

# Review of Part-time Faculty for a 'Continuing Appointment'- for AAAs

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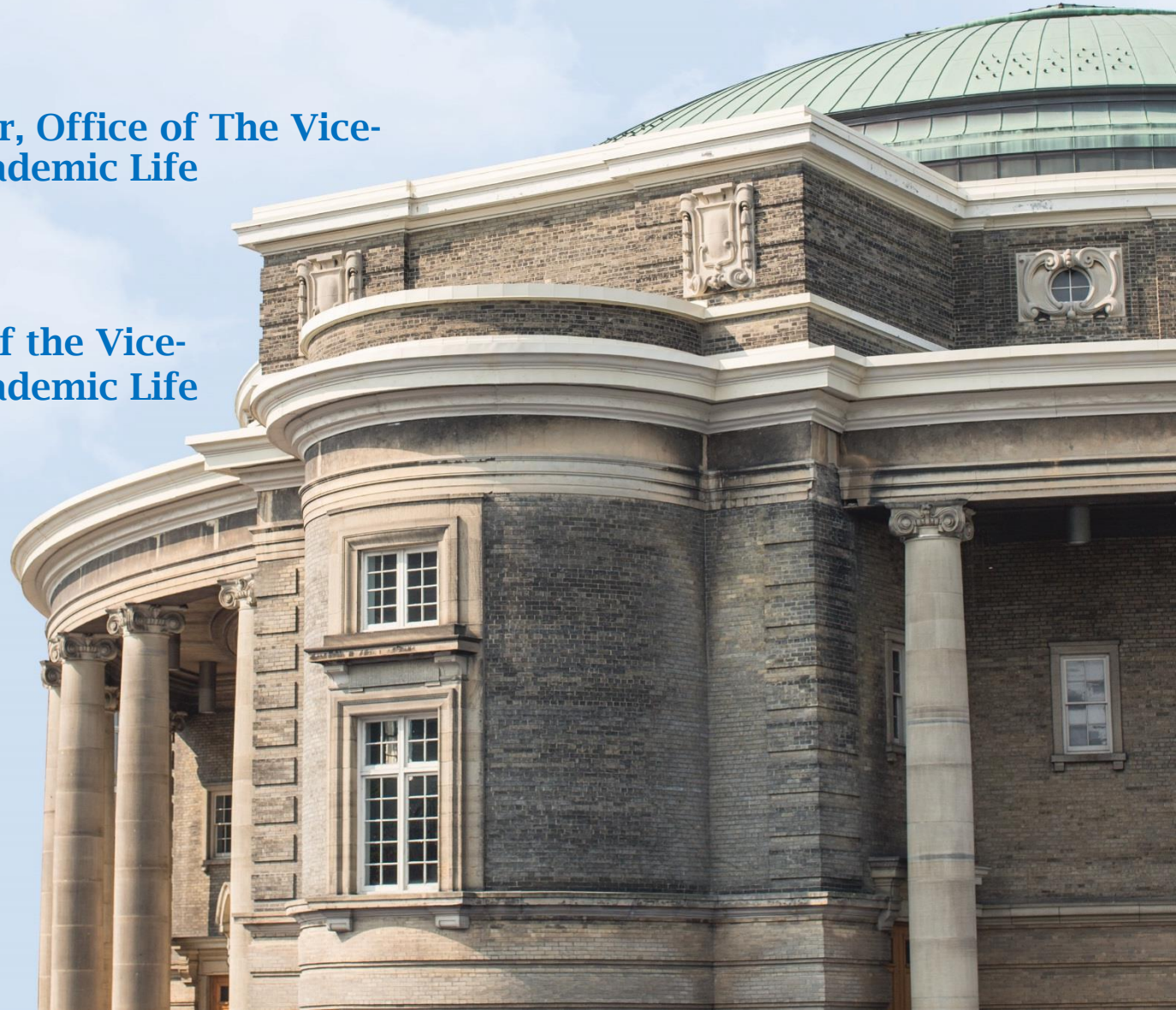
and

