



Toronto School of Theology

GRADUATE CENTRE FOR THEOLOGICAL STUDIES

Affiliated with the University of Toronto

Guidelines for Graduate Faculty Appointments

Graduate Centre for Theological Studies

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1. INTRODUCTION

Members of the graduate faculty play a pivotal role in the delivery of TST's graduate programs in teaching, student supervision, examinations, directing theses, serving on various program and administrative bodies and sharing in the responsibility for excellence in graduate theological education. Graduate faculty membership carries with it an appointment to the Graduate Centre for Theological Studies.

This document sets out the categories of graduate faculty membership, eligibility, appointment terms, and the procedures by which appointments are made. Administrative duties assigned within the GCTS are commensurate with the kind of duties that are exercised within the level of appointment for which the faculty person is approved.

SGS appointment policies, and the practices implementing these policies, have changed since 2015. The revisions to this policy, which were under discussion in the Graduate Appointments Committee and the Senior Executive Council (SEC) in the 2020-2021 academic year, are presented as part of the response to the 2021 UTQAP review. The 2021 UTQAP administrative response addresses the item: "The reviewers recommended clearer communication regarding the graduate faculty appointment process, and suggested ways to improve the process itself."¹¹.

All appointments to GCTS are dependent on prior approval of an appropriate TST teaching category. All requests for teaching categories other than tenure stream or college equivalent members require member college appointment at every college that requests graduate duties (in order to facilitate college record keeping and an accurate financial distribution of the GRATE formula). Requests for a TST teaching category and GCTS membership must be made by a member of SEC and forwarded to TST Registrar for processing. Requests for TST teaching appointment categories approved by the TST Executive Director. Requests for graduate appointments are approved by the Graduate Appointments Committee.

In the case of the expansion of duties under associate restricted graduate status, a member of SEC must request a new GCTS appointment for those duties.

2. LEVELS OF APPOINTMENT

TST Faculty can be appointed to one of four levels of graduate membership:

- **Full Member**
- **Associate Member**
- **Associate Member (restricted duties)**
- **Emeritus**

As per the MOA between the Toronto School of Theology,

- its member colleges and the University of Toronto, graduate appointments must be commensurate the standards set by the School of Graduate Studies and <https://facultyandstaff.sgs.utoronto.ca/gfm/gfm-eligibility-guidelines/>
- Toronto School of Theology has a voice in the Graduate Education Council and participates in the conversation around these standards.²

¹ See UTQAP Reviewers' Response, pp. 6-7

² According to the MOA: "The Director of the TST or a representative will be included on the SGS Graduate

3. ELIGIBILITY FOR APPOINTMENT

At TST, teaching staff do not automatically have teaching and supervisory privileges in the graduate faculty. To be eligible for graduate faculty membership, an individual must hold a faculty appointment of any type (tenured, tenure-stream, status-only, visiting, adjunct, etc.) at one of the TST colleges or its affiliates. Faculty members must also have been approved by the TST Executive Director to teach in the TST consortium in accord with the *Policy on TST Academic Appointments*. Except in rare circumstances, contractual arrangements and financial compensation for graduate work done by a member of the GCTS faculty rests solely with the TST college of appointment (“Rare circumstances” include the few individuals seconded for TST administrative work or occasional faculty hired to staff required classes.) Members of the graduate faculty are expected to participate in regularly scheduled faculty activities.

All graduate faculty members must have an appointment at a TST member college or affiliate. In addition, they must demonstrate peer reception of their work on their TST CV, and the CAO of their member college must make a written case for peer reception at the appropriate rank on the appointment request. As each Division of the university is responsible for defining criteria for peer reception relative to their specific disciplines, the SEC prepared the following list of items that may be considered as evidence of “peer reception” for the 2021 UTQAP self-study (pp. 223-226).

