretion of the Dean.
4. The Dean will receive confirmation and approval from the candidate's current employer that the individual who is being offered the adjunct position is taking on these responsibilities.
5. 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 Faculty.
6. Appointees will receive written confirmation through a letter of appointment of their Adjunct appointment, conferring the title of "Adjunct Professor" or "Adjunct Lecturer," stating the duration of the term of the appointment and expectations for contribution to the Factor-Inwentash Faculty of Social Work. The specific duties to be performed by the Adjunct Professor will be clearly outlined in the letter of appointment. Any policies governing the duties to be performed by the Adjunct faculty member will be identified and brought to the attention of the appointee in the letter of offer.
7. Adjunct appointments **do not** usually involve full membership in the School of Graduate Studies but may give the recipient the opportunity to teach courses in the Faculty or to co-supervise graduate students. Where appropriate, Adjunct faculty may be appointed to the Faculty 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 must be co-terminal with the individual's University appointment. Further, Adjunct faculty may provide graduate supervision at a remote location (but not as primary supervisor).
8. Normally an individual will hold only one Adjunct appointment at the University of Toronto.
9. Adjunct appointments will be reported to FIFSW Faculty Council on an annual basis.

Duties and Obligations

1. Adjunct faculty members are expected to acknowledge their affiliation with their sponsoring unit in all publications and scholarly works resulting from the Adjunct appointment.
2. Adjunct faculty members who teach or engage in research are bound by all University of Toronto policies governing academic conduct.
3. Adjunct appointees may **not be** the principal investigator on research funds administered by the University, but maybe a co-investigator on a grant held by a full time or Status-only faculty member at the University of Toronto.

D Visiting Professors

The Factor-Inwentash Faculty of Social Work at the University of Toronto values and welcomes Visiting Professors as an important source of ideas and opportunities for student learning and faculty collaboration in research and teaching. According to University of Toronto policy, faculty from other universities and research institutes who hold continuing appointments in their home institutions may be appointed to a department or Faculty as a Visiting Professor.

The Factor-Inwentash Faculty of Social work will make available to Visiting Professors appropriate office space, access to IT and library resources and a university e-mail address. In exchange, the Visiting Professor will be expected to contribute to the research and teaching activities of the Faculty. Visiting Professors may or may not receive honoraria and expenses. Visiting Professors who are to be offered annual appointments of between .25 FTE and .75 FTE must be appointed as part-time faculty members, under the *Policy and Procedures on Part-time Academic Staff* (see *Section VIII*). Visiting Professors who are to be offered full-time salaried appointments will be appointed under the *Policy and Procedures governing Contractually Limited Term Appointments* (see *Section VIII*).

Procedure for Visiting Professors

1. Requests to visit the Factor-Inwentash Faculty of Social Work should be directed to the Dean's office **before October 15** of any given year. All requests should contain:
 - a. The timing of the visiting scholarship requested
 - b. Assurance that the applicant has a continuing appointment at another university (to be followed up at a later date with a letter from the home institution)
 - c. Funding sources for their time with the Faculty
 - d. The applicant's CV
 - e. A brief summary of research to be conducted while at the Faculty and proposed contributions to the Faculty in terms of research collaborations, service and teaching

2. All Visiting Professors require a faculty member host. Thus, the Dean's office will circulate information provided by applicants to faculty members and call for expressions of interest in hosting the visitor.
3. In late fall of each year the Committee for Status-only, Adjunct and Visiting Professor Appointments, advisory to the Dean, will meet to review applicants for Visiting Professors and will consider the strengths of the candidates and their potential contribution to the Faculty. The number of Visiting Professors each year will be determined by availability of hosts and space.
4. Following consultation with the Appointments Committee, Visiting Professor appointments will be approved by the Dean, 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.
5. The term of appointment and the specific duties to be performed by the Visiting Professor will be clearly outlined in a letter of appointment. Any policies governing the duties to be performed by the Visiting Professor will be identified and brought to the attention of the appointee in the letter of offer.
6. 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 Faculty in accordance with the policies of the School of Graduate Studies. These appointments are co-terminal with their University appointment.
7. Visiting Professors are not normally eligible to apply for research funding.
8. Visiting Professors will be listed on the Factor-Inwentash Faculty of Social Work website with a brief biography provided by the individual.