The purpose of this document is to define the types and the criteria for Nil Salaried Academic Appointments in the Max Rady College of Medicine, University of Manitoba. The forms and the processes to be used for each appointment type are indicated.

**TYPES OF APPOINTMENTS**

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1. **The Professorial Stream Requirements (Lecturer, Assistant Prof, Associate Prof, Full Professor)**
   a. MD or PhD or equivalent relevant professional degree or experience and demonstrated commitment to education and scholarship.
   b. Duties must include:
      i. **Scholarship and/or Scholarly Activity (Research)**
         "Scholarship and scholarly activity" include activities that, through rigorous inquiry, systematically support innovations in the research, teaching or practice areas that are significant to a profession or discipline and the university, can be documented, can be replicated or elaborated upon by others, and are peer reviewed through various methods. Scholarship is the generation, application, dissemination and advancement of knowledge in a variety of roles and setting.
      
      ii. **Teaching**
          "Teaching" is broadly defined to include all presentations (lectures, seminars, tutorials, individual and group discussion, supervision of student work or other means) by which students in degree or non-degree programs sponsored by the University derive educational benefit. It is recognized that teaching can occur in undergraduate, graduate, post-graduate and other University programs or through University continuing education and continuing professional development programs and activities. Teaching necessarily includes direct student contact and time allocated to related administrative and support activities.
      
      iii. **Service and Administration**
          "Service and administration" includes internal and external service activities arising from a faculty member’s role as a researcher, teacher, clinician and/or administrator at the University of Manitoba or for external agencies. Activities should be considered for their value to an academic program, a profession, or a clinical program. “Service” may be formally identified as paid service to the University, Faculty, College, Department or Section (related to remuneration as part of employment), or as professional obligations, and service to organizations, professions, the community or the public (usually unpaid or voluntary). Community or public service may also include activities internal and external to the University that involve a non-remunerative role accorded through an individual's expertise.
2. **The Instructor Stream Requirements (Instructor I, Instructor II, Senior Instructor)**
   a. Master’s degree or equivalent relevant degree or experience and demonstrated commitment to teaching and service.
   b. The assigned duties must include teaching and service (or less frequently, teaching and scholarship), but do not include all three academic pillars (i.e., teaching, service and scholarship/research).

3. **The Research/Professional Affiliate Stream Requirements**
   a. PhD or equivalent qualifications and experience.
   b. The **Research Affiliate** is an individual who normally holds a full-time academic appointment with the University of Manitoba or with another university and who, as a result of his/her research expertise and achievements desires an affiliation with a Research Centre/Institute for mutual benefit to both the Research Centre/Institute and the individual. There is no salary associated with the appointment. The individual is expected to contribute to and share in the research activities of the Research Centre/Institute but will not normally have assigned duties associated with the appointment. In the event that duties are assigned, they must be of a very limited nature and have the approval of the home faculty/school dean/director.

   The **Professional Affiliate** is an individual who is primarily employed by an organization, institution or company other than the University and who, as a result of that employment, desires an affiliation with the University that would be of mutual benefit to both the University and the individual. There is no salary associated with the appointment. The individual is expected to contribute to, and share in, the research activities of the University but will not normally have any duties associated with the appointment. In the event duties are assigned, they must be of a very limited nature.

4. **The Clinical Teacher Stream Requirements**
   a. MD or other health professional qualifications
   b. The **Clinical Teacher** is an individual who provides clinical supervision and/or teaching in the classroom/tutorial setting to undergraduate and post-graduate health professions trainees. Duties are limited to teaching responsibilities, only (no assignment of academic duties in scholarship or service).

### ADJUNCT PROFESSORS AND OTHER FACULTY OF GRADUATE STUDIES (FGS) APPOINTMENTS (Maximum Term – 3 years)

The appointments in this category are recognized by the Faculty of Graduate Studies and are a requirement for teaching graduate courses or supervising graduate students. It is essential to identify on the letter of offer and the academic appointment form the course designation and/or name of the graduate student being supervised, and to clearly outline the individual’s specific duties.
1. **External Adjunct Professor**
   a. Is an individual with a PhD or equivalent relevant degree or experience and demonstrated commitment to research and scholarship and an appointment at an academic institution external to the University of Manitoba

2. **FGS Cross-Appointment**
   a. Is an individual who holds a full time academic appointment at the University of Manitoba at the rank of Assistant Professor or above, with a primary appointment in another department, school or unit offering graduate programs.

3. **FGS Recommended Member**
   a. Is an individual who holds a rank less than Assistant Professor and/or holds a nil or part time appointment in a department with a graduate program, but does not meet the criteria of a full time faculty member in a department with a graduate program.

For more information, refer to the Policy on Adjunct Professors on the Faculty of Graduate Studies web site: [http://umanitoba.ca/faculties/graduate_studies/admin/adjunct_information.html](http://umanitoba.ca/faculties/graduate_studies/admin/adjunct_information.html)

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**SENIOR SCHOLARS**
(Maximum Term – 3 Years)

This appointment is required to include all of the following:
   a. Retired from a full-time academic appointment, or from a reduced academic appointment at the University of Manitoba.
   b. Normally holds no other academic appointment at the University.
   c. Wishes to continue or engage in active research and scholarship at the University.

For more information, refer to the Policy on Senior Scholars on the University web site: [http://umanitoba.ca/admin/governance/governing_documents/community/266.htm](http://umanitoba.ca/admin/governance/governing_documents/community/266.htm)

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**VISITING ACADEMICS**
(Maximum Term – 2 years)

This appointment requires the following:
   a. Visiting academics and visiting lecturers (visitors) are persons who are appointed for a term or terms not to exceed two academic years, to lecture, teach or engage in research at the University of Manitoba.
   b. Visitors must hold a permanent appointment at another Canadian university or an institution abroad to which they will return at the end of their term.

