



Institute of Biomedical Engineering  
**UNIVERSITY OF TORONTO**

# BME

## POLICIES AND PROCEDURES

For Status-Only, Adjunct, and Non-Budgetary Cross-Appointments

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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. This is a companion document to “Expectations for Status and Cross-Appointed BME Faculty Members Institute of Biomedical Engineering” which outlines more specifically the expectations for research, teaching and service for appointed faculty.

Questions regarding this document and the contents within should be addressed to the Institute’s Director at [director.bme@utoronto.ca](mailto:director.bme@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 BME 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 in April & December.

## Definitions

<b>Academic Appointment</b>	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 of Toronto. 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.
<b>Hospital/Research Institute Appointment</b>	A Hospital/Research Institute appointment is used to indicate a position at an affiliated hospital and can be clinical or non-clinical in nature. Please see below regarding “affiliate hospital”.
<b>Primary Academic Appointment</b>	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 (typically this will be your first University appointment unless otherwise changed). If no prior appointment is held, then the individual may be considered applying for a primary academic appointment. Primary academic appointments in BME will typically either be budgetary appointments, status-only appointments or adjunct appointments.
<b>Concurrent Academic Appointment</b>	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 within the University would be considered a concurrent appointment.
<b>Budgetary Appointment</b>	Budgetary appointees are employed by the University and receive a salary from their respective primary department at the University.
<b>Cross-appointment (non-budgetary)</b>	<p>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 <b>non-budgetary cross appointment with a status-only rank</b>. 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.</p> <p>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 two years, the duration of subsequent appointments is decided by the Cross-Appointments Committee at the time of appointment renewal. <b>Cross-appointee ranks at BME are the same as in their primary department/unit at the University</b>. Appointments are renewed at the discretion of the Dean (Faculty of Applied Science &amp; 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.</p> <p>Clinicians who hold an academic appointment within a clinical department in the Temerty Faculty of Medicine are not classified as non-budgetary cross-appointments (see Status-Only appointment).</p>
<b>Status-only appointment</b>	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 Temerty 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](http://www.aapm.utoronto.ca/promotions)). Academic promotion is solely awarded on the basis of excellence in research, creative professional activity, teaching and/or administrative service (see <https://temertymedicine.utoronto.ca/senior-promotions> for more details).

### **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](http://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.

### **Core Faculty Member**

Faculty members within the Institute of Biomedical Engineering are divided into 2 main categories: Core Appointed Faculty members and Affiliates. Core members are those who significantly contribute to the Institute through research, teaching and/or administrative service. Those who hold budgetary appointments within BME are automatically considered core members due to their significant engagement with BME, however those who hold status only or non-budgetary cross appointments may become core members depending on their contributions to BME. Please note that in order to become a core member you must have been appointed to the Institute for at least 3 years. If you are interested in becoming a core member, please review the “Expectations for Status and Cross-Appointed BME Faculty Members Institute of Biomedical Engineering” document or contact [director.bme@utoronto.ca](mailto:director.bme@utoronto.ca) for more details. Transitioning to a Core Faculty member will be considered when applying for appointment renewal.

### **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. Note that this would not include individual in roles such as ‘Staff Scientist’, ‘Assistant Scientist’ or ‘Project Scientist’ as they report to another Scientist.

### **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” | <https://temertymedicine.utoronto.ca/fully-affiliated-hospitalsresearch-institutes> ).

*Please refer to the “Expectations for Status and Cross-Appointed BME Faculty Members Institute of Biomedical Engineering” document for more details.*

All appointees are expected to in some capacity to:

- 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.
- Be the SGS-appointed chair of a PhD defense
- Participate in academic collaborations 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
- Hold at least 1 grant with research overhead at BME
- Contribute to the goals and curricula of educational programs at the Institute by participating as a guest lecturer in graduate courses, making graduate courses in your home departments available to BME students, and/or developing and offering a new BME graduate course.
- Contribute to BME curricula and teaching according to the expectations laid out for your appointment type
- 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 affiliate faculty in the BME directory and email listserv, and provide updates of personal and research profile information upon request and/or when a change occurs.
- 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). Core appointed Faculty are required to provide annual reports.

#### 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.)
- Ability to apply for grants (if eligible) that require the applicant to hold a University appointment.
- Participate in 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 set by your appointment type and/or 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 in April & December. Whereas all members who meet the minimum requirements below may apply for appointment consideration, only successful applicants will 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 complete 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 the 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 a BME-enrolled MAsc, PhD, MEng, or MHSc student in the past two years, was delinquent in financial support of a student stipend in the past two years, no longer holds an applicable appointment at the University of Toronto or affiliate hospital and/or has failed to meet any other expectations.

## Faculty appointment requirements

- Tenured (or tenure-track) position within an academic unit at the University of Toronto or Scientist/Investigator, Senior Scientist/Senior Investigator, or Clinician-Scientist position within a clinical unit at an affiliate hospital.
- Local 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 (see above under 'definitions').

## New applicant instructions

The following instructions are intended for new applicants to BME.

1. 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. A HR document that confirms your employment status and duration.
  - f. 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.
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://redcap.utoronto.ca/surveys/?s=JHK9RFD FRW>.

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

3. Request for follow-up documents
4. Interview with the Institute's Director if applicable.
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. HR document that confirms your employment status.
  - e. Curriculum vitae (highlighting involvement with BME). CIHR common CV format preferred.
  - f. 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://redcap.utoronto.ca/surveys/?s=JHK9RFD FRW>.

### 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.

Please note that actual deadlines may vary slightly.

## Related policies

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

[www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://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](http://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](http://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](http://www.aapm.utoronto.ca/status-only-adjunct-visiting-professors)

Temerty Faculty of Medicine policy on academic promotion criteria:

<https://temertymedicine.utoronto.ca/senior-promotions>