



Institute of Biomedical Engineering
UNIVERSITY OF TORONTO

BME

POLICIES AND PROCEDURES
For Status-Only, Adjunct, and Cross-Appointment

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Purpose

The purpose of this document is to provide clarity on the policies and procedures for status-only, adjunct, and non-budgetary cross-appointments at the Institute of Biomedical Engineering. Additionally, this document provides guidelines for the rights and responsibilities of faculty appointees.

Questions regarding this document and the contents within should be addressed to the Institute's Director at director.ibbme@utoronto.ca.

Background

The Institute of Biomedical Engineering (BME) at the University of Toronto is a multidisciplinary research hub located in the heart of Canada's largest healthcare research network. BME is home to a community of over three hundred faculty members and students who conduct research in the field of biomedical engineering. BME draws strength from the diverse expertise of its outstanding faculty, which comprises core members, professional engineers, subject matter experts from other university departments, and clinical scientists at affiliate hospitals.

Regardless of locale or appointment type, all faculty appointees are expected to conduct scholarship activities within the university's ethical and professional standards. BME offers status-only or non-budgetary cross-appointments to individuals qualified to make significant contributions to the educational and research activities of the institute by leading innovative research programs and delivering high-quality education experiences for students. Specifically, these activities include (but are not limited to) teaching, supervision, committee/advisory service, and mentorship. In return, the Institute makes a commitment to further the academic activities and progress of all faculty appointees.

As a multidisciplinary institute, BME aims to foster cross-functional collaboration and research; however, collaboration itself does not provide a sufficient rationale for faculty appointment, nor does it warrant appointment consideration. Whereas one may apply for appointment to facilitate collaboration with colleagues and peers within BME, all applicants must demonstrate supervisory competence by providing evidence of a quality training environment for students (e.g. possessing appropriate laboratory space, research equipment, and adequate funding, being available to provide mentorship/training, etc.) Furthermore, the type of training provided must be meaningful within the scope of the biomedical engineering discipline (i.e. training should advance the biomedical engineering skills of the trainee). If BME should be the primary academic appointment for new personnel hired at an affiliate hospital, then a member of BME's Cross-Appointment Committee should be included in the hiring committee to assess fitness and competency for appointment at BME.

There is no right to appointment or appointment renewal. Appointment decisions are determined by the Cross-Appointment Committee, which comprises core faculty members at BME, and appointments are granted at the discretion of the Dean of the Faculty of Applied Science and Engineering. Appointments are reviewed by the Cross-Appointments Committee approximately twice per year (April & December).

Definitions

Academic Appointment Academic Appointments are those where an individual is engaged in research, teaching (including provision of clinical care that may involve supervision of students, residents or other trainees), and/or creative professional activity at the University. Not included in this definition are faculty administrative appointments (e.g. Department Chair), hospital appointments, university staff appointments, student appointments, medical residencies, or librarian appointments.

Hospital/Research Institute Appointment A Hospital/Research Institute appointment is used to indicate a position at an affiliated hospital and can be clinical or non-clinical in nature.

Primary Academic Appointment Each faculty member at the University is appointed to an academic department/institute. An appointee may belong to only one department or belong to multiple. If the appointee only holds an appointment in one department/institute at the University, then this is their primary appointment. If the appointee holds an appointment in multiple department/institutes then the primary appointment refers to the "home" department/institute. If no prior appointment is held, then the individual may be considered applying for a primary academic appointment. Primary academic appointments are typically either budgetary appointments, status-only appointments or adjunct appointments.

Concurrent Academic Appointment Concurrent appointments refer to appointments in departments/institutes other than the primary department. If an individual already holds an academic appointment in a department/institute at the University, then any additional appointments would be considered a concurrent appointment.

Budgetary Appointment Budgetary appointees are employed by the University and receive a salary from their respective primary department at the University.