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Provost, Faculty & Academic Life

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UNIVERSITY OF  
TORONTO



# Purpose of the Session

- To discuss the process, under the new Part-time policy, by which part-time faculty are reviewed for a ‘continuing appointment’
  - *We are talking solely about faculty who have always been appointed at 75% or less*

## *Who are we not talking about?*

- *We are not talking about review for Continuing Status*
- *We’re not talking about those tenured faculty or teaching stream faculty post CSR who have – on a temporary basis – reduced their FTE to part-time. This is now covered in the PPAA.*

# Relevant Policy

- [\*Policy and Procedures on Employment Conditions of Part-time Faculty\*](#), January 2021 (PtP)
- See [\*Policy and Procedures on Academic Appointments\*](#) (PPAA)
- See AAPM on [Part-time Faculty](#)
- See AAPM on [Review for a Continuing Appointment, Part-Time Faculty](#)
- Your Faculty's [Teaching Evaluation Guidelines](#)
  
- [Resources for part-time faculty](#) on the VPFAL website

# Highlights



# Definition

“A part-time appointment is one that does not exceed 75 per cent of full-time employment and is not less than 20 per cent of full-time employment.” (*PtP*, Preamble)

“Appointments may be made to any academic rank on a part-time basis.” (*PtP*, 2a)

# Key Concepts in the New Policy: #1 - a 'continuing appointment'

The new *Policy and Procedures on Employment Conditions of Part-time Faculty*, January 2021 (*Part-time Policy or PtP*) establishes a new employment status: that of a 'continuing appointment.'

A continuing appointment ***does not have an end date***, but can be terminated in accordance with the notice and severance provisions of the *PtP*.

NOTE: A continuing *appointment* is distinct from continuing *status* which is a status held by continuing stream, teaching stream faculty under the *PPAA*.

# Key Concepts in the New Policy: #2- Provision for Review for a 'continuing appointment'

Part-time faculty are considered for a continuing appointment “[d]uring the sixth (6th) year of a period of successive one year and/or two year appointments” in the same unit (*PtP*, 7a)

- NOTE: under the transition framework on an OTO basis those coming forward for review include those in years 5-7

“The review [is] to be conducted before December 31” (*PtP*, 7b)

The effective date of a continuing appointment is normally July 1 following the review.

- NOTE: this doesn't confer a change in rank.

# Key Concepts in the New Policy: #3 - Notice and Severance Provisions for Part-time Faculty with a 'continuing appointment'

- “When the University decides to terminate a continuing appointment without cause, the part-time faculty member will be provided with two (2) months’ working notice of termination plus, at the end of the period of working notice, severance pay on the basis of one (1) month’s pay per completed year of continuous service\* with the University, to a maximum of twenty-two (22) months\*\* (i.e., a combined maximum of working notice and severance pay of twenty-four (24) months).” (*PtP*, 13, 1.b)

\*“Continuous service is defined as years of service that are counted under this Policy for which the faculty member has not previously received any severance pay under this Policy; or, solely for the purposes of calculating severance pay under the Employment Standards Act, as defined by the Employment Standards Act.”

\*\*“If two (2) months’ working notice of termination is not provided, then severance pay would be up to a maximum of twenty-four (24) months.” (*PtP*, 13, 1.b)