We recognize that the nature of original and creative scholarly work is changing. Each college CAO may make the case for their faculty member’s peer reception weighting criteria differently, depending on the faculty member’s scholarly project and trajectory; in a separate document, the Hollenberg principles describe scholarly creative work that is also considered for graduate status. Unless appointed with the Hollenberg principles in mind, a scholar who enters TST and is considered for full graduate status as a midlife or senior scholar will be able to demonstrate a wider range of contributions as listed below. An entry level scholar who is hired to teach at the graduate level who follows the usual trajectory of applying for full graduate status after three years of teaching will demonstrate a much more limited range. For both categories, items with a * are required.

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- 1) *Hiring processes* that include a full, competitive search, with a TST and U of T representative.*
- 2) *Academic publications* that include solo-authored books and co-authored books, (faculty should provide links to reviews of these books on their CV); books that have been nominated for or received award; peer-reviewed articles.*
- 3) *Invitations* by publishers, journals, or academic or creative societies to review recently published books; to give plenary addresses or participate in panels at academic meetings; to contribute to

Education Council.” The TST is represented with voice but not vote.

reference works of monograph series; to evaluate manuscripts or books for possible publication; to assess the scholarly merit of a grant application; to review other scholars for rank or tenure or participate in other universities' quality reviews participate in other universities' quality reviews.

- 4) *Prizes and awards* for scholarly work.
- 5) *Direct funding of research through research grants.*
- 6) *Writing for general audiences and ecclesial audiences*, as now required by major funders of theological research such as the Lilly Endowment and the Luce Foundation.
- 7) *Involvement in Academic Societies*, international and Canadian, including leadership roles such as being officers, hosting international meetings, serving on editorial boards, etc.

Academic Council has added:

- 8) Collaborative research and writing projects, edited academic volumes, and edited volumes for a general audience.
- 9) Membership on academic editorial boards that are not attached to Academic Societies.
- 10) Projects in digital humanities.

Full members will be able to demonstrate multiple examples of these forms of peer reception; associate members will demonstrate some examples. The guidelines to be considered by the Graduate Appointments Committee as qualifications for each level of appointment are as follows:

Full Member (application represents transition from associate membership within the TST system)³

- A TST college appointment⁴ (tenure/tenure-stream or equivalent: contract with rank reviews until retirement if member college does not grant tenure) at the rank of full or associate professor.
- an earned doctorate or comparable academic qualifications.
- evidence of a program of research, going beyond the research done for the doctorate, demonstrating evidence of expertise in the areas within which supervision and teaching will take place, including interdisciplinary work that is relevant to theological studies (as our PhD and MA are interdisciplinary degrees).
- experience in graduate teaching and supervision (normally at least three years).
- an ongoing record of scholarly contribution commensurate with their stage of career, in the form of peer-reviewed scholarly publications and/or creative professional activity.
- participation in scholarly activity outside TST (academic societies, conferences, etc.).
- Other evidence of peer reception as noted in the UTQAP description of peer reception above, including hiring processes, academic publications, invitations, prizes and awards, direct funding of research through research grants, writing for general and ecclesial audiences as requires by major funding institutions, involvement in academic societies.

³ The question of reducing the preparatory time from five to three years has been under discussion. Three years is being proposed by the Senior Executive Council, who see this time as a minimum. In the process of faculty mentorship at the college level, the time may be extended before a college applies for full membership.

⁴ A primary contract with a TST member college is defined as at least 60% of time.

Full Member (hiring at senior level from another college or university)

- A TST college appointment (tenure/tenure-stream or equivalent: contract with rank reviews until retirement if member college does not grant tenure) at the rank of full or associate professor.
- an earned doctorate or comparable academic qualifications.
- evidence of a program of research, going beyond the research done for the doctorate,
- including interdisciplinary work that is relevant to theological studies, demonstrating evidence of expertise in the areas within which supervision and teaching will take place.
- experience in graduate teaching & co-supervision (normally of three years at an institution granting doctorates outside TST); or graduate teaching and experience on TST committees of two years.⁵
- an ongoing record of scholarly contribution commensurate with their stage of career, in the form of peer-reviewed scholarly publications and/or creative professional activity.
- participation in scholarly activity outside TST (academic societies, conferences, etc.).
- Other evidence of peer reception as noted in the UTQAP description of peer reception above.
- Recommendation for full membership in the GCTS during the hiring process, by consultation of the TST representative and the U of T representative on the committee with the SGS liaison to TST.

