Nurse Practitioner
Preceptor and Student Information Package

Masters in Nursing (MN) (Nurse Practitioner Field) Degree Program
Post-Masters NP (PMNP) Diploma Program
Dear Respected Preceptor,

Thank you for agreeing to participate as a preceptor for a student in the Nurse Practitioner program at the Lawrence S. Bloomberg Faculty of Nursing. The preceptor role is fundamental to helping the student learn, experience, and practice in an environment that is supportive and safe for both the student and the patients. We appreciate your time, your professional commitment, and your willingness to share your knowledge.

Please find included some useful information in assisting you to become familiar with our faculty and program.

The student you are a preceptor for is enrolled either in the MN (NP Field) Degree Program or PMNP Diploma Program. Aspects of clinical reasoning will be investigated, critically reviewed and applied to a broad range of clinical case studies as students develop advanced physical assessment skills, knowledge and skill in the collection of data and diagnostic formulation. Practical elements of advanced client assessment, including physical and mental status, psychosocial, family, and cultural and community factors, the implications of social determinants of health and risk appraisal will be addressed in terms of their impact on the adult/child client’s health status. Clinical, theoretical and scientific knowledge will be synthesized in the identification and management of existing and potential client states of health and illness. Approaches to effective written and verbal communication of findings to lay individuals and health professional colleagues as they relate to the client and family will be addressed. Students will have opportunities to apply knowledge and develop advanced skills in assessment and clinical reasoning through case studies.

The clinical component includes a total of 800 practicum hours divided amongst 3 courses. This clinical component is designed to facilitate Students’ development of advanced skills (interviewing, physical examination, diagnostic testing, interpretation of findings, therapeutic planning and role development) related to patient, client and family assessment. Application of the clinical reasoning process is integral to the Students’ experiences. It is expected that Students will be competent in basic health and physical assessment (HPA) and the associated techniques prior to beginning the course.

Should you have any questions please feel free to contact me at: kathy.trip@utoronto.ca

Kind Regards,

Katherine Trip
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Faculty Liaisons

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NP Program Coordinator – Pediatrics
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Program Overview

At U of T approximately 100 NP students graduate per year from one of three NP emphases: NP-Adult, NP-Paediatrics and NP-Primary Health Care-Global Health. Students enter into the program via a combined Master of Nursing (MN) (Nurse Practitioner Field) Degree Program or a Post-Masters Nurse Practitioner (PMNP) Diploma Program. Our NP programs prepare graduates to lead in the comprehensive care of patients through the application of Advanced Practice Nursing and Nurse Practitioner competencies as described by the Canadian Nurses Association (2010). Students gain population-based experiences in caring for patients with health maintenance requirements, common health problems and/or acute and chronic conditions with their chosen population of either Adult (adolescents/adults/older adults) Pediatrics (infant/child/adolescent) or Primary Care-Global Health (all ages).

Clinical Placements may occur across the health care sector in primary care, long term care, ambulatory care and acute care settings. Students may choose to concentrate and specialize with a clinical focus through focused course work and targeted clinical placement selection in the final year of the NP program.

Our NP programs are accessible to students across Canada. The student experience in this hybrid education delivery model includes:

- Attendance in on-campus residencies,
- Simulation-based learning,
- Virtual classrooms, and
- Combined asynchronous and synchronous discussions.

Post-Masters Nurse Practitioner (PMNP) Diploma Program
The Post-Master's NP Diploma is an innovative and highly competitive 22-month program available to students across Canada. It is designed to afford students who have completed graduate education the opportunity to develop knowledge and skills required to practice as a Nurse Practitioner. The Post-Master's NP Diploma consists of 4 courses (Table 1), completed over a 22-month period. Students will focus their studies in the area of adult, pediatric, or primary health-global health care.