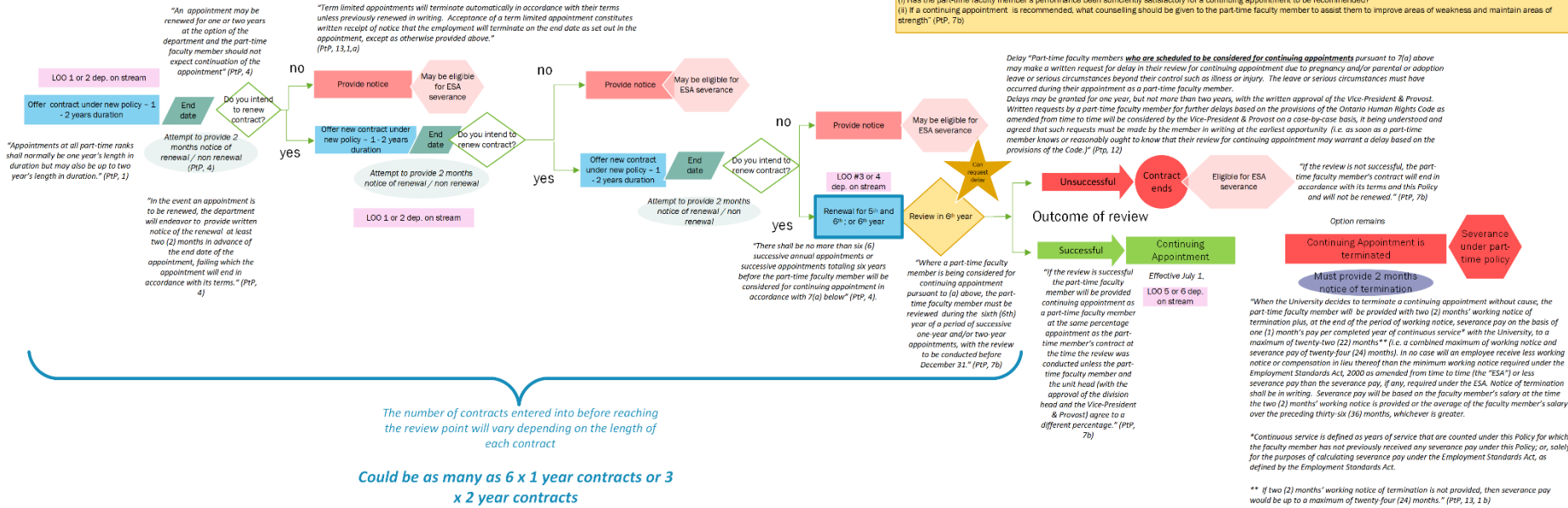


# General Trajectory



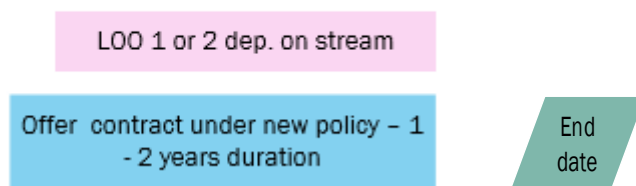
## Part-time Faculty- Progression Under Policy and Procedures on Employment Conditions of Part-time Faculty, 2021

Definition: "A part-time appointment is one that does not exceed 75 per cent of full-time employment and is not less than 20 per cent of full-time employment"

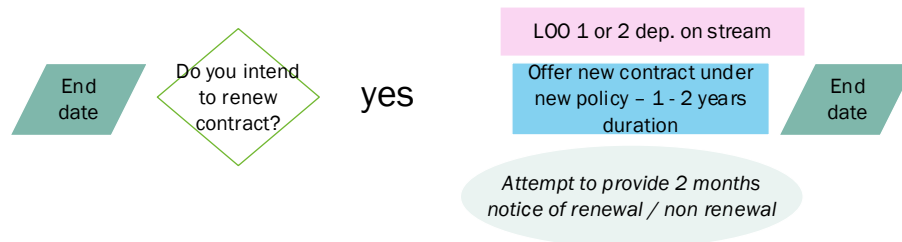


# Initial Appointment: 1-2 years

- “Appointments at all part-time ranks shall normally be one year’s length in duration but may also be up to two year’s length in duration.” (*PtP*, 1)



