

Application for Cross-Appointment

We are obliged to follow the terms stipulated in the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa as summarized below:

Cross-Appointment:

17.4.1.1 A cross-appointment reflects the active and substantial involvement of a faculty member in the teaching, research, development of academic programs, or supervision of graduate students in more than one department.

17.4.1.3 A cross-appointment shall be for a term not exceeding 3 years and is renewable.

17.4.2.2 Before the submission of the recommendations for a cross-appointment to the Joint Committee, the member shall be notified in writing by their dean as to:

- a. the effect of the proposed cross-appointment on the member's responsibilities and privileges;
- b. whether the member will or will not have full membership in the assembly of her proposed secondary department(s).

Offers of cross-appointment can only be made after approval by the Departmental Teaching Personnel Committee (DTPC) and applicants must submit their intent in writing.

Application Procedures:

Individuals interested in a cross-appointment in the Department of Cellular and Molecular Medicine should:

- write a letter to the Chair stating the reasons for seeking the appointment;
- provide a brief statement about their proposed involvement in departmental programs and activities by filling out the **Projected contribution form**;
- enclose an up-to-date *curriculum vitae* (prepared in the **OCGS format**) describing education, related experience, publications, honours, and sources and amounts of current research funding;
- complete and submit the **short form CV**;
- obtain a brief letter of confirmation from the Chair of their Department, supporting the cross-appointment;
- those applicants who are considered appropriate by the DTPC are expected to present a research seminar and to meet with members of the Department.

Please Note: Applicants for cross-appointment who also wish to supervise graduate students must hold membership in the Faculty of Graduate and Postdoctoral Studies (FGPS).

In assessing applications for cross-appointment, the departmental DTPC will consider the potential involvement of applicants in the following areas:

1. Evidence of academic excellence: for example, independent peer-reviewed research funding or equivalent.
2. A research focus that is related to the interests of the Department.
3. Commitment of the professor to become involved in departmental activities and programs - e.g. teaching, membership on departmental committees, research collaborations, attendance at departmental seminars, graduate student supervision.
4. Ability of the candidate to offer sound training to graduate students in an area of research complementary to the Department. This is relevant **only** for those applicants who are members of the FGPS.
5. Contribute to the departmental seminar program.

After the applicant's seminar the DTPC and the Chair will vote, and forward their recommendation to the Faculty Teaching Personnel Committee. Once a final decision has been made by the Joint Committee, the candidate will be notified in writing.

Conditions for Cross-appointments:

1. Cross-appointees from Clinical Departments will not normally concurrently hold cross-appointments to other Basic Science Departments.
2. Cross-appointees who have graduate students will be expected to make a defined contribution to academic services/programs in the Department such as:
 - o teaching in undergraduate or graduate programs, as required;
 - o serve on thesis advisory committees;
 - o examiner on Ph.D. comprehensive examinations;
 - o examiner on M.Sc. and Ph.D. thesis defences;
 - o participation in the departmental seminar program.
3. The professor must acknowledge his/her affiliation with the Department in scholarly publications and communications.

Relation to the Department:

1. Recommendations by the department on matters such as tenure and promotion will be based on the same criteria as for regular full-time members.
2. Cross-appointees will be included in all university and departmental publications listing research supervisors and/or areas of research.

3. Applications of all qualified applicants for graduate studies will be made available to those professors who are members of the FGPS.
4. Students in the graduate program supervised by cross-appointed professors are subject to the same conditions and benefits as other students in the program (admission procedures, supervisory committees, seminar attendance, course requirements, etc).

Renewal of Appointments:

When an appointment is due for renewal, a cross-appointee should submit a written request to the Chair confirming that he would like to have their appointment renewed for another term, along with an up-dated *curriculum vitae* (in **OCGS format**) and a brief letter of confirmation from the Chair of the Department where you hold your main appointment, supporting your reappointment in this Department and complete the **Contribution form**. The DTTC will then re-assess the appointment, using the same criteria stipulated for initial appointments.