Master of Nursing (MN) (Nurse Practitioner Field) Degree Program
The NP Field of the Master of Nursing Program is designed to provide students with the skills and competencies required to practice as a Nurse Practitioner (Adult, Pediatric or PHC-GH). This innovative and accessible MN population-based program is completed over 2 years (Full-Time). The course-work is available entirely on-line and the practicums are emphasis focused. In addition to the specialty NP courses outlined in Table 1, students are required to complete 4 foundation courses:

NUR 1017: History of Ideas in Nursing
NUR 1022: Research Design, Appraisal, & Utilization
NUR 1028: Qualitative Research
NUR 1034: Program Planning & Evaluation
<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td><em>NUR 1100H:</em> Pathophysiologic Concepts &amp; Pharmacotherapeutics</td>
<td><em>NUR 1100H:</em> Pathophysiologic Concepts &amp; Pharmacotherapeutics</td>
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<tr>
<td>NUR1022 or NUR1028 (MN-NP students only)</td>
<td>NUR1028 or NUR1022 (MN-NP students only)</td>
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<tr>
<td><strong>NUR 1115H (Adult)</strong> &lt;br&gt;or &lt;br&gt;<em>NUR1116H</em> (Paediatric) &lt;br&gt;or &lt;br&gt;<em>NUR 1117H</em> (PHC-GH) &lt;br&gt;Advanced Health Assessment and Therapeutic Management &lt;br&gt;250h Fall &lt;br&gt;250h Winter</td>
<td><em>NUR 1115H</em> &lt;br&gt;Or &lt;br&gt;<em>NUR1116H</em> &lt;br&gt;Or &lt;br&gt;<em>NUR 1117H</em> &lt;br&gt;Advanced Health Assessment and Therapeutic Management &lt;br&gt;250h Fall &lt;br&gt;250h Winter</td>
</tr>
<tr>
<td>NUR1017 (MN-NP students only)</td>
<td>NUR1034 (MN-NP students only)</td>
</tr>
</tbody>
</table>

*Table 1. Specialty NP courses (MN and PMNPDP programs).*
**Clinical Practicum Course Objectives:**

<table>
<thead>
<tr>
<th>Clinical Course</th>
<th>Clinical Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1101/1102/1114: NP Advanced Health Assessment &amp; Clinical Reasoning (20h simulation lab+80h in practice setting)</td>
<td>Following successful completion of an OSCE, students undertake this course with the goal of developing advanced practice skills of history taking and performing physical examinations on clients/families with <em>common</em> health and illness states. Learning to formulate differential diagnoses is integral to this practice rotation. <strong>Note:</strong> Students must complete a minimum of 3 complete history and physical examinations and a minimum of 20 focused history and physical examinations during this practicum.</td>
</tr>
<tr>
<td>NUR 1115/1116/1117 Advanced Health Assessment and Therapeutic Management (250 + 250 hours)</td>
<td>Students undertake this course with the goal of continued development of the advanced skills (history taking, physical examination) and integration of diagnostic testing and treatment planning into their experience as well as developing advanced practice nursing judgment, skill and knowledge in patient and family care scenarios presenting increased complexity as the clinical practicum progresses.</td>
</tr>
<tr>
<td>NUR 1110: Nurse Practitioners: Roles and Issues 200 hours</td>
<td>Practice settings offer experiences with clients/families experiencing health and illness states with specialized, multiple and complex needs. Students consolidate skill development across the health-illness continuum. Practice settings offer opportunities for students to integrate all domains of practice into their advanced practice role. Students will focus on a quality improvement initiative during this final clinical practicum.</td>
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</table>
Preceptors

Experienced practitioners (preceptors) provide invaluable clinical learning experiences for our students. The preceptor's roles include those of a coach, teacher, facilitator, resource person, and clinical evaluator.

Students identify preceptors with the assistance of the Graduate Clinical Placement Coordinator. Students are encouraged to have no more than one (1) preceptor per each clinical practicum section. This is to ensure each student has adequate time to develop in the role of an NP and to allow the preceptor adequate time to assess the student and provide a reliable and valid midterm and final student and clinical experience evaluation. Preceptors can be NPs (with at least one year of clinical NP experience) or MDs. All students with an MD preceptor must also identify an NP advisor. Roles and responsibilities of preceptors and NP advisors are outlined below.

