



TST CONTINUING OR CONTRACTUALLY LIMITED TEACHING APPOINTMENT NOTIFICATION FORM

This form is to be used to notify TST of a continuing (non-tenure) or contractually limited teaching appointment. The TST Academic Council Policy on *Approved Categories of TST Teaching Staff* (April 2019) refers to the TST Board of Trustees Policy on Academic Appointments for the following definitions:

	Description	Core Faculty	TST Approval	Graduate Status (Requires review by the Graduate Appointments Committee)	Maximum Approval Term
Continuing Appointment	Refers to the employment of a person who will be continuously employed, unless severed for just cause. Each college will have its own policies and practices for the contractual character of continuous employment. The appointment must be consistent with the academic standard of the University of Toronto.	Yes	Reviewed by TST Director	By Request	No Maximum
Contractually Limited Term Appointment (CLTA)	Refers to the employment of a person for a term certain, typically of one, two, or three years. The appointment must be consistent with the academic standard of the University of Toronto.	By Request	Reviewed by TST Director	By Request	Up to 5 years; renewable

An up-to-date Curriculum Vitae (using the [TST CV template](#)) must accompany this notification and is then required annually thereafter for the duration of the appointment.

Section 1: Candidate Information

Surname:	Given name:
Appointment start date:	Appointment end date:
Category: ☐ Continuing ☐ CLTA	Area of specialization:
Is graduate status being requested? If yes, a graduate status request form is required. ☐ Yes ☐ No	If CLTA: is this candidate to be considered Core Faculty? If yes, they will be listed on the TST website . ☐ Yes ☐ No

Section 2: Reason for Request

Please provide a brief rationale for the appointment.

--

Section 3: Signatures

I confirm that this appointment adheres to the standards and requirements of the *Memorandum of Agreement between TST & UofT July 2014*, as set out in sections 27-33.

College:	Date:	
Name of college official:	Signature of college official:	
Date of review by TST Director:	Approved appointment end date:	Date reported to AC:

Please forward the completed form along with the CV and other applicable documentation to the TST Registrar (tst.registrar@utoronto.ca).