

**INTERIM REPORT TO SENATE  
OF  
THE NON-TENURE TRACK ACADEMIC STAFF TASK FORCE**

**April 11, 2008**

**1. Introduction:**

In the Spring of 2007 the Provost announced the establishment of a Non-Tenure Track Academic Staff Task Force (“NTT Task Force”) with the mandate to review and make proposals on a range of issues affecting the University’s non-tenure track academic staff (“NTT staff”), and in particular:

1. The principles which should guide the employment of NTT staff in a research intensive, student centred institution;
2. The academic classifications, designations and duties of NTT staff;
3. The terms and conditions of employment of NTT staff (including salaries, career progression, benefits, and their resource implications);
4. Equity within and across faculties in the work loads and compensation of NTT staff;
5. The role of NTT academic staff in unit and University governance;
6. The recognition of the contributions of NTT staff (such as through awards);

The NTT Task Force is to also address the special concerns of the NTT staff who comprise the GFT (H) faculty.

**1.1 Membership of NTT Task Force:**

The NTT Task Force is comprised of:

- Anthony Masi, Provost and Chair
- Three representatives of the NTT staff (Rhonda Amsel, H  l  ne Riel-Salvatore, Steven Robertson);
- Two representatives of the tenure track academic staff (Katherine Gray-Donald, Mary Dean Lee);
- Four faculty level academic administrators (Robert Bracewell, Bruce Minorgan, Luc Mongeau, John Robson);
- One representative of MAUT (Malcolm Baines);
- Two Associate Provosts (H  l  ne Perrault, Bill Foster).

The Task Force is supported by:

- Two senior members of the Academic Personnel Office (Diana Dutton, Anne-Marie Bruneau);
- The Special Advisor to the Provost (Laura Winer).

**1.2 Meetings:**

The NTT Task Force has, to date, held ten meetings – November 16 & 26, and December 11, 2007; January 7 & 22, February 4 & 18, March 7 & 20, and April 4 2008.

## **2. Work Undertaken by NTT Task Force - Summary:**

The NTT Task Force has:

- Reflected on the principles and factors that should guide the employment of NTT staff by the institution.
- Reviewed the 2004 *Report from the Task Force on Non-Tenure-Track Academic Staff* and its recommendations.
- Indexed, tabulated and reviewed the various NTT academic classifications – official and unofficial – in use by the University and Faculties.
- Reviewed the terminology used by the University to distinguish between NTT (i.e. “part time”) and tenure track (i.e. “full time”) staff – and its (in)appropriateness.
- Reviewed the NTT academic staff classifications used in the G13.
- Prepared statistical analyses of the distribution of:
  - academic staff between the non-tenure track and tenure track categories (see Table 1);
  - NTT staff among the various non-tenure track academic “classifications” (see Table 2);
  - NTT staff among Faculties (see Table 3).
- Prepared an analysis of the primary source of funding for NTT staff (see Table 4).
- Prepared a review of the various policies affecting academic staff to ascertain the rights, privileges and benefits currently afforded NTT staff, including the regulations governing their participation in University governance (see Annex A-TBC).

### **2.1 Guiding Principles for Employment of NTT Appointments**

Few if any universities appoint all their academic staff to tenure track positions given the long term financial commitment inherent in such appointments and the vagaries in university funding over which institutions have no or very little control. The Task Force affirms that NTT staff will continue to form a critical component of the University’s academic staff for the foreseeable future. NTT staff are highly valued, essential members of the University’s academic staff. Their particular qualifications, skills, abilities and backgrounds complement those of TT staff and are crucial to McGill in the achievement of our mission. This is indeed the situation at our peer research intensive universities.

After review, it is clear that academic units require guidance as to the appropriate employment of NTT staff. The fundamental and overriding principle is that all staffing must be consistent with responsible allocation of the limited, often variable, financial resources available to the University. In addition, the NTT Task Force proposes the following guidelines for those responsible for academic staff appointments, namely: in general, NTT appointments should be limited to situations that fulfil one or more of the following conditions:

- appointments that do not demand of an appointee performance in all three areas of academic duties;
- appointments that are supported by “soft funds”;
- appointments that are in response to temporary or short term needs of academic units;
- appointments that are in support of new academic or research initiatives with an uncertain future;
- appointments that are required for the teaching of courses mandated by a professional accreditation body;

- appointments of persons who lack the minimum academic qualifications for tenure track appointments in a discipline.

## **2.2 Terminology Signalling Tenure Track Status**

The NTT Task Force quickly agreed that the use of “full time” and “part time” in current University regulations and policies to distinguish between tenure track and NTT staff was inappropriate and the source of considerable confusion and misunderstanding both within and outside the McGill community. This terminology should be changed.

### ***Proposed:***

1. *Replace the terms “full time” and “part time” by “tenure track” and “non-tenure track” respectively wherever the two former terms are used to designate tenure track status of members of the academic staff.*
2. *Use the terms “full time” and “part time” solely to designate the workload of members of the academic staff in relation to their academic duties.*

## **2.3 Academic Classifications**

While no doubt the list of primary academic employment classifications was initially based on clear principles, with individual classifications having clear definitions, these are not evident in the current list of primary academic employment classifications. The list includes academic employment classifications created by individual units, academic administrative designations (which need to be dealt with separately) and other classifications which fall outside the standard employment classifications. Moreover, some classifications are assigned by units with apparent disregard to their definitions. It is also not uncommon for members of the academic staff, both tenure track and non-tenure track, to be assigned more than one primary academic classification simply to facilitate payroll administration. Finally, some individuals hold academic classifications notwithstanding that their job descriptions have no academic duties other than service.