Full or Associate Member—Status Only Appointments

- A faculty member with a status-only appointment at TST who holds a U of T faculty position may be appointed as a full or associate member of the GCTS, commensurate with U of T faculty rank.

Associate Member

- a TST college appointment (tenure/tenure-stream or equivalent: contract with rank reviews until retirement if college does not grant tenure) at the rank of assistant professor or higher, or
- a TST college appointment (teaching stream, non-tenure stream/status-only) at the rank of associate professor or higher.
- an earned doctorate or comparable academic qualifications.
- for tenure-stream faculty members, at a minimum, the beginnings of a record of scholarly contribution, in the form of a completed dissertation that is being revised for publication, peer-reviewed scholarly publications resulting from the dissertation, a book contract and/or creative professional activity, presentations at conferences and any other evidence that demonstrates the promise of a program of research going beyond the research done for the doctorate, pertinent to the area within which supervision and teaching will take place.⁶
- for teaching-stream faculty, an identifiable area of expertise commensurate with teaching experience and/or academic rank.

⁵ The rationale for two years is that a senior scholar with an established research trajectory should be able to be engaged in graduate teaching and committees immediately and needs only a short introduction to the practices of the GCTS. Two years allows a new faculty person to participated in a new student's work through the general examinations, or in an established committee through the FOE.

⁶ For scholars hired with a PhD awarded in the last year, the following will be considered evidence of promise of a research trajectory: the doctorate is from a peer university to the University of Toronto; the scholar was active in academic societies during their graduate studies, including giving presentations in their area of expertise; the member college has committed to providing a work load, such as a reduced teaching or committee load, that allows the new scholar to prepare a dissertation or article for publication within the first year of teaching

Associate—CLTA

CLTAs (who are hired on a multiyear contract and are hired through a competitive process) may have associate graduate status and may, without additional GCTS approval:

- Teach a graduate course.
- Supervise a research project.
- Serve as sole supervisor or serve as supervisory committee member for Master's (presuming end of appointment is within anticipated completion time).
- Can serve as supervisory committee member for doctoral student (presuming end of appointment is within anticipated completion time).
- Co-supervise doctoral student (presuming end of appointment is within anticipated completion time).

Associate Member (Restricted Duties)

- a TST member college appointment (tenure/tenure-stream or equivalent: contract with rank reviews until retirement if member college does not grant tenure).
- An appropriate TST teaching appointment.
- an earned doctorate or comparable academic qualifications.
- expertise in the area of restricted duties, which may be demonstrated by professional work experience, scholarly contribution, creative professional activity, pertinent to the field within which supervision and teaching will take place and commensurate with teaching experience and/or academic rank.

Associate (Restricted)—Status Only

- A faculty member with a status-only appointment at TST who holds a faculty position outside the U of T may be appointed as an Associate (Restricted) member of the GCTS with duties specified.

Associate Restricted—CLTA

CLTAs (who are hired on a multiyear contract but are not hired through a competitive process) may have associate restricted graduate status and may, with GCTS approval:

- Teach a graduate course.
- Supervise a research project.
- Serve as sole supervisor or serve as supervisory committee member for Master's (presuming end of appointment is within anticipated completion time).
- Can serve as supervisory committee member for doctoral student (presuming end of appointment is within anticipated completion time).
- Co-supervise doctoral student (presuming end of appointment is within anticipated completion time).