For more information, refer to IV.5 “Information Regarding Prospective Visitors” on the University web site: [http://umanitoba.ca/admin/human_resources/service_centre/academic-letter-templates.html](http://umanitoba.ca/admin/human_resources/service_centre/academic-letter-templates.html)
FORMS AND PROCESSES

All Appointment Forms and Letters of Offer are located on the U of M HR website http://umanitoba.ca/admin/human_resources/service_centre/forms/index.html.

In cases involving the appointment of a non-Canadian, please ensure that the appointment complies with immigration requirements.

ACADEMIC APPOINTMENTS WITH RANK
(Maximum term - 5 years)

1. Forms to Use
   a. Request to Offer Nil Salaried Academic Appointment Form (RTO)
   b. Nil Salaried Appointment Letter of Offer (LOO) (Template III.2)
   c. Personal Information Form – Nil Salaried PIF (new appointees only)

2. Process
   a. The department prepares an RTO and two LOOs, obtains department head signature, and forwards, along with a CV for new appointees, to Medical Staff Administrative Services (MSAS).
   b. MSAS reviews the documents, obtains administrative signatures, and returns the LOOs to the department. The RTO is kept on file in the MSAS office.
   c. The department forwards two LOOs and a Nil Salaried PIF (if applicable) to the appointee for signature.
   d. The appointee will return one signed LOO and the Nil Salaried PIF to the department.
   e. The department will forward the signed LOO and the Nil Salaried PIF to MSAS.
   f. MSAS will forward the appointment documentation to HR for processing.

Academic Appointment as a Clinical Teacher

1. Forms to Use
   a. Request to Offer Nil Salaried Clinical Teacher Appointment Form
   b. Nil Salaried Clinical Teacher Appointment Letter of Offer (LOO)
   c. Personal Information Form – Nil Salaried PIF (new appointees only)

2. Process
   a. The department prepares a Request to Offer Nil Salaried Clinical Teacher Appointment and two LOOs, obtains department head signature, and forwards to Medical Staff Administrative Services (MSAS).
   b. MSAS reviews the documents, obtains administrative signatures, and returns the LOOs to the department. The Request to Offer Nil Salaried Clinical Teacher Appointment is kept on file in the MSAS office.
   c. The department forwards two LOOs and a Nil Salaried PIF (if applicable) to the appointee for signature.
   d. The appointee will return one signed LOO and the Nil Salaried PIF to the department.
   e. The department will forward the signed LOO and the Nil Salaried PIF to MSAS.
   f. MSAS will forward the appointment documentation to HR for processing.
EXTERNAL ADJUNCT PROFESSORS AND OTHER FACULTY OF GRADUATE STUDIES (FGS) APPOINTMENTS  
(Maximum term – 3 years)

External Adjunct Professors:
1. Forms to Use
   a. Same as “Academic Appointments with Rank”.

2. Process
   a. Same as “Academic Appointments with Rank”.

FGS Cross Appointment:
1. Forms to Use
   a. Request to Offer Nil Salaried Academic Appointment Form (RTO)

2. Process
   a. A Letter of Offer is not required for FGS Cross Appointments
   b. The department prepares an RTO, obtains department head signature and forwards to MSAS. The RTO must clearly identify the name of the grad student.
   c. MSAS reviews the document, obtains administrative signature and forwards to HR for processing.

FGS Recommended Members:
1. Forms to Use
   a. Request to Offer Nil Salaried Academic Appointment Form (RTO)

2. Process
   a. A letter of Offer is not required for FGS Recommended Members.
   b. The department prepares an RTO, obtains department head signature and forwards to MSAS. The RTO must clearly identify the name of the grad student.
   c. MSAS reviews the document, obtains administrative signature and forwards to HR for processing.

SENIOR SCHOLARS  
(Maximum Term – 3 years)

1. Forms to Use
   a. Academic Appointment Form (AAF)
   b. Senior Scholar Letter of Offer (LOO) (Template III.7)

2. Process
   a. The department prepares an AAF and two LOOs, obtains department head signature, and forwards to Medical Staff Administrative Services (MSAS).
   b. MSAS reviews the documents, obtains administrative signatures, and returns the LOOs to the department. The AAF is kept on file in the MSAS office.
c. The department forwards two LOOs to the appointee for signature.
d. The appointee will return one signed LOO to the department.
e. The department will forward the signed LOO to MSAS.
f. MSAS will forward the appointment documentation to HR for processing.

VISITING ACADEMICS
(Maximum Term – 2 years)

1. Forms to Use
   a. Academic Appointment Form (AAF)
   b. Visiting Academics Letter of Offer (LOO) for Nil Salaried Appointment (Template IV.6)

2. Process
   a. The department prepares an AAF and two LOOs, obtains department head signature, and forwards to Medical Staff Administrative Services (MSAS).
   b. MSAS reviews the documents, obtains administrative signatures, and returns the LOOs to the department. The AAF is kept on file in the MSAS office.
   c. The department forwards the LOOs to the appointee for signature and will include a Nil Salaried PIF form if applicable.
   d. The appointee will return one signed LOO and the Nil Salaried PIF to the department.
   e. The department will forward the signed LOO, the Nil Salaried PIF, CV, work permit and copy of SIN to MSAS.
   f. MSAS will forward the appointment documentation to HR for processing.