The result is that the current list of academic employment classifications is a hodgepodge of terms which are assigned in an unprincipled manner to individuals. It is thus very difficult to ensure equity within and across units, administer relevant guidelines and policies appropriately, or even establish an accurate and meaningful count of staff performing academic duties.

The NTT Task Force felt that a limited “menu” of primary academic classifications with clear definitions, based on accepted principles, was needed. The proposed classifications are presented in Annex B. Once the list of classifications is finalised, clear definitions will be provided (Annex C – TBC). The classifications proposed are informed by practices in the G13 as gleaned from the institutions’ published practices and guidelines (see Annex D). It should be noted that in only a minority of sister institutions is any parallel maintained between the classifications used for NTT and tenure track staff, and NTT classifications appear to be restricted to individuals who are performing teaching and/or research duties.

The proposed list of academic classifications is deliberately closed. Other classifications may be added to the menu if needed; however, any added classifications would have to be consistent with the accepted principles and require justification to, and approval of, the Office of the Provost and Human Resources.

The proposed changes to the NTT academic classifications will not prejudice any existing rights and privileges enjoyed by current NTT staff. The changes are proposed with the express objective of clearly signalling the differences between the duties and responsibilities of many NTT staff and tenure track staff, as well as the specific roles and responsibilities of the various classifications of NTT staff. Primary academic employment classifications of NTT staff should parallel those of tenure track academic staff only where the academic duties of the former are the same as the latter.

Finally, the appropriate national funding agencies have confirmed that the proposed changes to the NTT academic classifications will not prejudice the ability of such staff to apply as principal investigators for research funding from the Tri-council agencies and others (see Annex D).

**Proposed:**

3. *Restrict primary academic employment classifications for both tenure track and non-tenure track staff to persons:*
  - *who are appointed to an officially recognized academic unit (e.g. Faculty, department, research centre, institute, school); and*
  - *whose primary function is to engage in at least one or both of the academic duties of “teaching” and “research” – the provision of “service” alone will not support an academic appointment.*
4. *Clearly document the roles and duties of the various classifications of NTT staff, and clearly communicate the expectations for such staff.*
5. *Assign only one primary academic employment classification (either tenure track or non-tenure track) to members of academic staff even though that classification may involve a joint appointment to one or more academic units.*
6. *Assign academic administrative positions only to staff holding a primary academic employment classification.*

## **2.4 NTT Staff and University Governance**

A review of the University *Statutes* leads to the conclusion that the right of NTT staff to participate in University governance varies between levels of the governance framework and between broad categories of NTT staff (see Table 5: NTT Staff – Participation in Governance). NTT staff who hold a “ranked” academic classification enjoy the greatest rights of participation; in fact, “full time Faculty Lecturers” enjoy the same rights of participation as tenure track staff.

However, unranked NTT staff are in effect disenfranchised. They have neither a right to vote for representatives to, or to stand for election to their Faculty councils, or to the two main University governance bodies (the Senate and the Board of Governors), regardless of the length or significance of their service and contributions to the academic unit and the University. This deficiency in University governance processes needs to be addressed and provision should be made to allow for all categories of staff who meet certain minimum eligibility requirements to participate in University governance. Achieving this objective will require revisiting the relevant provisions of the University *Statutes*.

The current *Statutes* do give Faculties the power (subject to Senate approval) to extend representation on Faculty councils to unranked NTT staff and this power has been exercised in some Faculties. However, to give unranked NTT staff the right to

representation on the Senate or to seek election to the Board of Governors would require an amendment to the *Statutes* of the University.

**Proposed:**

7. *Review the University Statutes to provide NTT staff who currently lack representation on Senate with the right to representation through their academic unit. (This, in turn, would allow such representatives to seek election to the Board of Governors as a “Senate representative”).*
8. *Define clearly the qualifications required of all academic staff to participate in University governance.*
9. *Encourage Faculties that do not currently allow for representation of full time unranked NTT staff on their Faculty Councils to do so, pending the results of the above mentioned review and definition processes.*

## **2.5 Career Progression**

McGill is committed to recognising the importance of NTT staff to the University. NTT staff should view McGill as a place which values their work and in which they can establish meaningful long term careers within academic units. The University should, therefore, provide meaningful opportunity for “career progression”, the promotion through the ranks, of NTT staff and, as a necessary incident, for the regular performance review of such staff.

Opportunities for career progression through the ranks for NTT staff are not consistent across categories. Performance expectations for promotion are sometimes inappropriately borrowed from tenure track staff, given the different focus of their academic duties. NTT staff are often frustrated by the lack of career progression or, where career progression does exist, feel like second class citizens due to the use of inappropriate performance criteria.

Perhaps the most significant step in career progression for NTT staff is the opportunity to compete on an equal footing with external candidates for open tenure track slots in their academic units. NTT staff are of the opinion that such opportunities are presently closed to them as academic units view such slots solely as an opportunity to hire new staff from outside the University.

**Proposed:**

10. *NTT staff should receive formal written annual performance evaluations.*
11. *Provision should be made to allow NTT staff who make a long term commitment to the institution to progress through the ranks.*
12. *Consideration for promotion should be available to NTT staff who*
  - *have served the institution for a specified continuous minimum period [TBD];*
  - *and*
  - *who meet the criteria for promotion.*
13. *Develop promotion criteria for categories of NTT staff that are appropriate to the nature of their appointments and their assigned academic duties.*
14. *Develop processes to review the appointment, reappointment and promotion of NTT staff.*
15. *Treat qualified NTT staff who apply for available tenure track positions in their unit on an equal basis as other candidates. Clinician/scientists in the McGill Academic Health Network will require special consideration.*

## **2.6 Security of Employment**

Job security per se is not inextricably linked to tenure. The current situation will continue, namely NTT staff who have been continuously employed by the institution for five years are appointed for an unlimited term (that is, they should receive open ended contracts of employment) that can only be terminated for cause (as defined in the Regulations Relating to the Employment of Academic Staff) or by the giving of 37 weeks' notice of termination and the payment of severance pay. Those who have been employed for less than a continuous period of five years and whose appointments are for more than one year may only be terminated for cause or by the giving of 37 weeks' notice of termination. It should be noted that the current McGill job security provisions go beyond that required by Quebec labour standards.

