



Institute of Biomedical Engineering UNIVERSITY OF TORONTO

Expectations for Status and Cross-Appointed BME Faculty Members Institute of Biomedical Engineering

Introduction

The Institute of Biomedical Engineering (BME) is comprised of a variety of members from diverse academic and industrial backgrounds who hold budgetary, joint budgetary, non-budgetary (i.e. cross-appointed), status-only, adjunct or graduate faculty membership (GFM) appointments within the Institute. With each type of appointment comes a set of expectations as well as privileges. The purpose of this document is to outline the expectations and privileges of the different categories of appointed members who do not have an employment relationship with the Institute (i.e. GFM, cross-appointed and status only faculty members). Questions regarding this document and the contents within it should be addressed to the Institute Director at director.bme@utoronto.ca.

General Definitions

The most common type of appointment given at the Institute is a GFM, otherwise known as a School of Graduate Studies appointment. A GFM is a separate layer of responsibility that gives the appointee the authority to supervise graduate students (e.g., Masters and Doctoral students) within BME. Members may hold a GFM with or without holding a Faculty BME appointment (i.e. a non-budgetary cross-appointment, status-only appointment or Adjunct appointment). For most of our members whose primary reason for a BME affiliation is to supervise BME graduate students, a GFM is the only appointment type needed. A GFM can either be Associate or Full. While both can be the sole supervisor of Master students, **Associate GFM holders** can only co-supervise PhD students while **Full GFM holders** can be the sole supervisor of a PhD student.

Where a member contributes substantially within the Institute it may make sense to have the person (also) hold a BME Faculty appointment via a non-budgetary cross-appointment, status-only appointment or adjunct appointment. Unlike budgetary faculty members who are employed at the University of Toronto (U of T) by the Institute, **non-budgetary faculty cross-appointed members** are those who hold their primary employment elsewhere at the University, while **status only faculty members** are those whose primary employment is at an affiliated hospital (normally within the Toronto Academic Health Science Network, TAHSN). In circumstances where a status-only appointed member does not already hold an academic appointment in another department at U of T or where BME is their first academic appointment, the appointee is considered as holding a **“primary” status only appointment** within BME. On rare occasions, where an individual is employed at an Institution that is not academic in nature (i.e. through industry) but has unique qualifications and expertise that is beneficial to the Institute, BME may offer an **Adjunct appointment**.

Within all faculty appointment categories (not including those only holding a GFM), BME also has an additional designate for **“core members.”** Core members are generally defined as those who make significant contributions to the Institute, usually through a combination of teaching, research supervision and/or service, and thus have different expectations to meet the designation and gain the privileges of being a core member. Cross-appointed and status-only appointees can gain core status by meeting the established expectations for core members.

ENGINEERING | MEDICINE | DENTISTRY

Rosebrugh Building, 164 College Street, Room 407, Toronto, ON M5S 3G9

Tel: +1 416 978-7459 • bme.utoronto.ca

Guiding Principles

BME faculty are appointed on the understanding that they will contribute in meaningful ways to the education objectives of the Institute. Overall, appointed faculty members can contribute in the Institute to the areas of research (BME grants), teaching (student supervision and/or course delivery) and/or administrative service. This is in addition to leading successful BME-related research programs that advance the field and have scientific, health, societal, pedagogical and/or economic impacts.

Compliance

All **appointed Faculty** must be periodically reviewed to maintain their status as an appointed member in the Institute. After the initial term, appointees are required to submit a renewal application prior to their appointment expiry date. Usually, this is every 3 years, but appointments may be granted for up to 5-year terms. The renewal process prompts the applicant to reflect on their contribution to BME's academic objectives as well updates regarding their graduate supervision, among other details, to provide the basis for reappointment consideration. Renewal applications are typically due by the end of March of the terminal year, but appointees may submit their documents earlier, by the end of the preceding October of the penultimate year, to expedite review priority and ensure appointment continuity. Upon reappointment, affiliates will receive a renewal appointment letter with an effective start date of July 1, if applicable.

Those seeking a new BME appointment can also submit applications during this time. The application is similar to the renewal application, with the exception that new applicants are required to provide a summary of intent, support letters from heads of *all* active appointments, and in some cases provide proof of their employment status.

During review of new and renewal applications, the overseeing committee for faculty appointment review (colloquially referred to as the "Cross-Appointment committee") will ensure that those seeking re-appointment are in compliance with the expectations set out for appointees and if a new appointment, that they are eligible and indicate clear intent to meet the expectations of appointees. Ultimately, the decision to grant an appointment within BME is at the recommendation of the cross-appointment committee and/or discretion of Director of Institute. Appointments are further approved at the Dean's Office prior to appointments being offered.