1. NP Preceptor

Prior to the Beginning of the Clinical Rotation
- Communicate with the learner in order to discuss the clinical environment
- Information such as start times, dress code, reporting of sick time etc. should be communicated prior to the beginning of the practicum experience
- Additional learning opportunities such as rounds, journal clubs etc. can be suggested at this time as well

At the Outset of the Clinical Rotation
- Review the learning plan and practicum objectives with the student
- Assist the learner to identify strategies for achieving objectives

During the Clinical Rotation
- Facilitate learner's introduction to the clinical setting
- Act as a clinical expert and role model sharing experiences and knowledge
- Provide clinical supervision and consultation to the learner during clinical experience
- Meet with the learner regularly to discuss progress towards achievement of learning objectives (as outlined in the student's learning plan)
- Inform the course instructor of any problems arising from the student placement as soon as these are suspected or identified
  - Early intervention and faculty support helps to ensure student success and decrease preceptor burden in difficult situations.
- Complete all required evaluations via the on line evaluation tool-Linking Health Professionals (watch for an email link from account.management@linkinghealthprofessionals.com), and discuss the evaluation with course instructor if unsatisfactory.
After Completion of the Clinical Rotation

- Review the course objectives evaluated with the learner to determine if successfully achieved. Meet and discuss evaluation of performance with the student and complete the required evaluation online via Linking Health Professionals, (watch for an email link from account.management@linkinghealthprofessionals.com), and discuss the evaluation with course instructor if unsatisfactory.
- Review the clinical portfolio for accuracy
- Complete the honorarium request sent via email by the NP program assistant
  - Note honoraria can only be processed once the practicum evaluation has been completed and received by the course instructor

2. MD Preceptor (up to and not exceeding 50% of practicum hours (400 hours maximum) can be obtained through working with an MD)

Prior to the Beginning of the Clinical Rotation

- Communicate with the learner in order to discuss the clinical environment
- Information such as start times, schedules, dress code, reporting of sick time etc. should be communicated prior to the beginning of the practicum experience
- Additional learning opportunities such as rounds, journal clubs etc. can be suggested at this time as well

At the Outset of the Clinical Rotation

- Review the learning plan and practicum objectives with the student
- Assist the learner to identify strategies for achieving objectives

During the Clinical Rotation

- Facilitate learner's introduction to the clinical setting
- Act as a clinical expert and role model sharing experiences and knowledge
- Provide clinical supervision and consultation to the learner during clinical experience
- Meet with the learner regularly to discuss progress towards achievement of learning objectives (as outlined in the student’s learning plan)
- **Inform the NP Advisor of any problems arising from the student placement as soon as these are suspected or identified**
  - Early intervention and faculty support helps to ensure student success and decrease preceptor burden in difficult situations.
- Complete any required evaluations via on line evaluation tool-Linking Health Professionals, (watch for an email link from account.management@linkinghealthprofessionals.com), and discuss the evaluation with course instructor if unsatisfactory.

After Completion of the Clinical Rotation

- Review the course objectives evaluated with the learner to determine if successfully achieved
- Meet and discuss evaluation of performance with the student and complete the required final evaluation online via Linking Health Professionals (watch for an email link from account.management@linkinghealthprofessionals.com).
If you are an MD preceptor—discuss evaluation of performance with the NP Advisor

- Review the clinical portfolio for accuracy
- Complete the honorarium request sent via email by the NP program assistant
  - Note honoraria can only be processed once the practicum evaluation has been completed and received by the course instructor

3. NP Advisors

All students with an MD Preceptor in any semester must also have an NP Advisor. An NP Advisor will provide feedback to the course instructor about an NP students’ progress towards their clinical objectives as they relate to NP practice. The NP Advisor will work together with the student and their MD Preceptor, to ensure the student has the opportunity to learn and be assessed by an Advanced Practice Nurse with NP competencies. NP Advisors may participate in the students learning through direct observation in the clinical setting, or via indirect methods including face-to-face meetings, video room chats, telephone calls or email correspondence.

The student must provide the NP Advisor with course materials, sample evaluation tools and details of their learning plan. Students are also asked to provide the NP Advisor with a plan for communication and identify strategies for illustrating progress towards meeting the course and clinical objectives.

NP Advisors will communicate with their NP students weekly during the semester. The student is expected to negotiate a schedule with the NP Advisor at the beginning of the course. At any point in the semester, the NP Advisor is encouraged to contact the Graduate Clinical Placement Coordinator (kathy.trip@utoronto.ca) or the course instructor, if there are any concerns about the student's placement or progress.

Some examples of how NP Advisors have assessed student progress include:

**Indirect:**
- reviewing sample clinical documentation, discussion of student documented case studies and analysis of exemplars describing clinical encounters

**Direct**
- carrying out direct observation of a student in the clinical setting

At scheduled evaluation points (mid-term and/or final), the NP Advisor will be required to document their feedback about the students’ progress and clinical competence on-line via Linking Health Professionals. This feedback will be used together with that provided by the NP or MD preceptor(s) to determine if a student has met the objectives for the clinical practicum component of their course.