***Proposed:***

- 16. Maintain existing rights of NTT to job security and, where appropriate, extend them to other primary academic classifications that do not currently enjoy them.*

## **2.7 Communication between the University and NTT academic staff**

The 2004 Task Force Report noted that a fairly common complaint of NTT staff was the lack of communication from the University, particularly at the start of their appointments, concerning their appointment terms and conditions or benefits. The University acknowledges that it should enhance the form and content of its communications with NTT staff and will take specific steps to address this matter for the future.

***Proposed:***

- 17. Develop a template letter of appointment to inform NTT staff of:*
  - the primary academic classification and the academic duties associated with the classification;*
  - the administrative classification (where relevant) and associated administrative responsibilities;*
  - the term of the appointment;*
  - whether the appointment is renewable;*
  - whether the position is full-time or part-time (including, where appropriate, the working hours);*
  - the starting salary (and other elements of the compensation package if any);*
  - their entitlement to (and the nature of the) benefits available;*
  - of the regulations [TBD] governing the employment of NTT staff;*
  - that an NTT appointment does not constitute a stepping stone to a tenure track appointment or imply that the appointee will receive preferential consideration should he or she apply for a tenure track position.*
- 18. Inform NTT staff, in writing, when the academic duties or administrative responsibilities are changed.*
- 19. Human Resources and the Academic Personnel Office should review the existing websites which provide information for NTT staff to reflect any changes introduced as a consequence of the recommendations of the NTT Task Force and to ensure that all terms and conditions of employment of such staff are clear and transparent.*
- 20. Human Resources and the Academic Personnel Office should have processes in place to update and maintain the HRIS and website with respect to NTT issues.*

## **2.7 Teaching and other Awards:**

A significant proportion of undergraduate teaching and graduate training is conducted by NTT staff. The University should not only recognise this contribution, but also encourage the enhancement of teaching conducted by NTT staff.

At present, a key criterion for determining eligibility for consideration for a number of internal teaching awards is a staff member's tenure track status. NTT staff, no matter how effective they are as teachers and regardless of the importance of their contribution to the pedagogic mission of the University, do not qualify for consideration for certain awards.

The NTT Task Force suggests that entitlement for consideration for awards should not be governed by a staff member's tenure track status. Substantive criteria for eligibility should be developed for all awards (departmental, Faculty and University) which reflect the goal of the University to expose all students to research informed learning experiences and which accept that not all teaching takes place in a formal classroom context. Competition for these awards should be open to all who meet the relevant criteria.

Moreover, the NTT Task Force encourages all academic units to explore other ways in which they can recognise and acknowledge the many other contributions made by their NTT staff to the successful accomplishment of their broader missions (for example, in the field of research).

### ***Proposed:***

- 21.** *Review the criteria for eligibility for all current teaching and other awards in order not to automatically exclude NTT staff.*
- 22.** *Establish, if appropriate, distinct teaching awards to recognize excellence in non-traditional teaching.*
- 23.** *Academic units should explore ways of recognizing the contributions of NTT staff in the area of research.*

## **2.8 Benefits**

The various "benefits" currently available to tenure track and selected NTT staff (see below) will be reviewed to examine the criteria for eligibility and determine the feasibility of making the benefits, or reasonable alternatives, more broadly available in a manner consistent with responsible and reasonable stewardship of University resources. Table 6: NTT Staff – Benefits Eligibility, provides information on the participation rates of NTT staff in the contributory benefits plans that are currently offered.

The benefits which should be reviewed include:

- Contributory benefits:
  - Group Life Insurance Plan;
  - Long-Term Disability Plan;
  - Supplemental Health Plan;
  - Dental Plan.
  
- Pension Plan

- Non-contributory benefits
  - Staff Dependent Tuition Waiver
  - Educational Assistance Policy
  - “Child Related Leave” Indemnities
  - Laptop Computer Program
  - Professional Development Fund
  - Professional Development Leave

***Proposed:***

**24.** *Human Resources should examine the feasibility of extending the eligibility for current benefits as well as developing alternatives that could be more broadly available.*

**2.9 Use of “Casual Employees”**

The 2004 NTT Task Force report expressed concern related to the use by some academic units of “casual employees,” paid from POPs, to perform academic duties. Since then, this practice has been significantly curtailed. However, the current task force reaffirms that all persons appointed to perform one or more of the academic duties of “teaching” and/or “research” be formally appointed to an officially recognized academic classification.

***Proposed:***

**25.** *Appoint all persons performing teaching and/or research duties to a recognised academic classification.*



## NON-TENURE TRACK ACADEMIC STAFF TASK FORCE PROPOSALS

### Terminology Signalling Tenure Track Status

1. Replace the terms “full time” and “part time” by “tenure track” and “non-tenure track” respectively wherever the two former terms are used to designate tenure track status of members of the academic staff.
2. Use the terms “full time” and “part time” solely to designate the workload of members of the academic staff in relation to their academic duties.

