



## Guidelines for a Nil Salaried Academic Appointment

A nil salaried appointment is a means in which to connect the Nursing community with the University of Manitoba, College of Nursing.

### CRITERIA FOR APPOINTMENT

- √ A masters degree preferred
- √ Teaching experience and/or
- √ Administrative or advanced practice experience and/or
- √ Areas of research foci and strength of research program

### PROCEDURE

1. Email your curriculum vitae, your proposed activities and/or contributions in the College of Nursing, and provide a reference/colleague (name only) from the College of Nursing to the Executive Assistant to the Dean. Requests will be reviewed by the academic leadership team.
2. Once approved, a request to offer a nil salaried academic appointment form is prepared, signed by the Dean and sent to the Vice-President (Academic) & Provost for approval. (Rank is determined by level of education and/or position held)
3. After approval is received, a Letter of Offer, in duplicate, is sent to the applicant for signature along with a Personal Information form (PIF). One copy of the letter including the PIF is returned to the Executive Assistant to the Dean.
4. Once the signed Letter of Offer is returned and received, the Nil Salaried Academic Appointment and Personal Information forms are forwarded to Human Resources for processing.
5. Nil salaried members are required to submit an annual report of their activities in relation to the College of Nursing over the previous year.
6. Appointments will normally be for two years.

Possible Role and Contributions	Benefits
Guest lecturing	Obtain a computer userid and access to the network
Precept students in clinical settings	Access to the library system
Collaborate on practice and research initiatives	Connection with faculty
Serve on special projects	Multi-sectoral collaboration
Serve on College of Nursing Committees	Can purchase a membership in Athletic Facilities

## HOW TO ACCESS RESOURCES:

Employee Number	<ul style="list-style-type: none"><li>• If you are a new appointment to the University, an employee number will be assigned as soon as your signed letter of offer has been processed by Human Resources. This normally takes up to a maximum of two weeks. Please contact the Executive Assistant to the Dean for your employee number.</li></ul>
Photo ID	<ul style="list-style-type: none"><li>• Once your employee number is available, you can obtain a University of Manitoba photo id. This is available from the ID Centre (Room 400 University Centre). Please bring photo identification with you.</li></ul>
Library Access	<ul style="list-style-type: none"><li>• Please refer to the following link for instructions at:  <a href="http://umanitoba.ca/libraries/">http://umanitoba.ca/libraries/</a></li></ul>

Approved by Executive: December 7, 2017  
Approved by Council: December 20, 2017