Cross-appointment (non-budgetary) Cross-appointees are those who hold a primary academic appointment elsewhere at the University. Cross-appointees may or may not be employed by the University as faculty members but those who are not employed by the university are distinguished by having a **non-budgetary cross appointment with a status-only rank**. Non-budgetary cross-appointees receive no salary or remuneration from BME. Cross-appointees engage in the teaching, supervision, and advising of both undergraduate and graduate students, as well as in committee service to programs, and in other duties specified in the offer letter.

Appointments are made for a fixed term, typically one to three years (up to five). Whereas it is customary that the initial term be no less than three years, the duration of subsequent appointments is decided by the Cross-Appointments Committee at the time of appointment renewal. **Cross-appointee ranks at BME are the same as in their primary department/unit at the University.** Appointments are renewed at the discretion of the Dean (Faculty of Applied Science & Engineering). Cross-appointments must have the consent of all divisions involved and do not confer primary or secondary appointment status, or any review or tenure committee rights and responsibilities at BME.

Clinicians who hold an academic appointment within a clinical department in the Faculty of Medicine are not classified as non-budgetary cross-appointments (see Status-Only appointment).

Status-only appointment Status-only appointees are not employed by the University but (a) hold a full-time employment with an affiliate hospital, research institution, or agency that has a collaborative agreement with the University of Toronto and/or (b) hold a clinical academic appointment within a clinical department in the Faculty of Medicine. Status-only appointees receive no

salary or remuneration from the University of Toronto or from BME. Status-only appointees are typically involved in academic activities such as research/teaching, and all members must qualify as an independent researcher for appointment consideration.

Status-only appointees receive Assistant/Associate/Full Professor ranks, which are analogous to academic ranks at the University. However, standards for appointee rank at entry are set by the Cross-Appointments Committee. **The promotion of status-only appointees is possible** but not expected. Status-only appointees may be promoted on the recommendation of a properly constituted promotions committee, according to divisional guidelines and the Policy and Procedures Governing Promotions, and subsequent review and approval by the Vice-President and Provost (see the section on “Promotion to Professor” | www.aapm.utoronto.ca/promotions). Academic promotion is solely awarded on the basis of excellence in research, creative professional activity, and/or teaching (see the section on “Promotion Criteria” | www.deptmedicine.utoronto.ca/promotion-criteria).

Adjunct appointments

Adjunct appointees are employed elsewhere and include positions that may not be academic in nature. Adjunct appointees possess special skills or learning of value to the Institute. There are two types of Adjunct faculty appointments: Lecturer and Professor. Adjunct appointments are awarded for a limited and specified term. Adjunct faculty appointments are not ranked but may receive remuneration for services (see section on “Adjunct Appointments” | www.aapm.utoronto.ca/status-only-adjunct-visiting-professors/#adjunct).

Adjunct Professor: Distinguished individuals of exemplary achievement with whom the Institute expects to have an ongoing connection.

Adjunct Lecturer: Individuals involved with teaching programs or who contribute their skills or experience in supervising clinical placements.

Independent researcher

The Canadian Institutes of Health Research (CIHR) defines an independent researcher as an individual who: (1) is autonomous regarding his or her research activities and can demonstrate that he or she will have sufficient time to devote to the proposed research, (2) has an academic or research appointment, which allows the individual to pursue the proposed research project, to engage in independent research activities, to supervise trainees, and publish the results, and (3) is obligated to conform to institutional regulations concerning the conduct of research, the supervision of trainees, and the employment conditions of staff.

Affiliate hospital

Nine hospitals in the Greater Toronto Area are fully affiliated with the University of Toronto (see the section on “Fully-Affiliated Hospitals/Research Institutes” | www.medicine.utoronto.ca/about-faculty-medicine/fully-affiliated-hospitalsresearch-institutes).

Faculty appointee responsibilities

- Supervise undergraduate student thesis and research projects.
- Be the primary supervisor for graduate student thesis and research projects, and contribute to graduate student stipend support.
- Each cross-appointee from an affiliate hospital shall be the SGS-appointed chair of a PhD defense once every two years.
- Academic collaboration with BME faculty and students in at least one of the Institute’s main research areas.
- Promote the Institute and the field of Biomedical Engineering at the local, national, and international levels.