### Academic Classifications

3. Restrict primary academic employment classifications for both tenure track and non-tenure track staff to persons:
  - who are appointed to an officially recognized academic unit (e.g. Faculty, department, research centre, institute, school); and
  - whose primary function is to engage in at least one or both of the academic duties of “teaching” and “research” – the provision of “service” alone will not support an academic appointment.
4. Clearly document the roles and duties of the various classifications of NTT staff, and clearly communicate the expectations for such staff.
5. Assign only one primary academic employment classification (either tenure track or non-tenure track) to members of academic staff even though that classification may involve a joint appointment to one or more academic units.
6. Assign academic administrative positions only to staff holding a primary academic employment classification.

### NTT Staff and University Governance

7. Review the University Statutes to provide NTT staff who currently lack representation on Senate with the right to representation through their academic unit. (This, in turn, would allow such representatives to seek election to the Board of Governors as a “Senate representative”).
8. Define clearly the qualifications required of all academic staff to participate in University governance.
9. Encourage Faculties that do not currently allow for representation of full time unranked NTT staff on their Faculty Councils to do so, pending the results of the above mentioned review and definition processes.

### Career Progression

10. NTT staff should receive formal written annual performance evaluations.
11. Provision should be made to allow NTT staff who make a long term commitment to the institution to progress through the ranks.
12. Consideration for promotion should be available to NTT staff who
  - have served the institution for a specified continuous minimum period [TBD]; and
  - who meet the criteria for promotion.
13. Develop promotion criteria for categories of NTT staff that are appropriate to the nature of their appointments and their assigned academic duties.
14. Develop processes to review the appointment, reappointment and promotion of NTT staff.

- 15. Treat qualified NTT staff who apply for available tenure track positions in their unit on an equal basis as other candidates. Clinician/scientists in the McGill Academic Health Network will require special consideration.*

**Security of Employment**

- 16. Existing rights of NTT to job security should be maintained and, where appropriate, consideration should be given to extending them to other primary academic classifications that do not currently enjoy them.*

**Communication between the University and NTT Staff**

- 17. Develop a template letter of appointment to inform NTT staff of:*
- the primary academic classification and the academic duties associated with the classification;*
  - the administrative classification (where relevant) and associated administrative responsibilities;*
  - the term of the appointment;*
  - whether the appointment is renewable;*
  - whether the position is full-time or part-time (including, where appropriate, the working hours);*
  - the starting salary (and other elements of the compensation package if any);*
  - their entitlement to (and the nature of the) benefits available;*
  - of the regulations [TBD] governing the employment of NTT staff;*
  - that an NTT appointment does not constitute a stepping stone to a tenure track appointment or imply that the appointee will receive preferential consideration should he or she apply for a tenure track position.*
- 18. Inform NTT staff, in writing, when the academic duties or administrative responsibilities are changed.*
- 19. Human Resources and the Academic Personnel Office should review the existing websites which provide information for NTT staff to reflect any changes introduced as a consequence of the recommendations of the NTT Task Force and to ensure that all terms and conditions of employment of such staff are clear and transparent.*
- 20. Human Resources and the Academic Personnel Office should have processes in place to update and maintain the HRIS and website with respect to NTT issues.*

**Teaching and Other Awards**

- 21. Review the criteria for eligibility for all current teaching and other awards in order not to automatically exclude NTT staff.*
- 22. Establish, if appropriate, distinct teaching awards to recognize excellence in non-traditional teaching.*
- 23. Academic units should explore ways of recognizing the contributions of NTT staff in the area of research.*

**Benefits**

- 24. Human Resources should examine the feasibility of extending the eligibility for current benefits as well as developing alternatives that could be more broadly available.*

**Casual Employees**

25. *Appoint all persons performing teaching and/or research duties to a recognised academic classification.*

**ATTACHMENTS:**

**Annexes:**

**Annex A:** NTT Academic Staff: Summary of Rights, Privileges & Benefits [TBC]

**Annex B:** Proposed NTT Primary Academic Classifications

**Annex C:** Definitions of Proposed Academic Classifications [TBC]

**Annex D:** Tri-Council (NSERC, SSHRC, CIHR) Requirements of Principal Investigators

**Tables:**

**Table 1:** TT vs. NTT staff counts: 2003-2007

**Table 2:** NTT Staff - Classifications & Numbers

**Table 3:** NTT Staff by Faculty

**Table 4:** NTT Staff – Source Of Funding

**Table 5:** Ranked/Unranked NTT Staff – Participation in Governance

**Table 6:** NTT Staff - Benefits Eligibility

**ANNEX A: To Be Completed**

**ANNEX B:**

**PROPOSED NTT PRIMARY ACADEMIC CLASSIFICATIONS**

**PROPOSAL A:**

	PRIMARY ACADEMIC CLASSIFICATIONS				OTHER CLASSIFICATIONS		
<u>TENURE TRACK</u>	<u>NON-TENURE TRACK</u>				<u>CONTRACT STAFF</u>	<u>VISITING STAFF</u>	
	<i>Teaching</i>	<i>Research</i>	<i>Clinical</i>		<i>Miscellaneous</i>		
	Lecturer	.	Clinical Lecturer		Research Assist	Course Lect./Inst	Visiting Fellow
Assistant Prof.	Faculty Lecturer	Faculty Researcher/Research Scientist <sup>1</sup>	Clinical Faculty Lecturer	Clinical Assist. Prof.	Research Assoc./Scientist <sup>1</sup>	Senior Course Lect./Inst	Visiting Librarian
Associate Prof	Senior Faculty Lecturer	Senior Faculty Researcher/Research Scientist		Clinical Assoc. Prof.	Assoc. Curator	Adjunct Prof.	Visiting Professor
Professor				Clinical Prof.	Curator	Prof. of Practice	Visiting Scholar
					Academic Associate	Professional Associate	
					Senior Academic Associate	Senior Professional Associate	

**Notes:**

<sup>1</sup>The appointment of an individual to a Faculty Researcher/Research Scientist position vs. a Research Associate/Research Scientist would depend on the grant-eligibility of the individual as determined by the academic head of the appointing unit.