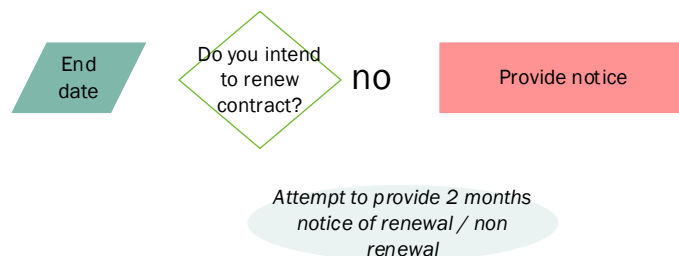
# Renewal Terms of Appointment: 1-2 years



- “An appointment may be renewed for one or two years at the option of the department and the part-time faculty member should not expect continuation of the appointment.” (*PtP*, 4)
- “In the event an appointment is to be renewed, the department will endeavor to provide written notice of the renewal at least two (2) months in advance of the end date of the appointment.” (*PtP*, 4)
- It is important to note in this respect, that a part-time faculty member who receives an initial one-year appointment under the Part-time Policy in an academic unit and is then given a second appointment ***in the same unit***, is receiving ***a renewal appointment***. The first year would count as one year, and the second year as year two towards review for a continuing appointment.

# Non-renewal

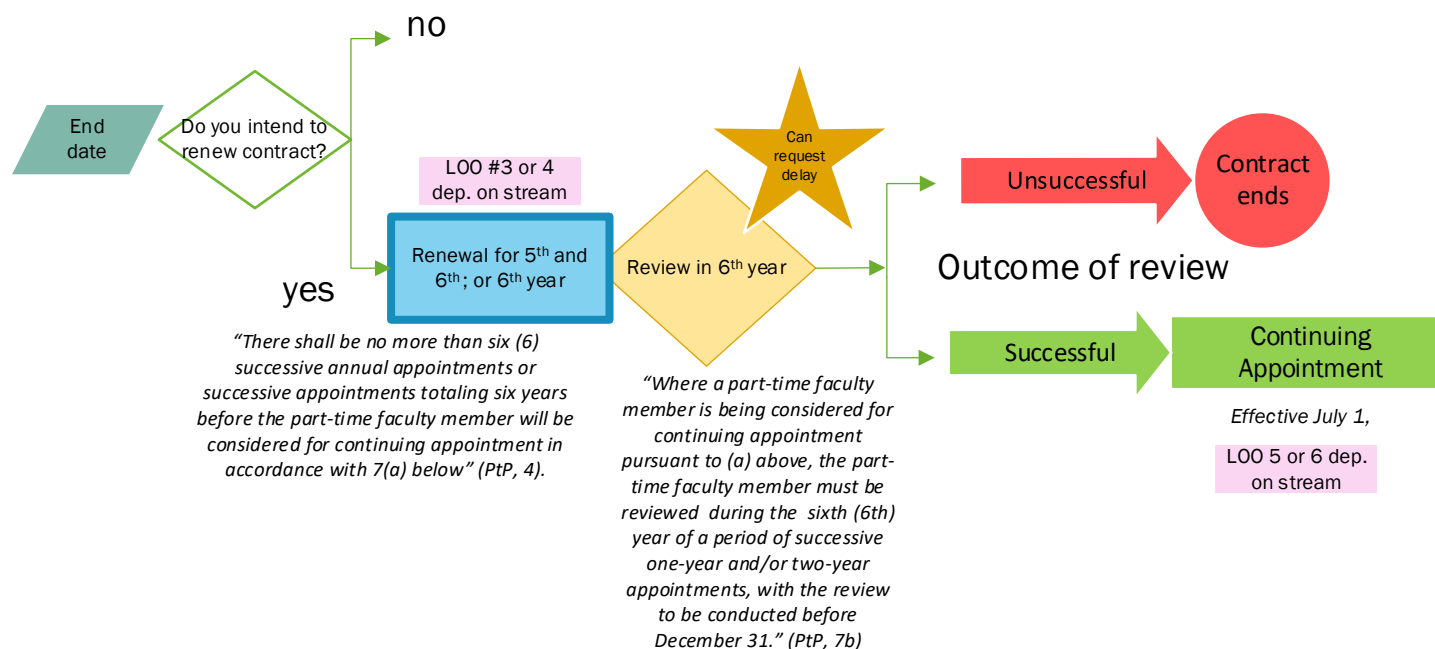
- “Term limited appointments will terminate automatically in accordance with their terms unless previously renewed in writing. Acceptance of a term limited appointment constitutes written receipt of notice that the employment will terminate on the end date as set out in the appointment, except as otherwise provided above.” (PtP, 13,1,a)