**A student’s clinical evaluation cannot be considered complete until any required NP advisors have provided feedback via Linking Health Professionals, (watch for an email link from: account.management@linkinghealthprofessionals.com ).**
Students

The primary objective of practicum experience is to gain knowledge from working with the preceptor and within the practice setting in preparation for a career as a knowledgeable, skilled nurse practitioner. Professional demeanor as would normally be expected of one working in the role of an RN is expected to continue in all practicum experience situations. Respect, collegiality and privacy of information will be upheld at all times by the student.

Student Responsibilities before Beginning a Clinical Rotation
- Analyze and determine what he/she wants to gain from the experience
- Arrange, with the support of the Graduate Clinical Placement Coordinator, a preceptor with MD or NP preparation (during NUR 1110 preceptors or NP advisors must be graduate prepared at minimum)
- Submit a completed Health Form to the faculty
- Ensure up to date proof of CNO registration or comparable nursing license is available
- Ensure mask fit testing is available and valid
- Complete a vulnerable sector police clearance
- Contact Nursing Education Representative (or equivalent) at the practicum site at least three (3) weeks prior to arrange for ID, secure system access, and training

During the Clinical Rotation
- Develop a clinical portfolio and clinical learning plan
- Discuss your clinical portfolio and clinical learning plan with the preceptor/submit to course instructor as required
- Discuss with the preceptor reciprocal expectations and devise a schedule of activities to meet learning objectives
- Seek supervision and feedback from the preceptor on an on-going basis
- Perform within the administrative framework of the practice facility
- Achieve clinical objectives and a satisfactory clinical evaluation
- Students will not change or add preceptors without prior written approval of the graduate clinical placement coordinator
- Students are bound by PHIPPA requirements; students will not copy, scan or remove any patient documents from the clinical setting

After Completion of the Clinical Rotation
- Review the learning objectives with the preceptor to determine if they have been successfully achieved
- Discuss student evaluation with the preceptor
- Submit a preceptor approved clinical portfolio to instructor verifying hours of clinical
- Submit clinical learning plan as directed to instructor
- Keep a copy of the signed clinical portfolio for submission to your instructor in the next clinical course (i.e. keep 1101 (or 1102 or 1114) for submission at beginning of 1115 (or 1116 or 1117).
Evaluations – Submitted On-Line via Linking Health Professionals

1. Student

All student evaluations are completed online through our online evaluation system – Linking Health Professionals (LHP). LHP hosts a community of students and preceptors affiliated with the Lawrence S. Bloomberg School of Nursing. LHP has the ability to let you provide real time communication to the faculty. Students carry out self-assessments (competency evaluation) and provide feedback on the clinical experience. All information is private and confidential. Individual evaluations of the preceptor and site are never released to the preceptors. In order to provide constructive feedback, evaluation results are anonymized, collated and shared with the site only after at least three separate evaluations have been provided.

2. Preceptor

As a preceptor, you are required to complete a clinical competency evaluation and a student behavioral evaluation. At mid-term and at completion of your student’s placement you are required to complete these on-line evaluations via LHP and will receive an email link from LHP requesting you to do so. The student must complete their evaluation first, and then you will be prompted to complete your evaluation. As a part of the evaluation you will be required to verify your student’s hours.

Preceptors are invited to build their profile on LHP, and are encouraged to share a photo, which helps build recognition as part of the Lawrence S. Bloomberg Faculty of Nursing. Minimum posting to the profile should include your name, area of practice and contact details.

We will set up your account with LHP (if not currently a member) and the LHP system will email you an access password. If you have used LHP previously, you may sign on with your current login name and password.

Most common issues related to LHP evaluations:
- Students must complete their evaluation first - this step is needed in order for the LHP system to prompt the preceptor to complete their part
- Students or preceptors click “save” instead of “submit” (evaluation is not submitted to the system, but saved instead)
- The email address for the preceptor is incorrect in the LHP system; preceptors have multiple email addresses and the one student has provided is different than the one the preceptor registered onto LHP
To complete the Evaluation:

2. Once your student has completed their evaluation you will receive an email prompt from. The message will state that a Competency Evaluation and Student Evaluation are waiting for you to complete.