Emeritus Member

- a member college appointment as emeritus.
- A TST teaching appointment as emeritus.
- a previous graduate appointment as a Full or Associate Member through that same member college at the time of retirement.

Retired members without emeritus status (associate restricted status)

- Retired faculty who have had previous membership in the GCTS in any category and are completing responsibilities as committee members or supervisors may be appointed as “visiting retired” professors whose primary employment is “retired.”
- Retired faculty who are retained with or without remuneration who have maintained a research profile may be appointed as “retired visiting” faculty with “associate restricted” status.

4. TERM OF APPOINTMENT

Appointments to graduate faculty membership are typically concurrent with the term of appointment at a TST member college or affiliate, unless otherwise specified by the GCTS Appointments Committee. An individual’s graduate faculty membership ends if, through death, retirement, resignation, or for any other reason, the individual is no longer eligible for the graduate faculty. Colleges are responsible for applying for changed appointment status that apply to faculty who retire or who leave to take up another position and who continue to have limited responsibilities in graduate supervision.

The term of appointment is as follows:

Full Member.

As of appointments made in 2020, Full Members are appointed without limitation of term.

Associate Member.

Normally appointed for three years, to be reviewed at the end of the term with possible renewal or appointment as a Full Member. The member college may also apply for an earlier change of status if the conditions for full membership are met.

Associate Member (Restricted Duties).

Limited to the term of appointment with the college. The term of the appointment must be equal to the expected degree completion time of any student with whom the associate member (restricted) is working. Duties are stipulated in the letter of appointment, and the addition of duties requires an additional application from the member college CAO to the GCTS. When additional duties are approved, a new letter of appointment with all duties listed will be issued by the GCTS.

Emeritus Member.

Normally Emeritus Members are appointed for 5 year terms, renewable if the scholar continues in scholarly development.

5. RESPONSIBILITIES OF MEMBERSHIP

TST gathers evidence of the ongoing scholarship of its members, as required by the University of Toronto Quality Assurance process, by collecting data on faculty CVs that are updated yearly. Member colleges must provide an updated CV by September of each year to the GCTS. Evidence of peer reception, in the categories outlined above, must be included on the CV.

Full Member

A Full Member may serve in any of the following roles:

- sole or major supervisor of a doctoral thesis
- chair or member of a doctoral supervisory committee
- chair or member of a doctoral thesis proposal committee
- voting member of a doctoral oral examination committee
- chair of a doctoral oral examination committee
- examiner for general examinations
- sole or major supervisor of a master's thesis
- chair or member of a master's thesis proposal committee
- member of other graduate program committees
- instructor for graduate courses
- TST graduate academic administrative roles.

Full Members who are full-time members of the TST faculty are normally appointed without any restriction of duties.

Associate Member

An Associate Member may serve in any of the roles allowed a Full Member, except:

- sole or major supervisor of a doctoral committee (supervisory, general examination, thesis)
- chair of doctoral oral examination committee TST graduate academic administrative roles of TST Executive Director or Associate Director, Graduate Studies.

A faculty member's college may place further restrictions on the graduate activities of an Associate Member. Such restrictions may have to do with the type of duties themselves, the number of duties that a faculty member may take on, or situations in which the approval of the college needs to be sought in advance (including any contractual considerations).

Associate Member (Restricted Duties)

Associate Members (Restricted Duties) are limited to the duties assigned in the offer of appointment. Such restrictions may have to do with the type of duties themselves, the number of duties that a faculty member may take on, or situations in which the approval of the college needs to be sought in advance (including any contractual considerations). They may serve as faculty assistants in the GCTS for defined duties.

Emeritus Member

An Emeritus Member may fulfill any of the responsibilities of the level of appointment they possessed prior to retirement, except that any new thesis supervisions or committee assignments require the approval of the college in consultation with the TST Executive Director and the Associate Director, Graduate Programs.