Appointment Eligibility

To be considered for or continue to hold a BME appointment, all appointees are expected to meet the following criteria:

- Conduct scholarship activities within the university's ethical and professional standards
- Perform research in a field that fits one of the main themes of the Institute (<https://bme.utoronto.ca/faculty-research/>)
- Have a (i) tenure track/tenured faculty appointment at U of T, (ii) non-tenure track faculty appointment at U of T that is guaranteed by the respective Department/Institute for the duration of the proposed appointment at BME, or (iii) have a status as a Scientist, Senior Scientist or Clinician-Scientist at a University of Toronto Affiliate hospital (<https://temertymedicine.utoronto.ca/fully-affiliated-hospitalsresearch-institutes>) that is guaranteed by the hospital's Research Institute for the duration of the proposed appointment at BME. To ascertain the eligibility of the candidate, the corresponding department/institution should

provide both a letter of support signed by the Department Chair or the Institute Director, and an HR document that confirms the employment status of the individual applying.

- Provide evidence of a quality training environment for students, specifically:
 - Independent or shared lab research space
 - Protected research time
 - Sufficient funding support for students. New hospital-based researchers are recommended to have start-up/operational funding from their hospital. Established researchers at the University for 5+ years are recommended to have at least one tri-agency grant
 - Past supervisory experience of engineering students through any of the following: participation on supervisory/thesis committees, supervisor for capstone/thesis projects, primary supervisor or co-supervisor roles, internship supervisor, etc.

In addition to these criteria, appointed faculty members are expected to carry out the following activities according to their specific category of appointment (note that those who only hold a GFM through BME are only expected to meet the student supervision expectations):

	GFM Only	Non-primary Status or Cross-appointed Faculty, including Clinician-Scientists	Primary Status-only Faculty	Core Status or Cross Appointee
Research	N/A	Hold at least 1 grant of their choice with research overhead at BME (e.g. NSERC, Mitacs)* + Appointees are expected to hold these grants at BME as long as it does not conflict with their obligations to their employment Institution. In cases where they do not hold a grant through BME, the appointee should make it clear why they do not and emphasize areas where they do significantly contribute to BME.		
Student Supervision	Have supervised*, as a Primary Supervisor or Co-Supervisor, the equivalent of at least 1 Full-time graduate thesis (MAsc or PhD) within the last 2 years. Where a student is co-supervised, the student is counted as 1/2. <i>*Primary Supervisors and Co-Supervisors are those who are typically recognized in an official capacity (i.e. are listed in ROSI and the BME student-supervisor agreement as such), are eligible via SGS (i.e. hold an applicable Graduate Faculty membership) and are financially supporting the student's stipend.</i>			
		Appointees may also supervise Undergraduate summer research students, Undergraduate thesis students and/or MEng students. Where supervision of these cohorts is extensive (i.e. 4 or more students per year), the cross-appointment committee can deem student supervision expectations being met.		
Teaching	N/A	If BME is NOT your primary	If BME is your primary academic	Teach 1 graduate or undergraduate BME

		appointment, there are no teaching obligations, however appointees are encouraged to contribute to teaching by teaching a section of a graduate/ undergraduate-level course (e.g. as a guest lecturer), making courses that they may already teach available to BME students, supervising MEng students, participation in curriculum development, etc.	appointment, co-teach (50% of the course) 1 (0.5 FCE) graduate or undergraduate BME course every year or a course that holds enrolment reservations for BME students. <i>Note:</i> In some cases, you can teach 1 (0.5 FCE) graduate or undergraduate BME course (i.e. 100% of the course) every two years or a course that holds enrolment reservations for BME students.	course (0.5 FCE) every year unless otherwise specified in a separate Memorandum of Understanding (MOU).
Service	N/A	Serve as a member of BME graduate supervisory and/or defense/examination committees and serve on ad hoc internal BME steering committees (i.e. those related to promotions/reviews, advisory committees, etc). Participate regularly in Faculty meetings and BME events including student/speaker seminars and social events.	Expected to serve on 1-2 internal BME committees per year when required, contribute to or lead BME initiatives, chair a Doctoral Final Oral Exam every year, and serve as a member of BME graduate supervisory and defense/examination committees. Participate regularly in Faculty meetings and BME events including student/speaker seminars and social events.	