- Contribute to the goals and curricula of educational programs at the Institute by participating as a guest lecturer in graduate courses and/or making graduate courses in your home departments available to BME students.
- Contribute to BME curricula by teaching at least 25% of a graduate/undergraduate-level course, supervising MEng students, or participation as a speaker in the Graduate Student Seminars.
- Serve as a member of BME graduate supervisory and defense committees.
- Where relevant, attend faculty, staff, graduate committee, and/or strategy meetings in your research area on behalf of BME.
- Contribute to the profession of Biomedical Engineering through ‘community service’.
- Participate in BME seminars, summer student programs, and social events.
- Acknowledge BME in all communications including posters, seminars, and publications that involved BME-affiliated trainees and resources.
- Be included as cross-appointed faculty in the BME directory and email listserv, and provide updates of personal and research profile information upon request.
- Provide a summary report detailing current and planned research activities at the time of initial appointment and at each subsequent appointment renewal date. Failure to do so could result in termination of your appointment and/or reductions or loss of departmental privileges such as graduate faculty membership and/or funding support (see below).

Faculty appointee privileges

- Access University of Toronto library resources.
- Access academic development programs at BME.
- Invitation to BME events, faculty meetings, faculty retreats, etc.
- Access to internal communication and institutional services (newsletters, workshops, etc.)
- Apply for grants (if eligible as status-only faculty) that require the applicant to hold a University appointment.
- Close collaboration opportunities with other BME faculty members.
- Gain Graduate Faculty Membership (GFM) from the School of Graduate Studies. The type of membership granted is to be decided by the BME Cross-Appointment Committee.

SGS/GFM Privileges	Full members	Associate members*
Be the sole supervisor of doctoral trainee(s)	Yes	No
Be the co-supervisor of doctoral trainee(s)	Yes	Yes
Be the sole supervisor of masters trainee(s)	Yes	Yes
Serve as the chair of a doctoral oral examination committee	Yes	No
Serve as a member of a doctoral oral examination committee	Yes	Yes
Serve as a member of a thesis committee	Yes	Yes
Setting and marking of comprehensive (general) examinations	Yes	Yes
Teach, set, and mark examinations for a graduate course	Yes	Yes

*Members without restrictions.

Procedures

New applicants:

Applicants who seek status-only or non-budgetary cross-appointment to BME may apply at any time throughout the year; however, applications are reviewed approximately twice per year (April & December). Whereas all members who meet the minimum requirements below may apply for appointment consideration, only successful applicants would be contacted for follow-up, and provided with information on next-steps of the application procedure. Please be aware that detailed application feedback cannot be provided as deliberations of the Cross-Appointments Committee are confidential. To apply, follow the new/renewing applicant instructions below for documentation assembly as only application packages are reviewed.

Renewal applicants:

Status-only and cross-appointments are both non-salaried and non-continuing academic appointments, which are granted under specific terms and conditions at the Dean's discretion (Faculty of Applied Science & Engineering). The onus of appointment renewal is on the appointee to ensure that your renewal application is received by the Institute's Director no later than March 31 of terminal year, as your appointment would automatically terminate at the specified end-date, unless before that time the Dean advises in writing that your appointment will be renewed. Note that an appointment may also be revoked if the appointee has not supervised an BME-enrolled MSc, PhD, MEng, or MHSc student in the past two years or was delinquent in financial support of a student stipend in the past two years.

Faculty appointment requirements

- Tenured (or tenure-track) position within an academic unit at the University of Toronto or Scientist, Senior Scientist, or Clinician-Scientist position within a clinical unit at an affiliate hospital.
- Independent or shared lab space that is up and running for appropriate graduate training.
- Funding support from at least one Tri-Agency (NSERC/CIHR/SSHRC) for a researcher that has been at the University for at least five years or start-up/operational funding from a hospital division/home department for a new researcher with a Scientist position.
- Demonstrated experience supervising students in the engineering discipline.
- Meet the requirements of an independent investigator as defined by CIHR.