**PROPOSAL B:**

	PRIMARY ACADEMIC CLASSIFICATIONS				OTHER CLASSIFICATIONS		
<u>TENURE TRACK</u>	<u>NON-TENURE TRACK</u>				<u>CONTRACT STAFF</u>	<u>VISITING STAFF</u>	
	<i>Teaching</i>	<i>Research</i>	<i>Clinical</i>				<i>Miscellaneous</i>
	Lecturer	.	Clinical Lecturer		Research Assist	Course Lect./Inst	Visiting Fellow
Assistant Professor	Faculty Lecturer	Faculty Researcher/Research Scientist <sup>1</sup>	Clinical Faculty Lecturer	Clinical Assistant Professor	Research Assoc./Scientist <sup>1</sup>	Senior Course Lect./Inst	Visiting Librarian
Associate Professor	Associate Professor [if engaged in both teaching and research and meet appropriate criteria]			Clinical Associate Professor	Assoc. Curator	Adjunct Prof.	Visiting Professor
Professor	Professor [if engaged in both teaching and research and meet appropriate criteria; must also pass SSC]			Clinical Professor	Curator	Prof. of Practice	Visiting Scholar
					Academic Associate	Professional Associate	
					Senior Academic Associate	Senior Professional Associate	

**Notes:**

<sup>1</sup>The appointment of an individual to a Faculty Researcher/Research Scientist position vs. a Research Associate/Research Scientist would depend on the grant-eligibility of the individual as determined by the academic head of the appointing unit.

**ANNEX C: To Be Completed**

**ANNEX D:**

**NTT Task Force**

**Tri-Council (NSERC, SSHRC, CIHR) requirements of principal investigators**

**CIHR**

To be eligible as a principal applicant, the individual must be an independent researcher who has completed formal training in research in a discipline relevant to health research, usually a PhD or equivalent, or health professional degree with research training.

**NSERC**

To be eligible as an applicant or co-applicant, the individual(s) must hold or have a firm offer of an academic appointment at an eligible Canadian University at the time of application and during the tenure of the award. Eligible candidates must have *either* a Tenure-Track position (or lifetime Professor Emeritus position) **OR** a term position of no less than three years. Adjunct professors who meet these requirements and whose primary place of employment is academic are eligible as well.

**SSHRC**

Although eligibility requirements occasionally vary according to program, the standard requirement is an affiliation with a post-secondary institution. Furthermore, the individual(s) must hold a paid academic position at said institution that extends beyond the period of funding being requested. Retired professors are considered eligible. Also, all applications must be approved by the University.

**For all three**

- Must be a Canadian citizen or permanent resident. If applicant is neither, they must be employed (or anticipate that they will be employed at the time the grant is given) by an eligible institution in a position that permits them to engage in research for the duration of the grant.
- Is the major research appointment of the Principal Applicant
- Rejection of part-time status professors is not explicit in any of the Tri-Council requirements, nor does it seem of significant influence in principle.

Table 1: TT vs NTT staff counts: 2003-2007

Category	Jan-03		Jan-04		Jan-05		Jan-06		Jan-07	
	TT	NTT	TT	NTT	TT	NTT	TT	NTT	TT	NTT
Asst Prof	270	879	329	884	376	915	408	932	404	963
Assoc Prof	528	371	525	373	527	382	536	378	560	382
Full Prof	576	54	570	57	588	55	597	59	594	60
Faculty Lecturer		641		641		653		704		708
Library Professionals		14		17		21		21		26
Research Assistant		251		240		218		226		211
Research Associate		178		185		198		191		201
Director		64		79		60		48		48
Curator		2		3		3		3		5
Professional associate		215		241		227		231		240
Member		38		37		41		35		34
Instructor*		17		212		148		139		110
Course Lecturer		428		472		461		462		539
Adjunct Professor		476		507		479		501		509
<b>TOTAL</b>	<b>1374</b>	<b>3628</b>	<b>1424</b>	<b>3948</b>	<b>1491</b>	<b>3861</b>	<b>1541</b>	<b>3930</b>	<b>1558</b>	<b>4036</b>

\* In 2004, the practice of paying instructors on POPS was largely discontinued in favour of appointment forms.



**TABLE 2: NTT STAFF - CLASSIFICATIONS & NUMBERS  
(2007)**

Subgroup (S-G)	Classification	2007		
		Size	% of S-G	% of 2007 NTT
<b>S-G 1A: Faculty Staff</b>	Director	48	5%	1%
	Faculty Lecturer (FT)	116	12%	3%
	Faculty Lecturer (PT)	341	35%	8%
	Assistant Professor	296	30%	7%
	Associate Professor	98	10%	2%
	(Full) Professor	19	2%	0%
	Assistant Librarian	27	3%	1%
	Associate Librarian			
	(Full) Librarian			
	Member	34	3%	1%
	<b>Total S-G 1A</b>	<b>979</b>	<b>100%</b>	<b>24%</b>
<b>S-G 1B: Clinical Staff</b>	Faculty Lecturer	176	52%	4%
	Assistant Professor	122	36%	3%
	Associate Professor	36	11%	1%
	(Full) Professor	4	1%	0%
		<b>Total S-G 1B</b>	<b>338</b>	<b>100</b>
<b>S-G 2: GFT-H Staff</b>	Faculty Lecturer	75	8%	2%
	Assistant Professor	545	60%	14%
	Associate Professor	248	27%	6%
	(Full) Professor	37	4%	1%
		<b>Total S-G 2</b>	<b>905</b>	<b>100</b>
<b>S-G 3: Research Staff</b>	Curator	5	1%	0%
	Professional Associate	240	37%	6%
	Research Assistant	211	32%	5%
	Research Associate	201	31%	5%
		<b>Total S-G 3</b>	<b>657</b>	<b>100</b>
<b>S-G 4: Lecturers</b>	Adjunct Professor	509	44%	13%
	Course Lecturer	539	47%	13%
	Instructor	110	9%	3%
		<b>Total S-G 4</b>	<b>1158</b>	<b>100</b>
	<b>TOTALS</b>	<b>4037</b>	<b>100</b>	<b>100</b>

