



## Policies, Procedures and Guidelines

Complete Policy Title:  
**Procedures for Other Appointments within  
the Faculty of Health Sciences**

Policy Number (if applicable):  
**SPS A4**

Approved by:  
**Senate  
Board of Governors**

Date of Most Recent Approval:  
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June 8, 2017**

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**December 14, 2011  
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Responsible Executive:  
**Dean and Vice-President (Faculty of  
Health Sciences)**

Enquiries:  
[University Secretariat](#)

***DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

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The following procedures should be followed in the making of other appointments.

- a) All appointments will be for a defined period, as outlined in the letter of appointment.
- b) All appointments will be reported to the Faculty Executive Council and the Senate Committee on Appointments for information. A list of all Visiting appointments of three months and more will be provided to Senate in September of each year.
- c) Letters of appointment will be issued from the Dean, with the exception of visiting appointments who will receive a letter from the President. The documentation requirements for each type of appointment vary. Complete details on the specific requirements can be obtained from the Faculty of Health Sciences.
- d) The participation of any appointee in the graduate work of a Department or Program is subject to the regulations of Senate and the School of Graduate Studies and to the approval of the Dean of Graduate Studies (see: SPS A11).

## 1. “Visiting” Appointments

- a. The title of "Visiting Lecturer", "Visiting Assistant Professor", "Visiting Associate Professor" and "Visiting Professor" are reserved for persons visiting for short periods from other universities or institutions. Normally, visiting appointments will not extend beyond one year.
- b. The majority of these appointments will be for non-clinical activities. However, should the appointment include a provision for clinical activities, this will be clearly stated in the letter of appointment and it will be the responsibility of the visitor to obtain valid credentials for clinical practice.
- c. Visiting appointments of less than three months are confirmed in writing by the Department, and reported to the Dean for information.
- d. For visiting appointments of three months and more, recommendations from Departments are subject to approval by the Dean and the Provost.

## 2. Part-time Academic Appointments

*Physicians who are appointed as part-time clinical faculty members to primarily perform clinical teaching are required to maintain a licence to practise medicine from The College of Physicians and Surgeons of Ontario, malpractice liability insurance acceptable to the Faculty of Health Sciences, and, in most circumstances, a medical staff appointment and privileges at an affiliated hospital(s) or a community agency as specified at the time of initial appointment. Failure to fulfill these conditions of appointment, as set out in the initial letter of appointment, shall be adequate cause for immediate suspension or termination of the faculty member (see SPS A12).*

- a. Faculty members, who are appointed primarily to perform clinical teaching (minimum contribution of 100 weighted hours annually), will be appointed at one of the following ranks dependent on experience and/or academic credentials:
  - i. Clinical Lecturer
  - ii. Assistant Clinical Professor
  - iii. Associate Clinical Professor
  - iv. Clinical Professor
- b. Faculty members, who are appointed primarily to contribute to non-clinical teaching (minimum contribution of 100 weighted hours annually) will be appointed at one of the following ranks dependent on experience and/or academic credentials:
  - i. Lecturer (Part-Time)
  - ii. Assistant Professor (Part-Time)
  - iii. Associate Professor (Part-Time)
  - iv. Professor (Part-Time).

- c. Faculty members, who are expected to provide a minimum of 150 hours of educational contributions over a three year period can be appointed to the following ranks:
  - i. Lecturer (Adjunct)
  - ii. Assistant Clinical Professor (Adjunct)
- d. Part time academic appointments can be renewed for up to three years, with no limit on the number of renewals.
- e. Faculty members appointed at the ranks outlined in (a) and (b) may be promoted to a higher rank. The promotion process will follow that used for full-time faculty, except that it will terminate at the Faculty of Health Sciences level.
- f. Faculty members appointed at the ranks outlined in (c) are not eligible for promotion, however, should the faculty member increase their educational contributions to a minimum of 100 weighted hours per annum, at the time of appointment renewal, the Department may request that the appointee's rank be changed to Lecturer (Part-Time) or Assistant Clinical Professor.
- g. Part time faculty may apply for full-time faculty positions. Those who are successful in obtaining a full-time academic appointment at McMaster University will be appointed at the equivalent full-time rank but will not be accorded tenure, CAWAR or permanence at the time of appointment. At the time of appointment to the full-time faculty, the appointee may ask the Faculty Appointments Committee to take into account the length of the service as a part-time faculty member when determining the eligibility of the appointee for consideration for tenure, CAWAR or a permanent teaching position. The earliest opportunity for assessment for tenure, CAWAR or permanence shall be clearly stated in the letter offering the tenure-track, special or teaching-track appointment. Notwithstanding the opportunity for early consideration for tenure, CAWAR or permanence, the terms and conditions spelled out in Section III clause 28(a) shall apply also.