New applicant instructions

The following instructions are intended for new applicants to BME.

1. Introduce yourself to BME faculty and students by arranging to give a one-hour talk at the Graduate Speaker Seminars. You may wish to invite core faculty members to your talk to present your work and discuss opportunities for collaboration or involvement. Contact the Graduate Program Administrator (grad.ibbme@utoronto.ca) for seminar scheduling.
2. Prepare your application package consisting of the following documents, which should be assembled in order:
 - a. Completed appointment application form (indicating "New appointment" option).
 - b. Letter of intent; a one-page written proposal describing your research, emphasizing the reason(s) why appointment to BME is strategic and mutually beneficial. In other words, what specific role/research need would you be fulfilling at BME?

- c. Signed letter of support from the head of your primary appointment (or institution) dated within the past six months.
 - d. If you have additional cross- (or adjunct) appointments at the time of your application, a signed letter of support from the head of each affiliate institution dated within the past six months.
 - e. Curriculum vitae, which should include a complete and up-to-date list (in chronological order) of your academic activities emphasizing research and supervisory experience, publications, and past and present grant funding sources (indicating PI/Co-PI status, agency/industry names, grant numbers, and funding levels). CIHR common CV format preferred.
3. It is the responsibility of the applicant to ensure that all documents are complete and accounted for. Upload your completed and correctly ordered application as a **single pdf** file to <https://utoronto.sharepoint.com/sites/fase-ibbme-staff/appts>. In order to access the site, you must be logged on with your UTORid. If you do not have a UTORid, you may also submit your application at <https://redcap.utoronto.ca/surveys/?s=JHK9RFDWRW>.

Shortlisted applicants will be notified and provided with next-steps, including:

- 4. Interview with the Institute's Director.
- 5. Signing and returning the appointment offer letter.

Renewal applicant instructions

The following instructions are intended for applicants who currently hold an appointment at BME. Renewal applicants must provide evidence of involvement (through research/ educational/ scholarship activities) with BME since their initial appointment. Additionally, appointees must have directly supervised at least two BME students (in undergraduate, graduate, or professional-level programs) to be eligible for appointment renewal. The following documents are required for re-appointment consideration.

- 1. Prepare your renewal package, consisting of the following documents, which should be assembled in order:
 - a. Completed appointment application form (indicating "Renewal" option).
 - b. Summary of past contributions (2-page limit).
 - c. Signed letter of support from the head of your primary appointment (or institution) dated within the past six months.
 - d. Curriculum vitae (highlighting involvement with BME). CIHR common CV format preferred.
 - e. List of BME students supervised (including their present career status/position).
- 2. It is the responsibility of the applicant to ensure that all documents are complete and accounted for. Upload your completed and correctly ordered application as a **single pdf** file to <https://utoronto.sharepoint.com/sites/fase-ibbme-staff/appts>. In order to access the site, you must be logged on with your UTORid. If you do not have a UTORid, you may also submit your application at <https://redcap.utoronto.ca/surveys/?s=JHK9RFDWRW>.

Application deadlines

Applicants who seek status-only or non-budgetary cross-appointment to BME may apply at any time throughout the year; however, applications are reviewed approximately twice per year (April & December). Applications must be received by the following deadlines to be considered within the respective timeframe.

- Applications aiming for consideration in December must be received by October 31.
- Applications aiming for consideration in April must be received by March 31.

Related policies

Important policies that govern any teaching or research activities at the University:

www.governingcouncil.utoronto.ca/Governing_Council/policies.htm

Code of Behaviour on Academic Matters:

www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf

Policy on Conflict of Interest – Academic Staff:

www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun221994.pdf

University policy on Status-Only, Adjunct, and Visiting Professors:

www.aapm.utoronto.ca/status-only-adjunct-visiting-professors

Faculty of Medicine policy on academic promotion criteria:

www.deptmedicine.utoronto.ca/promotion-criteria