# Review for a 'continuing appointment'



# Renewal including a Sixth Year



# Renewal including a 6th year (use LOO # 3 or 4)

## Review Occurs in Year Six

- “During the sixth (6th) year of a period of successive one year and/or two year appointments, a part-time faculty member will be considered for continuing appointment as a part-time faculty member in accordance with (b) below on the terms set out in this policy.” (*PtP*, 7a)
- “There shall be no more than six (6) successive annual appointments or successive appointments totaling six years before the part-time faculty member will be considered for continuing appointment in accordance with 7(a) below.” (*PtP*, 4)
- In this respect, note section 6.4 which clarifies that “six (6) successive annual appointments” are understood to have been within the same academic unit.



# Timing of the Review

- “***During the sixth (6th) year*** of a period of successive one year and/or two year appointments, a part-time faculty member will be considered for continuing appointment as a part-time faculty member in accordance with (b) below on the terms set out in this policy.” (PtP, 7a)
- “The review to be conducted ***before December 31.***” (PtP, 7b)





# Delay

- “Part-time faculty members ***who are scheduled*** to be considered for continuing appointments pursuant to 7(a) above may make a ***written request for delay*** in their review for continuing appointment due to pregnancy and/or parental or adoption leave or serious circumstances beyond their control such as illness or injury. The leave or serious circumstances must have occurred during their appointment as a part-time faculty member.” (PtP,12)
- “Delays may be ***granted for one year, but not more than two years***, with the written approval of the Vice-President & Provost. Written requests by a part-time faculty member for ***further delays based on the provisions of the Ontario Human Rights Code*** as amended from time to time will be considered by the Vice-President & Provost on a case-by-case basis, it being understood and agreed that such ***requests must be made by the member in writing at the earliest opportunity*** (i.e. as soon as a part-time member knows or reasonably ought to know that their review for continuing appointment may warrant a delay based on the provisions of the Code.)” (PtP 12)

# Review Criteria

- “The review committee should consider two questions:
  - (i) Has the part-time faculty member’s performance been sufficiently satisfactory ***for a continuing appointment*** to be recommended?
  - (ii) If a continuing appointment is recommended, what counselling should be given to the part-time faculty member to assist them to improve areas of weakness and maintain areas of strength?” (*PtP*, 7b)

# Review Description

- “The review shall be the same as that of *interim review* for Assistant Professor and *probationary review* for Assistant Professor, Teaching Stream, pursuant to the relevant provisions of the *PPAA*, it being understood that the part-time faculty member is expected to have made achievements in teaching and research/scholarship during the course of their employment. Significant service contributions may also be considered.” (*PtP*, 7b)

# Review Process

- Interim Review: “The procedures of the review committee should be made known to the appointee, but they cannot be rigidly defined for the University as a whole. Rather the procedures should be flexibly designed by each division or department with the aim of eliciting and considering all possible relevant information.” (PPAA, II, 8)
- Probationary Review: “The procedures of the review committee should be made known to the appointee, but they cannot be rigidly defined for the University as a whole. Rather, the procedures should be flexibly designed by each division or department with the aim of eliciting and considering all possible relevant information and ***should include a classroom visit or other teaching observation.***” (PPAA, VII, 30, vii)