**Table 3: NTT Staff by Faculty (2007)**

		AES	Arts	Dent	Educ	Eng	Law	Mgmt	Med	Music	RelStud	Science	Cont Ed	MSE	Libraries	No Fac
<b>Grand Total:</b>	<b>4,037</b>	<b>118</b>	<b>253</b>	<b>223</b>	<b>138</b>	<b>141</b>	<b>31</b>	<b>55</b>	<b>2,431</b>	<b>84</b>	<b>26</b>	<b>236</b>	<b>173</b>	<b>5</b>	<b>28</b>	<b>95</b>
		2.9%	6.3%	5.5%	3.4%	3.5%	0.8%	1.4%	60.2%	2.1%	0.6%	5.8%	4.3%	0.1%	0.7%	2.4%

POSITION CLASS	TOT	AES	Arts	Dent	Educ	Eng	Law	Mgmt	Med	Music	RelSt	Science	ContEd	MSE	Libraries	No Fac
Directors	48		3	1	1		2		28			1				12
FT Fac Lect	116	15	35		6	2		19	13	1	1	10	11	3		0
PT Faculty Lecturer	341	1	5	58	8	1			262	2		3	1			
PT AsstProf-NTT	296		2	29	1				244	19		1				
PT AssocProf-NTT	98		4	11	1			3	67	9		3				
PT Prof-NTT	19		1	1		1			15			1				
Librarian	27								0						27	0
Member	34								32			1		1		0
<b>Total:</b>	<b>979</b>	<b>16</b>	<b>50</b>	<b>100</b>	<b>17</b>	<b>4</b>	<b>2</b>	<b>22</b>	<b>661</b>	<b>31</b>	<b>1</b>	<b>20</b>	<b>12</b>	<b>4</b>	<b>27</b>	<b>12</b>
	%	1.6	5.1	10.2	1.7	0.4	0.2	2.2	67.5	3.2	0.1	2.0	1.2	0.4	2.8	1.2

<b>POSITION CLASS</b>	TOT	Dent	Med
<b>CLINICAL</b>			
Faculty Lecturer	176	75	101
Asst Prof-NTT	122	13	109
Assoc Prof-NTT	36	8	28
Prof-NTT	4		4
<b>Total:</b>	<b>338</b>	<b>96</b>	<b>242</b>
		28.4%	71.6%

FacLect	75		75
GFT(H) AsstProf-NTT	545		545
GFT(H) AssocProf-NTT	248		248
GFT(H) Prof-NTT	37		37
<b>Total:</b>	<b>905</b>	<b>0</b>	<b>905</b>
		0.0%	100.0%

Interim Report to Senate of Non-Tenure Track Staff Work Group

---

<b>POSITION CLASS</b>	TOT	AES	Arts	Den t	Edu c	Eng	Law	Mgm t	Med	Musi c	Rel Stud	Scienc e	Cont Ed	MS E	Librarie s	No Fac
Curator	5	3										1			1	0
Professional Assoc	240	18	10	2	4	6	4		114		1	19	1	1		60
Research Asst	211	15	2	7	1	9	2		141		1	26				7
Research Assoc	201	14	6	5	6	26			90			52				2
<b>Total:</b>	<b>657</b>	<b>50</b>	<b>18</b>	<b>14</b>	<b>11</b>	<b>41</b>	<b>6</b>	<b>0</b>	<b>345</b>	<b>0</b>	<b>2</b>	<b>98</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>69</b>
		7.6 %	2.7%	2.1 %	1.7 %	6.2 %	0.9 %	0.0%	52.5 %	0.0%	0.3%	14.9%	0.2%	0.2 %	0.2%	10.5 %

Adjunct Prof	509	40	23	12	44	63	17	7	246	8	7	42				
Course Lecturer	539	10	122		66	33	6	26	8	45	16	33	160			14
Instructor	110	2	40	1					24			43				
<b>Total:</b>	<b>1,158</b>	<b>52</b>	<b>185</b>	<b>13</b>	<b>110</b>	<b>96</b>	<b>23</b>	<b>33</b>	<b>278</b>	<b>53</b>	<b>23</b>	<b>118</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>14</b>
		4.5 %	16.0 %	1.1 %	9.5 %	8.3 %	2.0 %	2.8%	24.0 %	4.6%	2.0%	10.2%	13.8 %	0.0 %	0.0%	1.2%

