

**EXPECTATIONS OF PART-TIME FACULTY
DEPARTMENT OF CLINICAL EPIDEMIOLOGY AND BIostatISTICS**

University Expectations:

Part-time appointments are granted by the University in order to allow individuals to participate in the academic environment and to enhance the teaching resources of the University. Part-time appointments to the Faculty of Health Sciences carry an expectation of 100 hours per year of contribution to the academic programs in the Faculty.

CE&B Expectations:

Part-time appointments in the Department are meant to enhance the academic environment of the Department and to assist in the academic development of the individual.

Appointment Process:

A. Research staff:

All potential candidates for part-time appointment among staff should meet the following criteria:

- have at least a masters degree,
- hold at least Band K or Grade 9 for current job classification/responsibilities,
- have at least 5 publications, on which the nominee is a named author,
- have at least a years funding for their position in hand, and
- be supported by the faculty member(s) who has(ve) signing authority for the funds that support the nominee
- be nominated for appointment by a full-time or joint member of CE&B

Nominations of qualified research staff should be by individual letter (i.e. one letter for each nominee), addressing the qualifications of the nominee and assessing the potential teaching contributions of the candidate. The nomination letter, a letter from the candidate and a copy of the candidate's most recent CV should be sent to the Chair. Upon receipt of this, meetings will be arranged with the Chair and Associate Chair of CE&B, the Department Education Coordinator and the Assistant Dean HRM in order to determine the most appropriate areas of contribution. At this time the candidate can also request meetings with other faculty members. The nomination, the candidate's letter, an up to date CV, and feedback from any meetings will be presented for consideration to the Department Appointments Committee by the Associate Chair. Initial appointments will be granted for a 3 year period.

Part time faculty appointments for research staff are not co-terminus with employment at the University.

B. Other:

B.1 For those individuals who hold academic appointments at another institution:

Individuals should be nominated for part-time appointment by a CE&B faculty member, ideally a full-time or joint faculty member. Nominations should describe the anticipated contribution to the

Department by the faculty member being considered. The nominated individual should meet with the Chair and Associate Chair of CE&B, the Department Education Coordinator and the Assistant Dean HRM in order to determine the most appropriate areas of contribution. At this time the candidate can also request meetings with other faculty members. The nomination, the candidate's letter, an up to date CV, and feedback from any meetings will be presented for consideration to the Department Appointments Committee by the Associate Chair. Initial appointments will be granted for a 3 year period.

B.2 For those individuals who hold no other academic appointment:

Individuals should be nominated by a CE&B faculty member, ideally a full-time or joint faculty member. The letter should articulate how a part-time appointment in CE&B will enhance the academic career of the individual being considered and the anticipated contribution to the Department. The nominated individual should meet with the Chair and Associate Chair of CE&B, the Department Education Coordinator and the Assistant Dean HRM in order to determine the most appropriate areas of contribution. At this time the candidate can also request meetings with other faculty members. The nomination, the candidate's letter, an up to date CV, and feedback from any meetings will be presented for consideration to the Department Appointments Committee by the Associate Chair. Initial appointments will be granted for a 3 year period.

Appointment Review and Renewal:

All part-time appointments will be reviewed in their final year and according to the appointment review process of the Faculty of Health Sciences and based on the expectations outlined in the original offer of appointment. You will be asked to submit a letter to the Department Appointments Committee indicating your past involvement in CE&B over the last three years, and your anticipated involvement over the next three years along with a copy of your CV. This documentation, along with your educational contributions as recorded by the University will be reviewed by the Department Appointments Committee. If the part-time membership is felt to be beneficial to both the Department and to the individual, it will be renewed for another term, typically 3 years, but this depends on individual circumstances.

Exceptions:

A small number of individuals may be recommended for part time appointment based on unique circumstances as determined by the Department Chair (e.g. former Department Chairs).

Revised December 23, 2010