Status-Only Professor

Date

Dear [ ],

I am writing with the approval of the Dean of the Faculty of [ ] to offer you an academic appointment in the Department of [ ] at the rank of [ ], Status Only. Status-only appointees receive no salary or remuneration from the University of Toronto or from the Department of [ ]. A status-only appointment does not create an employment relationship with the University and does not interfere with your status as an independent professional or any other employment arrangements you may have.

The Department of [ ] offers status-only appointments only to individuals who are deemed qualified to make a significant contribution to the educational and research activities of the department. In return, the Department makes a commitment to further the academic activities and progress of all faculty appointees, in recognition of the contributions that they make to the mission of the Department in education and research.

The terms of your appointment are as follows:

Your appointment is for a term of [ ] year(s), beginning on [ ] and ending on [ ]. Your performance will be reviewed in each year of your appointment. There is no right to renewal of your appointment, but renewal may be granted at the Dean’s discretion.

Your appointment will automatically terminate on June 30, [final year of the appointment], and this offer shall constitute notice of termination at that time, unless before that time the Dean advises, in writing, that your appointment will be renewed.

Your annual review will be based on your performance in the areas of responsibility outlined as follows:

* Teaching: [insert teaching responsibilities as appropriate]
* Research: [insert research responsibilities as appropriate]
* Service: [insert service responsibilities as appropriate]

You will be required to submit an annual report to the Chair by March 31 of each year, summarizing your contributions to the Department.

You are expected to acknowledge your affiliation with the Department in all publications and scholarly works resulting from your status only appointment.

The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research at [www.governingcouncil.utoronto.ca/Governing\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm). In particular, I would like to draw your attention to the Code of Behaviour on Academic Matters at [www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf](http://www.governingcouncil.utoronto.ca/Assets/Governing%2BCouncil%2BDigital%2BAssets/Policies/PDF/ppjun011995.pdf), and the Policy on Conflict of Interest—Academic Staff at [www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun221994.pdf](http://www.governingcouncil.utoronto.ca/Assets/Governing%2BCouncil%2BDigital%2BAssets/Policies/PDF/ppjun221994.pdf). We expect that you will govern yourself in accordance with all applicable faculty and University policies [for individuals appointed from a hospital or other research institute, add: subject to the specific provisions below].

**[Insert for individuals appointed from a hospital or other research institute—delete if not applicable]**

Where your research is conducted off the University campus it will fall under the aegis of the policies of the site where the research is conducted. With respect to conflict of interest, if you are conducting research at an off-campus site, you will be governed by the conflict of interest policy of that site, as it applies. Otherwise, you will be governed by the University of Toronto policy and faculty guidelines.

The University may from time to time introduce or re-introduce new, previous, or revised measures relating to COVID-19 or any future pandemic. You will be provided with appropriate information and instruction on measures applicable from time to time. For more information on the University's COVID-19 response, please refer to the [University's Response to COVID-19](https://people.utoronto.ca/covid-19/). Consequences of failing to comply with policies, guidelines, and other instructions on safety measures arising from COVID-19 or any other pandemic, include prohibition from attending University premises, not being permitted to work, not being paid, being placed on unpaid leave of absence, or termination of your employment.

Without limiting the generality of the foregoing, please be advised that the University has a [guideline](https://www.provost.utoronto.ca/wp-content/uploads/sites/155/2021/09/U-of-T-Vaccine-Guideline-Sep.3.2021.pdf) requiring mandatory COVID vaccinations. This requirement has been paused effective May 1, 2022, until further notice. On the basis of COVID developments and public health guidance, this requirement may be re-introduced, requiring updated vaccinations, with little to no notice. Should this occur, you will be required to have updated vaccinations to continue working at the University, unless you apply for and are granted a University-approved exemption. Please contact your [Divisional HR Office](https://people.utoronto.ca/contact/) for information about the exemption process. Should you not have updated vaccinations, you may not be permitted to work or be paid and may be placed on a leave of absence in the University's discretion.

Please indicate your acceptance of this appointment under the terms and conditions set out above by returning a signed and dated copy of this letter to me. Please also keep a copy of the signed letter of offer for your files.

I welcome you as a status-only faculty member and look forward to working with you in the year ahead.

Yours sincerely,

Chair

Department of [ ]

encls.

Agreed to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_