6. PROCEDURES FOR APPOINTMENT TO THE GRADUATE FACULTY MEMBERSHIP

No commitments by member colleges or faculty concerning graduate work (regular courses, reading courses, committee work, etc.) should be made, nor should any such work be assigned or undertaken before a graduate appointment has been made and before it has been determined that the work is consistent with the terms of the appointment. Member colleges may not reassign supervisors without consultation with the TST Executive Director. Member colleges must apply for renewal of graduate faculty whose terms have expired if they are still working with students.

Requests for graduate faculty membership are initiated by the member college CAO. Each college should establish a committee, or the equivalent, to advise on graduate faculty membership. The composition of the committee should be known to the college and established according to a college's own policies and procedures.

All graduate faculty appointments are approved by the GCTS Appointments Committee, acting on a recommendation from the college dean or principal. The college sends to the GCTS Appointments Committee the following: a form completely filled out, requesting graduate faculty membership and confirming a faculty member's college appointment, a description of any restrictions on the term or duties; and the faculty member's curriculum vitae (in the TST c.v. format).

All appointments to the graduate faculty and GCTS are confirmed by a letter of appointment which is sent to the faculty member and TST college by the TST Executive Director. All members of the GCTS faculty will be listed on the TST website according to their level of appointment. Each member college may specify faculty who are available to take new supervisees or committee assignments on the TST web site.

7. MENTORING

After their initial appointment to the graduate faculty, Associate Members will normally be eased into graduate responsibilities, working under the supervision of their dean or principal to gain teaching, graduate committee experience, supervisory skills, and to take on additional graduate responsibilities. They will be invited to assume limited co-supervision with an experienced supervisor.

The college is responsible for the professional development of early career colleagues and should be cognizant of their professional needs when offering membership in the graduate faculty. Similarly, an Emeritus Member should be permitted to assume additional responsibilities only if they remain actively engaged in research and are accessible to graduate students.

8. CREATIVE PROFESSIONAL ACTIVITY

Graduate appointment on the basis of creative professional activity recognizes that faculty may carry out a number of activities essential to the missions of the TST colleges in the university and wider community. These activities contribute to the faculty member's leadership role among other members in the profession (or professional associations or societies) and the public, and as a recognized expert or role-model for students to emulate. Creative professional activity can be exhibited as either professional innovation, exemplary professional practice, or contributions to the development of professional practice. Evidence of such creative professional activity must: be exhibited through a body of work described thematically; be described as to the level of impact achieved (nationally and/or internationally); and, contain objective evidence for the above using precise, refined documentation. As with published research, creative professional activity should exhibit excellence in all its forms. The principles of this approach are adapted from the UofT's Hollenberg Report (1984). (See "Alternative Process for Adjudicating Graduate Teaching Credentials in Professional Areas of Theological Studies," Adopted by the Academic Council September 14, 2018).

9. MEMBERSHIP OF THE GRADUATE APPOINTMENTS COMMITTEE

The Graduate Appointments Committee approves graduate faculty membership. It reports to Academic Council and is composed of the following members: TST Executive Director, who serves as chair; a member of the SEC, and a member appointed by the Provost of the University of Toronto. The term of those elected or appointed is typically two years, with the possibility of a renewal.

Submissions for approval of TST teaching status (which is approved by the TST Executive Director) and Graduate Status must be submitted *no less than one week* before the published meeting of the Graduate Appointments Committee. Late requests will be deferred until the next meeting. Supervisors and committee members may not be appointed without the necessary status. Chief Academic Officer (CAO) heads of college are responsible for completely filling out the request for status and making the case or the request. The GCTS Graduate Appointments Committee may award a different status than the school requests.

Disagreements with decisions of the Graduate Appointments Committee that cannot be informally resolved will be adjudicated by the Toronto School of Theology Policy on the Resolution of Disputes, approved April 20, 2020, found on the TST website under “policies.”

https://www.tst.edu/resources/TST_Policy_on_the_Resolution_of_Disputes_-_Approved_%20April_2020.pdf

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