# Materials prepared by the candidate

- CV
- Dossier(s)
  - Part-time faculty, non tenure stream: “an account of research or creative professional activity which has been completed or undertaken since the time of initial appointment” (*PPAA, 2021, Part II, 8*) + Teaching Dossier
  - Part-time faculty, teaching stream: “The appointee should be asked to submit their teaching dossier and an account of pedagogical/professional activity which has been completed or undertaken since the time of initial appointment” (*PPAA, 2021, Part VII, 30, vii*)

# Materials Collected by the Chair of the Review Committee

- “Course evaluation should be considered”
- “and also signed opinions of individual students if these are available”
- Teaching observation (required for Teaching stream faculty) – ***consult your Faculty’s Teaching Guidelines***
- “Written comments from other department members, formally or informally acquainted with the appointee’s teaching or scholarship, should be solicited.” (*PPAA, 2021, Part II, 8*)

# Review Committee

- 2-3 faculty at rank of Associate Professor or higher; or, in the case of part-time faculty in the teaching stream, Associate Professor, Teaching Stream or higher
- The committee advises the unit head (the Dean/Chair /Director is not normally on the committee)

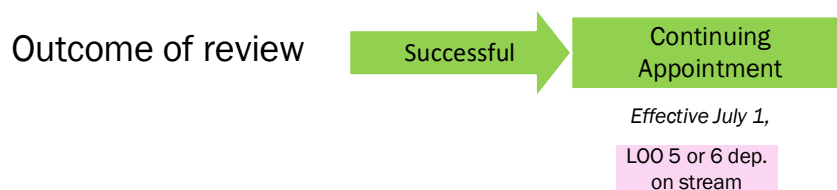


# Outcome of Review for a ‘continuing appointment’

# Successful review – use LOO #5 or 6

- “If the review is successful the part-time faculty member will be provided continuing appointment as a part-time faculty member at the same percentage appointment as the part-time member’s contract at the time the review was conducted unless the part-time faculty member and the unit head (with the approval of the division head and the Vice-President & Provost) agree to a different percentage.” (*PtP*, 7b)
- Effective date for a continuing appointment is normally July 1.

***Note: A successful review for a continuing appointment does not confer a change in rank.***



# Unsuccessful Review

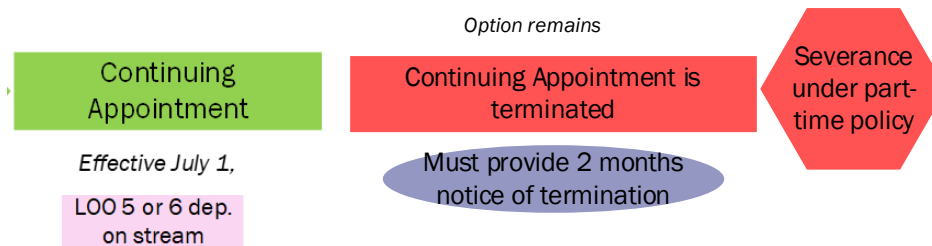
- “If the review is not successful, the part-time faculty member’s contract will end in accordance with its terms and this Policy and will not be renewed.” (*PtP*, 7b) – right of appeal, see *PtP*, 7d



# Notice and Severance Provisions for Part-time Faculty members with a ‘continuing appointment’

- “The continuing appointment of a faculty member appointed under this policy may be terminated by the University for reasons that do not amount to cause for termination.” (*PtP*, 13b)

See provisions, Slide #8



# Notice and Severance Provisions for Part-time Faculty with a ‘continuing appointment’

- “When the University decides to terminate a continuing appointment without cause, the part-time faculty member will be provided with two (2) months’ working notice of termination plus, at the end of the period of working notice, severance pay on the basis of one (1) month’s pay per completed year of continuous service\* with the University, to a maximum of twenty-two (22) months\*\* (i.e., a combined maximum of working notice and severance pay of twenty-four (24) months).” (*PtP*, 13, 1.b)

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Thank you!

Questions? – Contact [academic.hr@utoronto.ca](mailto:academic.hr@utoronto.ca)