

3. Faculty Members and Librarians: Rank Structure

1. The Faculty Association represents in excess of 2,500 faculty members¹ and 150 librarians in the seventeen faculties and thirty-one libraries of the University of Toronto spread across three campuses – St. George Campus in downtown Toronto; the University of Toronto at Scarborough College; and the University of Toronto at Mississauga. The vast majority of these are full-time members, although there are also part-time members.² The Association negotiates directly only with the University of Toronto, but by custom and agreement, terms and conditions of employment, as well as salaries and benefits, negotiated by the Association with the University of Toronto are applied also to colleagues at the federated universities.

2. The recognized ranks of faculty members at the University of Toronto are: Tutors, Senior Tutors, Lecturers, Senior Lecturers, Assistant Professors, Assistant Professors (Conditional), Associate Professors, Full Professors, Research Associates; Senior Research Associates and Athletics Instructors and Senior Athletics Instructors. In addition, as explained below, there are four ranks of Librarians.

Policies and Procedures on Academic Appointments, October 30, 2003,
Book of Documents, Volume II, Tab 1-A.

Lecturers and Senior Lecturers, Tutors and Senior Tutors

3. Approximately 300 faculty members at the University of Toronto carry the title of Lecturer or Senior Lecturer. The Policy and Procedure on Academic Appointments (a “frozen” policy under the Memorandum that can only be amended by mutual agreement of the Association and the Administration) defines Lecturers as those faculty “whose

¹ This number does not include “status only” appointees, primarily M.D.’s at the Toronto teaching hospitals affiliated with the University who must have a University of Toronto appointment to qualify for a staff appointment at the teaching hospital.

² The *Policy and Procedures on Academic Appointments* applies to full-time faculty, defined in that policy as faculty appointed for a period of a year or more at more than 75% of full-time employment. Part-time faculty represented by the Association are faculty appointed at 75% or less of full time employment for a period of a year or more. Part-time faculty are subject to the *Policy and Procedures on Employment Conditions of Part-time Academic Staff*, which is also a “frozen” policy under the Memorandum. Faculty members with part-time appointments for less than 12 months (“sessionals”) are represented by CUPE

duties consist primarily of teaching students who are in degree programs or the Transitional Year Programme, and related professional and administrative responsibilities”. Lecturers may have “independent responsibility for designing and teaching courses”. Promotion to Senior Lecturer requires “excellence in teaching and evidence of continued future pedagogical/professional development”, which in reality will almost always require research and ongoing engagement with developments in pedagogy as well as within a given field. Since a fair number also hold Ph.D.’s, many are equipped to engage in research.

4. Lecturers are employed in such diverse areas as German, Chemistry, French, Microbiology, Family and Community Medicine, Engineering, Management, Transitional Year Programme, Geology, Mathematics, Computer Science, Psychology and Nursing.

5. Under the Policy, Lecturers are initially appointed annually, though a few are given longer appointments. At the beginning of the fifth year, the Lecturer must be considered for promotion to Senior Lecturer, which is a continuing appointment. The review process is conducted according to formal procedures and rigorous standards, comparable to the review for tenure.

6. In addition, there are approximately 30 faculty members with the title Tutor or Senior Tutor.³ In a completely separate process, a Tutor who has received a favourable review in her third year may request promotion to Senior Tutor. Senior Tutors receive five-year renewable contracts – renewable only after a further review (every five years).

3902, Unit 3, as a result of a recent certification application, and are covered by a separate collective agreement as of July 2005.

³ These are members who opted to remain at that rank and continue to be governed by the former policy, when a revised version of the *Policy and Procedures on Academic Appointments* was approved by Governing Council in May 1999. Under the revised policy, all new teaching stream positions that formerly would have been designated Tutor/Senior Tutor were to become Lecturer/Senior Lecturer positions. All full-time Tutors and Senior Tutors were given the option of having their appointments changed to Lecturer/Senior Lecturer under the revised policy or of remaining at their current rank and continuing under the former policy.

Assistant Professors (Conditional)

7. This rank is held by scholars in the tenure stream who are working on, but have not yet completed, their doctoral degrees. Upon attaining the Ph.D., the faculty member is eligible for promotion to the rank of Assistant Professor, which usually follows automatically.

Assistant Professors

8. Generally speaking, the Assistant Professor rank is held by those in the tenure stream who have not yet been assessed by a tenure committee. Consideration for tenure comes during the fifth year at this rank. To attain tenure, the Assistant Professor must show clear promise of future intellectual and professional development plus excellence in either research or teaching and clearly established competence in the other.

Associate Professors

9. Generally speaking, promotion to Associate Professor is automatic if tenure is granted. If tenure is not granted, the faculty member is given a one- or two-year terminal contract.

Professors

10. Promotion from Associate Professor to Professor does not come at a specific time, but, on average, comes 10-11 years after the granting of tenure, or 15-16 years from initial appointment. The policy governing promotions sets out the criteria for promotion:

The successful candidate for promotion will be expected to have established a wide reputation in his or her field of interest, to be deeply engaged in scholarly work, and to show himself or herself to be an effective teacher.

Contractually Limited Appointments at the Professorial Ranks

11. While the majority of full-time appointments at the rank of Assistant Professor (Conditional), Assistant Professor, Associate Professor and Professor are in the tenure stream, appointments at those ranks may also be made for contractually-limited terms, normally of one, two or three years' duration. Full-time contractually limited term appointments may be renewed only once and the total number of years served in such an appointment cannot exceed five years.

Athletics Instructors and Senior Athletics Instructors

12. The primary duties of faculty members holding appointments as Athletics Instructors and Senior Athletics Instructor consist of teaching in co-curricular instructional programs in athletics, and/or coaching in intramural or inter-university athletics. Initial appointments are at the rank of Athletics Instructor and are annual. No later than the fifth year of appointment, the Instructor's performance is reviewed for possible promotion to Senior Athletics Instructor. Senior Athletics Instructors hold continuing appointments.

Research Associates and Senior Research Associates

13. Research Associates are highly-qualified academics whose work focuses almost entirely on research, though they may be asked to do some teaching related to their special expertise. Their employment depends on external funding. Contracts for Research Associates may not be renewed for more than a total of five years. Senior Research Associates hold continuing appointments in the expectation that the grant funding will continue for some time, but there are provisions for severance pay in the event that the funding is terminated. Although the Association was not a party to the "Policy, Procedures and Terms and Conditions of Appointment for Research Associates (Limited Term) and Senior Research Associates" signed in March 2003, it accepts Research Associates as members, and the Policy specifies that ATB increases negotiated by the Association are applied to the salaries of all Research Associates.

Provisions for maternity and parental leave and other benefits are parallel to those of faculty members represented by the Association. Senior Research Associates also receive merit pay on the same basis as the PTR negotiated by the Association.

Book of Documents, Volume II, Tab 11.

Librarians

14. There are four ranks of Librarians at the University: Librarian I, II, III and IV. Librarian I and II are both probationary ranks. A Librarian II is normally considered for permanent status during the third year at that rank, which is similar in many ways to tenure. Normally, promotion to Librarian III is granted at the same time as permanent status. A Librarian III can apply for promotion to Librarian IV. As with promotion to Professor, promotion to Librarian IV is granted only after a rigorous examination of the Librarian's accomplishments in the field.

Policies for Librarians, July 1, 1991 Book of Documents, Volume II, Tab 1-C.