

**DEPARTMENT OF PHYSIOLOGY AND PHARMACOLOGY
SCHULICH SCHOOL OF MEDICINE & DENTISTRY**

POLICY on CROSS APPOINTMENTS

1. Preamble

While it is recognized that there may be considerable variation in the degree of involvement of cross appointees within the Department, this document defines the minimum expectations and responsibilities. Recommendations for offering cross appointments are made by the Appointments Committee of the Department, and not all candidates who meet these minimal criteria will necessarily be offered an appointment. The Department reserves the right to modify these guidelines in light of changing requirements, or modifications to the UWOFA Collective Agreement or the affiliation agreements between research institutes and Western.

2. Eligibility

At the time of application for a cross appointment in the Department of Physiology and Pharmacology, the individual would hold a primary appointment in another Western department. Requests for consideration for cross appointment in the Department of Physiology and Pharmacology can be made at any point after the individual has been accorded a primary appointment.

3. Application Process

The candidate, Institute Director, or Clinical Chair shall apply by contacting the Chair of Physiology and Pharmacology and providing the candidate's current curriculum vitae and a letter from the candidate containing information about current and future research interests, and scholarly and clinical (if applicable) activities. The letter should also explain the reasons the candidate desires an appointment, as well as the expected contributions that would be made to the Department of Physiology and Pharmacology. Upon receipt of the completed application, the information will be circulated to the Appointments Committee of the Department for input. Following a positive initial review by the Committee (based on the criteria set out in Section 4 below), the applicant will usually be invited to present a research seminar to the Department and to meet with the Appointments Committee. The applicant may also be scheduled to meet with other members of the Department who share teaching and research interests, and the Appointments Committee will seek their input. An appointment in the Department of Physiology and Pharmacology will require approval from the Chair / Director of the applicant's home department or budget unit.

Once approved by the Appointments Committee of the Department of Physiology and Pharmacology, the recommendation will be forwarded by the Chair to the Dean, Schulich School of Medicine & Dentistry, for approval from where it will be sent to the Provost who makes the final decision.

4. Minimum Criteria

The following minimal criteria will normally be met for consideration of a cross-appointment in the Department of Physiology and Pharmacology.

- 4.1 The applicant must hold a Ph.D., M.D., D.D.S., D.V.M. or equivalent core professional degree.
- 4.2 The applicant must demonstrate excellence as an investigator as evidenced by recent publications in the peer-reviewed literature.
- 4.3 The applicant should have their own independent research program with peer-reviewed funding. Other relevant activities include presentations at professional and scientific meetings, and/or activities related to teaching and education.
- 4.4 The applicant must be willing to participate in the academic activities of the Department as listed in Section 7.

5. Term and Rank

These non-salary based appointments are made for a specified period that can not exceed five years, and are renewable subject to the conditions outlined in Section 6. The end date for the appointment in the Department of Physiology and Pharmacology can not extend past the appointment end date in the home department or budget unit. The academic rank in the Department of Physiology and Pharmacology will be at the same level as that in the appointee's home department.

Termination of the appointee's salary-based appointment in their home department / institute (for whatever reason) will terminate their cross appointment in Physiology and Pharmacology.

6. Reappointment

The Appointments Committee of the Department of Physiology and Pharmacology will consider reappointment of cross appointees as they reach the end of their appointment term. At the time of reappointment, the individual is required to provide:

- an up-to-date curriculum vitae,
- evidence of having a research program with peer-reviewed funding and publications,
- a brief statement summarizing contributions to the Department of Physiology and Pharmacology during their current term, and
- a statement of expected contributions to the Department during the upcoming term.

7. Expectations

Cross appointees are expected to participate in most of the following academic activities of the Department as a condition of their appointment. The expectations will be specified in the "Statement of Expectations and Responsibilities" at the time of the initial appointment or reappointment.

- 7.1 Supervise Physiology and Pharmacology fourth year undergraduate students in the Honors Thesis program.
- 7.2 Upon approval by the School of Graduate & Postdoctoral Studies (SGPS), undertake the supervision of graduate students and adhere to the guidelines for graduate student supervision as set out by the Department's Graduate Studies Committee and SGPS.
- 7.3 Serve on advisory and examining committees for graduate students in the Department.
- 7.4 Participate in the Physiology and Pharmacology undergraduate teaching program.
- 7.5 Attend and participate in Departmental seminars, meetings, and research forums.

At the time of appointment, a statement of expectations will be provided for signatures by the candidate, the Chair of the Department of Physiology and Pharmacology, and the Chair / Director of the appointee's home department or institute.

8. Privileges

Cross appointees have full voting rights at Departmental meetings on issues related to Graduate Studies programs, Undergraduate Studies programs, Visiting Speakers, and the annual nominating process subject to the conditions specified by the Collective Agreement

Cross appointees have the right to supervise graduate students in the Physiology and Pharmacology program upon approval by the Graduate Studies Committee and SGPS, and are subject to the regulations of the Department and SGPS.

9. Disclaimer

It is understood that the Department of Physiology and Pharmacology does not have responsibility in providing salary, administrative support, and research / office / trainee space for cross appointees.

In addition, the Department of Physiology and Pharmacology will assume no fiscal responsibility for costs associated with cross appointees' research grants, such as repayment of over-expenditures or costs associated with trainees and personnel.