**TABLE 4: NTT STAFF – SOURCE OF FUNDING  
(2007)**

Subgroup (S-G)	Classification	No.	Hard		Other		Mix		Nil Funding		Not Funded - error		
			No.	%	No.	%	No.	%	No.	%	No.	%	
<b>S-G 1A: Faculty Staff</b>	Director	48	26	54.2	15	31.3	3	6.3	4	8.3	0	0	
	Faculty Lecturer (FT)	116	99	85.3	7	6.0	10	8.6	0	0	0	0	
	Faculty Lecturer (PT)	341	55	16.1	2	0.6	5	1.5	279	81.8	0	0	
	Assistant Professor	296	51	17.2	17	5.7	3	1.0	225	76.0	0	0	
	Associate Professor	98	28	28.6	5	5.1	2	2.0	63	64.3	0	0	
	(Full) Professor	19	4	21.1	1	5.3	1	5.3	13	68.4	0	0	
	Assistant Librarian	27	27	100	0	0	0	0	0	0	0	0	0
	Associate Librarian												
	(Full) Librarian												
	Member	34	0	0	0	0	0	0	34	100	0	0	
<b>Total S-G 1A</b>	979	290	29.6%	47	4.8%	24	2.5%	618	63.1%	0	0%		
<b>S-G 1B: Clinical Staff</b>	Faculty Lecturer	176	34	19.3	0	0	0	0	142	80.7	0	0	
	Assistant Professor	122	14	11.5	5	4.1	2	1.6	101	82.8	0	0	
	Associate Professor	36	6	16.7	2	5.6	1	2.8	27	75.0	0	0	
	(Full) Professor	4	0	0	0	0	1	25.0	3	75.0	0	0	
	<b>Total S-G 1B</b>	338	54	16.0%	7	2.1%	4	1.2%	273	80.8%	0	0%	
<b>S-G 2: GFT-H Staff</b>	Faculty Lecturer	75	7	9.3	0	0	0	0	68	90.7	0	0	
	Assistant Professor	545	112	20.6	42	7.7	37	6.8	354	65.0	0	0	
	Associate Professor	248	60	24.2	31	12.5	32	12.9	125	50.4	0	0	
	(Full) Professor	37	12	32.4	0	0	11	29.7	14	37.8	0	0	
	<b>Total S-G 2</b>	905	191	21.1%	73	8.1%	80	8.8%	561	62.0%	0	0%	
<b>S-G 3: Research Staff</b>	Curator	5	4	80.0	0	0	1	20.0	0	0	0	0	
	Prof. Associate	240	55	22.9	72	30.0	13	5.4	100	41.7	0	0	
	Research Assistant	211	6	2.8	196	92.9	8	3.8	1	0.5	0	0	
	Research Associate	201	4	2.0	174	86.6	10	5.0	12	6.0	1	0.5	
	<b>Total S-G 3</b>	657	69	10.5%	442	67.3%	32	4.9%	113	17.2%	1	0.2%	

Interim Report to Senate of Non-Tenure Track Staff Work Group

---

Subgroup (S-G)	Classification	No.	Hard		Other		Mix		Nil Funding		Not Funded - error	
			No.	%	No.	%	No.	%	No.	%	No.	%
<b>S-G 4: Lecturers</b>	Adjunct Professor	509	24	4.7	2	0.4	2	0.4	478	93.9	3	0.6
	Course Lecturer	539	412	76.4	23	4.3	81	15.0	17	3.2	6	1.1
	Instructor	110	4	3.6	0	0	0	0	106	96.4	0	0
	<b>Total S-G 4</b>	1,158	440	38.0%	25	2.2%	83	7.2%	601	51.9%	9	0.8%
	<b>TOTALS</b>	4,037	1,044	25.9%	594	14.7%	223	5.5%	2,166	53.7%	10	0.2%

**TABLE 5: Ranked/Unranked NTT Staff – Participation in Governance (2007)**

Subgroup (S-G)	Classification	No.	Ranked		Unranked		Faculty Council	Senate	B of G	Advisory Selection	Statutory Selection
			No.	%	No.	%					
<b>S-G1A: Faculty Staff</b>	Director	48	0	0	48	5%	no	no	no	yes	yes
	Faculty Lecturer (FT)	116	116	12%	0	0	yes	yes	yes	yes	yes
	Faculty Lecturer (PT)	341	341	35%	0	0	yes	no	no	yes	yes
	Assistant Professor	296	296	30%	0	0	yes	yes	no	yes	yes
	Associate Professor	98	98	10%	0	0	yes	yes	no	yes	yes
	(Full) Professor	19	19	2%	0	0	yes	yes	no	yes	yes
	Assistant Librarian	27	27	3%	0	0	no	yes	yes	yes	yes
	Associate Librarian										
	(Full) Librarian	34	0	0	34	3%	no	no	no	yes	yes
	Member										
<b>Total S-G 1A</b>	<b>979</b>	<b>897</b>	<b>92%</b>	<b>82</b>	<b>8%</b>						
<b>S-G 1B: Clinical Staff</b>	Faculty Lecturer	176	176	52%	0	0	yes	yes	yes	yes	yes
	Assistant Professor	122	122	36%	0	0	yes	yes	no	yes	yes
	Associate Professor	36	36	11%	0	0	yes	yes	no	yes	yes
	(Full) Professor	4	4	1%	0	0	yes	yes	no	yes	yes
	<b>Total S-G 1B</b>	<b>338</b>	<b>338</b>	<b>100%</b>	<b>0</b>	<b>0%</b>					
<b>S-G 2: GFT-H Staff</b>	Faculty Lecturer	75	73	8%	0	0	yes	yes	yes	yes	yes
	Assistant Professor	545	545	60%	0	0	yes	yes	no	yes	yes
	Associate Professor	248	248	27%	0	0	yes	yes	no	yes	yes
	(Full) Professor	37	37	4%	0	0	yes	yes	no	yes	yes
	<b>Total S-G 2</b>	<b>905</b>	<b>905</b>	<b>100%</b>	<b>0</b>	<b>0%</b>					
<b>S-G 3: Research Staff</b>	Curator	5	0	0	5	1%	no	no	no	yes	yes
	Prof. Associate	240	0	0	240	37%	no	no	no	yes	yes
	Research Assistant	211	0	0	211	32%	no	no	no	yes	yes
	Research Associate	201	0	0	201	31%	no	no	no	yes	yes
	<b>Total S-G 3</b>	<b>657</b>	<b>0</b>	<b>0%</b>	<b>657</b>	<b>100%</b>					

