

The purpose of this document is to define the types and the criteria for NIL Salaried Academic Appointments in the Faculty of Medicine, University of Manitoba. The forms and the processes to be used for each appointment type are included.

TYPES OF APPOINTMENTS

ACADEMIC RANK OR OTHER TEACHING OR RESEARCH POSITIONS (Maximum term - 5 years)

1. The Professorial Stream Requirements (Lecturer, Assist Prof, Assoc Prof, Full Professor)

- a. MD or PhD or equivalent relevant degree or experience and demonstrated commitment to research 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 education programs and activities. Teaching necessarily includes time with direct student contact and time allocated toward 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, provider of health care and/or administrator at the University of Manitoba or for external agencies. Activities should be considered for their addition of value to a program, a profession, provision of health care (clinical services) in the Province of Manitoba or through the University appointment, and broad activities as part of citizenship in the institution and Faculty of Medicine. The application may classify "service" as formally identified and paid service to the University, Faculty, Department or Section (related to remuneration as part of

employment), and 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, through voluntary activity or from citizenship and social accountability in the public domain.

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 research and scholarship.
- b. The assigned duties must:
 - i. Include teaching and service or teaching and scholarship/research, but must not include all three (ie: teaching, service and scholarship/research).
 - ii. at least 50% of time dedicated to:
 - i. Teaching
 - Direct teaching of health professional, undergraduate, postgraduate or graduate students in the Faculty of Medicine.
 - ii. Service and Administration
 - Internal and external administrative activities related to role as educator such as curriculum review and curriculum planning.

3. The Research/Professional Affiliate Stream Requirements

These appointments must include:

- 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 which would be of 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 any 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 which 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.

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

1. Adjunct Professor

These appointments must include a requirement for:

- a. PhD or equivalent relevant degree or experience and demonstrated commitment to research and scholarship.
- b. Supervision of graduate students:
It is essential that the specific duties are clearly outlined. For example, supervising grad students, serving on Master's Thesis Committees, PhD Advisory Committees, teaching a grad course, conducting seminars, etc. The names of the graduate student(s) and specific course number(s) are to be indicated on the letter of offer for appointment.

2. Recommended Members

- a. Is an individual who is internal to own department, but does not meet the criteria of a full time faculty member, which is lecturer, assistant Professor, associate professor, professor.
- b. If the department feels this individual can provide knowledge/experience regarding a specific topic, this individual can be appointed as a "Recommended Member" in order to participate in meetings.

For more information, refer to the Policy on Adjunct Professors on the Faculty of Grad Studies web site: http://umanitoba.ca/faculties/graduate_studies/admin/adjunct_information.htm.

SENIOR SCHOLARS

(Maximum Term – 3 Years)

This appointment must include a requirement for 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.

VISITING ACADEMICS

(Maximum Term – 2 years)

These appointments will include:

- 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 or an institution abroad to which they will return at the end of their term.

For more information, refer to Precedent IV.5 “Information Regarding Prospective Visitors” on the University web site:

http://umanitoba.ca/rdot/admin/human_resources/academic/letters_of_offer/index.html.

FORMS AND PROCESSES

All appointment forms and LOO’s are located on the HR website:

http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html .

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

A checklist has been attached to the end of this document to assist you in providing documentation to the Dean’s Office.

ACADEMIC RANK OR OTHER TEACHING OR RESEARCH POSITIONS (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). The PIF is required for new appointees only.

2. Process

- a. 2 original RTO’s and 2 original LOO’s are prepared by the department, signed by the department head and forwarded to the Dean’s Office, Faculty of Medicine. A CV is required for new appointments.
- b. The Dean’s Office reviews and signs the RTO’s and LOO’s to indicate approval. The 2 original LOO’s will be returned to the department. The RTO’s are kept on file in the Dean’s Office.
- c. The department forwards the 2 original LOO’s to the appointee for their signature. Please ensure to include a Nil Salaried PIF form with the LOO for the new appointee to complete.
- d. The appointee will keep one LOO and return the other signed LOO and PIF (if applicable) to the department.
- e. The department will forward the following to the Dean’s Office for processing:
 - 1 original LOO (with candidate’s signature)
 - Nil Salaried (PIF) if applicable
- f. The Dean’s Office will forward the appointment documentation to HR for processing.

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

Adjunct Professors:

1. Forms to Use

- a. Same as above “Academic Rank or Other Teaching or Research Positions”.

2. Process

- a. Same as above “Academic Rank or Other Teaching or Research Positions”.

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 Recommended Members.
- b. 2 original RTO’s are prepared by the department, signed by the department head and forwarded to the Dean’s Office, Faculty of Medicine.
- c. A brief description as to why this individual should be appointed as a Recommended Member should be attached to the RTO.
- d. The Dean’s Office reviews and signs the RTO’s to indicate approval.
- e. The Dean’s Office will forward the appointment documentation to HR for processing.

SENIOR SCHOLARS

(Maximum Term – 3 years)

1. Forms to Use

- a. Academic Appointment Form.
- b. Senior Scholar Letter of Offer (LOO) (Template III.8).

2. Process

- a. 2 original LOO’s are prepared by the department, signed by the department head and forwarded to the Dean’s Office, Faculty of Medicine.
- b. The Dean’s Office reviews and signs the LOO’s to indicate approval. The 2 original LOO’s will be returned to the department.
- c. The department forwards the 2 original LOO’s to the appointee for their signature.
- d. The appointee will keep one LOO and return the second signed LOO to the department.
- e. The department will forward the following to the Dean’s Office for processing:
 - 1 original LOO (with candidate’s signature)
 - 1 copy LOO (with candidate’s signature)
 - 1 original Academic Appointment Form (signed by the department head)
 - 1 copy Academic Appointment Form (signed by the department head)
- f. The Dean’s Office will forward the appointment documentation to HR for processing.

VISITING ACADEMICS

(Maximum Term – 2 years)

1. Forms to Use

- a. Academic Appointment Form.
- b. Visiting Academics Letter of Offer (LOO) (Template IV.6).

2. Process

- a. 2 original LOO's are prepared by the department, signed by the department head and forwarded to the Dean's Office, Faculty of Medicine. A CV is required for new appointments.
- b. The Dean's Office reviews and signs the LOO's to indicate approval. The 2 original LOO's will be returned to the department.
- c. The department forwards the 2 original LOO's to the appointee for their signature. Please ensure a Nil Salaried PIF is attached to the LOO for new appointee.
- d. The appointee will keep one LOO and return the other signed LOO and Nil Salaried PIF (if applicable) to the department.
- e. The department completes an Academic Appointment Form. Please ensure to enter "0" salary in section B-10 ("Total Estimate Cost").
- f. The department will forward the following to the Dean's Office for processing:
 - 1 original LOO (with candidate's signature)
 - 1 copy LOO (with candidate's signature)
 - 1 original Academic Appointment Form (with department head's signature)
 - 1 copy Academic Appointment Form (with department head's signature)
 - Nil Salaried (PIF) if applicable
 - CV
 - Work Permit
 - Copy of SIN
- g. The Dean's Office will forward the appointment documentation to HR for processing.