Appointment Privileges

In return for the appointee's commitment to the Institute and contributions to teaching, service and the advancement of BME research, BME grants appointees certain privileges.

Appointees will gain the following privileges:

- Access to University of Toronto Library resources (when not already affiliated with another University of Toronto Department/Institute)
- Access to academic development programs at BME
- Invitation to BME events, faculty meetings, faculty retreats, etc
- Access to internal communication and institutional services (newsletter, 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
- Listed under affiliates on BME's website
- Gain Graduate Faculty membership (GFM) from the School of Graduate studies. All non-core faculty members will receive an Associate level GFM unless they are *employed* at the University of Toronto via a budgetary appointment in which case, they will receive a GFM consistent with their home department. Non-core status-only appointees who contribute meaningfully to the supervision of graduate students and who have demonstrated excellence in research supervision over a number of years may also be given a Full level GFM at the discretion of the Cross-Appointment Committee and Director where a Core appointment is not applicable. Core Faculty members will gain the privilege of a Full level GFM (Fig 1). For more details on the privileges the different GFMs provide, please refer to: https://facultyandstaff.sgs.utoronto.ca/gfm/#section_4

If you are a core Appointed Faculty member, in addition to a Full GFM, you will also be eligible to apply for grants that require grant matching by the Institute and be given appointments that are 5 years in length.

Where a status-only appointee qualifies under the status only subgroup "Affiliated Scientist", there may be additional benefits: <https://memos.provost.utoronto.ca/establishment-of-affiliated-scientist-subgroup-within-status-only-category-pdac-13/>

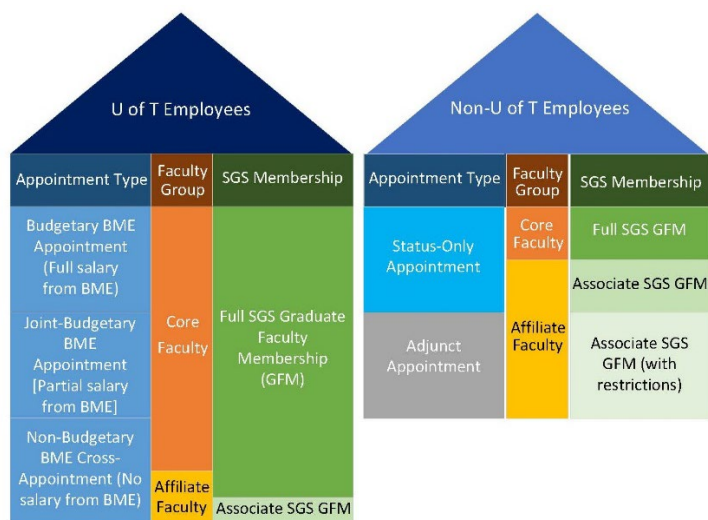


Figure 1. Illustration of the attributes based on appointment types, faculty groups, and graduate faculty membership opportunities offered by the Institute of Biomedical Engineering. Attribute relationships are defined by row. For example, university employed budgetary appointees belong to the core faculty group and are eligible for full graduate faculty membership. A detailed description of faculty appointment characteristics is provided in the following sections.

Adjustments of Expectations

In some cases, the contributions of Affiliates will vary. Some examples of variations may include:

- **Research/Study Leaves:** During a research and study leave (i.e. sabbatical), the faculty member is relieved from their teaching and service duties. Research and completed scholarships should be consistent with what was proposed for their leave. Leaves are typically 6 months or a year and those who take on a leave for 6 months are expected to take on half on their normal teaching and service load.
- **Approved leave of absence** (medical, personal, etc)
- **Awards:** Depending on the award a Faculty member may receive, there may be certain conditions such as relief from teaching and/or service duties. Faculty members who are given these exemptions are considered to still be meeting expectations even if they are not teaching or serving on committees.
- **High Administrative Load:** In cases where the appointee holds a position with a high administrative load, such as a Chair or Director role, they will be relieved of their teaching obligations.
- **As dictated by the Director**

Circumstances affecting research, teaching or service

All appointed faculty members may explain circumstances that have affected their research, teaching or service during the appointment renewal period, and we expect there may be some variations from year to year. The committee will consider these circumstances in the evaluation. Where needed, the Director will review the circumstances independently from the committee to provide insight, guidance and a recommendation. In most cases, appointed faculty members are expected to have no more than 2 years without meeting an expectation e.g. more than 2 years not supervising a graduate student, more than 2 years not teaching, more than 2 years without holding a grant with overhead through BME.