Interim Report to Senate of Non-Tenure Track Staff Work Group

Subgroup (S-G)	Classification	No.	Ranked		Unranked		Faculty Council	Senate	B of G	Advisory Selection	Statutory Selection
			No.	%	No.	%					
<b>S-G 4: Lecturers</b>	Adjunct Professor	509	0	0	509	44%	no	no	no	yes	yes
	Course Lecturer	539	0	0	539	47%	no	no	no	yes	yes
	Instructor	110	0	0	110	9%	no	no	no	yes	yes
	<b>Total S-G 4</b>	<b>1158</b>	<b>0</b>	<b>0%</b>	<b>1158</b>	<b>100%</b>					
	<b>TOTALS</b>	<b>4037</b>	<b>2478</b>	<b>53%</b>	<b>1897</b>	<b>47%</b>					

1. **Faculty Council:** Ranked NTT (53% of NTT) prima facie have individual right to participate in Faculty Council – unranked NTT (47% of NTT) prima facie have no right to participate in, or even be represented on, Faculty Council unless such right is enoplicitly enotended to them by decision of the Faculty Council with the approval of Senate
2. **Senate:** Ranked NTT (with enoception of part-time Faculty Lecturers) (40% of NTT) have right to seek election to Senate - part-time Faculty Lecturers and unranked NTT (60% of NTT) have no right to seek election to Senate
3. **BoG:** Of the NTT staff only “full-time” Faculty Lecturers (<1% of NTT) have the right to seek election to the BoG – 99% of NTT may not (though they may be so elected by Senate if they are Senators – however, see 2 above on restrictions on NTT to seek election to Senate)
4. **Advisory Selection Committees:** There are no statutory restrictions on the “status” of academic staff who can serve on such committees – indeed, NTT are enoplicitly recognized as being able to serve on decanal advisory committees
5. **Statutory Selection Committees:** Again there are no enoplicit statutory “status” restrictions on who may be nominated to serve on such committees – however, the established practice of the university is to restrict the membership of such committees to “peers” (i.e. full professors whether TT or NTT)



**TABLE 6: NTT STAFF: BENEFITS ELIGIBILITY  
(2007)**

Subgroup (S-G)	Classification	No.	Not Eligible		Optional		Mandatory	
			No.	%	No.	%	No.	%
<b>S-G 1A: Faculty Staff</b>	Director	48	19	39.6%	6	12.5%	28	58.3%
	Faculty Lecturer (FT)	116	0	0%	0	0%	116	100%
	Faculty Lecturer (PT)	341	304	89.1%	20	5.9%	17	5%
	Assistant Professor	296	242	81.8%	32	10.8%	22	7.4%
	Associate Professor	98	72	73.5%	13	13.3%	13	13.3%
	(Full) Professor	19	14	73.7%	2	10.5%	3	15.8%
	Assistant Librarian	27	0	0%	2	7.4%	25	92.6%
	Associate Librarian							
	(Full) Librarian							
Member	34	34	100%	0	0%	0	0%	
	<b>Total S-G 1A</b>	<b>979</b>	<b>685</b>	<b>70%</b>	<b>75</b>	<b>7.7%</b>	<b>224</b>	<b>22.9%</b>
<b>S-G 1B: Clinical Staff</b>	Faculty Lecturer	176	176	100%	0	0%	0	0%
	Assistant Professor	122	110	90.2%	6	4.9%	6	4.9%
	Associate Professor	36	29	80.6%	2	5.6%	5	13.9%
	(Full) Professor	4	3	75%	0	0%	1	25%
	<b>Total S-G 1B</b>	<b>338</b>	<b>318</b>	<b>94.1%</b>	<b>8</b>	<b>2.4%</b>	<b>12</b>	<b>3.6%</b>
<b>S-G 2: GFT-H Staff</b>	Faculty Lecturer	75	72	96%	3	4%	0	0%
	Assistant Professor	545	398	73%	136	25%	11	2%
	Associate Professor	248	146	58.9%	96	38.7%	6	2.4%
	(Full) Professor	37	16	43.2%	14	37.8%	7	18.9%
	<b>Total S-G 2</b>	<b>905</b>	<b>632</b>	<b>69.8%</b>	<b>249</b>	<b>27.5%</b>	<b>24</b>	<b>2.7%</b>
<b>S-G 3: Research Staff</b>	Curator	5	0	0%	0	0%	5	100%
	Professional Assoc.	240	109	45.4%	7	2.9%	124	51.7%
	Research Assistant	211	8	3.8%	35	16.6%	168	79.6%
	Research Associate	201	24	11.9%	26	12.9%	151	75.1%
	<b>Total S-G 3</b>	<b>657</b>	<b>141</b>	<b>21.5%</b>	<b>68</b>	<b>10.4%</b>	<b>448</b>	<b>68.2%</b>
<b>S-G 4: Lecturers</b>	Adjunct Professor	509	499	98%	8	1.6%	2	0.4%
	Course Lecturer	539	522	96.8%	17	3.2%	0	0%
	Instructor	110	109	99.1%	1	0.9%	0	0%
	<b>Total S-G 4</b>	<b>1158</b>	<b>1130</b>	<b>97.6%</b>	<b>26</b>	<b>2.2%</b>	<b>2</b>	<b>0.2%</b>
	<b>TOTALS</b>	<b>4037</b>	<b>2906</b>	<b>72%</b>	<b>426</b>	<b>10.6%</b>	<b>710</b>	<b>17.6%</b>