3. Watch for an email link from account.management@linkinghealthprofessionals.com. Sign in to Linking Health Professionals using the link provided or through (www.linkhealthpro.com).

4. Select “Clinical Evaluations” from the left menu.

5. Select the “Evaluations” tab near the top of the screen. You will note that there are two evaluations to be completed: a Competency Evaluation and a Student Evaluation. Select the evaluation form specific to the course the student is enrolled (M for Midterm and F for Final).

6. Click Start to proceed with the evaluation. You can view the Student’s self evaluation by clicking the magnifying glass icon.

Keynote:

You need to complete 2 evaluations for students.

a) The competency evaluation, which is found on top.

b) Also, you need to complete the student behaviour analysis at the bottom.
You will start the evaluation by **confirming the number of hours** spent with the Student. You can either confirm the number of hours, or if different, enter the number of hours spent with the Student.
7. Proceed with the **Competency Evaluation**.
8. Once you are finished with the evaluation, click on the Submit button.

Clicking Save allows you to temporarily save the evaluation (Note - Saving will not submit the evaluation to the system)

Clicking Submit will submit the evaluation to the system
9. A summary screen displays the selections which you made. The continue button takes you back to the evaluations screen.
10. Continue with the **Student Evaluation**.
11. Submit the evaluation when complete.
12. A summary screen displays the selections you made. The continue button takes you back to the evaluations screen.
Graduate Clinical Placement Coordinator

The Graduate Clinical Placement Coordinator is a resource to both students and preceptors. In regard to students, the Graduate Clinical Placement Coordinator can assist in the arrangement of clinical placements. This includes the management of the clinical placement process, preceptor orientation, and ongoing management of associated initiatives. The Graduate Clinical Placement Coordinator can act as the initial point of contact for students and agencies related to placements, in addition to working with the NP Director and Administrative Assistant to plan program related activities. For preceptors, the Graduate Clinical Placement Coordinator can be contacted to help address any practicum related concerns or to volunteer for future mentorship opportunities.

Insurance

During clinical placements, the student has the protection of the University of Toronto’s Comprehensive General Liability insurance policy. The Ministry of Education Work/Education Placement Agreement under the Workplace Safety and Insurance Coverage Act covers each student's clinical placement.

Health Forms

All students are required to complete health forms and submit to the Occupational Health Nurse, at the Lawrence S. Bloomberg Faculty of Nursing. Students may not attend their clinical placements unless these forms are processed and cleared by the Faculty of Nursing. Students are required to update their TB test annually.

CPR and N95 Mask Fit

All students must have current CPR and mask fit testing in place during any practicum experience. Documentation of these must be provided to the Faculty of Nursing.

Vulnerable Sector Police Check

All students are required to obtain a vulnerable sector police check on admission to the NP program. Students also require an annual declaration that no criminal activity has been undertaken.
**Honorarium**

The University Of Toronto Faculty Of Nursing provides a modest honorarium to preceptors of NP students. As the faculty does not receive any government funding to support practicum honorarium, the amount designated is less than that of other programs where this outside funding is provided.

The honorarium can be designated to the individual preceptor or the site depending on preceptor preference. In order to initiate the honoraria process, preceptors must complete the student evaluation. This subsequently triggers the honorarium process. All preceptors who complete clinical practice hours with a student and who complete the evaluation will receive a request for information. Honoraria are not provided for NP advisors. As the payroll process takes place monthly, it can take up to two months after completing the student evaluation to receive your honorarium.

Maximum honoraria provided per course (effective Sept 2015)

<table>
<thead>
<tr>
<th>Course</th>
<th>Honorarium Amount</th>
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<tbody>
<tr>
<td>NUR 1101, 1102, 1114 (spring/summer)</td>
<td>$500.00 per 80-100 hours</td>
</tr>
<tr>
<td>NUR 1115, 1116, 1117 (fall)</td>
<td>$1150.00 per 250 hours</td>
</tr>
<tr>
<td>NUR 1115,1116,1117 (winter)</td>
<td>$1150.00 per 250 hours</td>
</tr>
<tr>
<td>NUR 1110 (spring/summer)</td>
<td>$1000.00 per 200 hours</td>
</tr>
</tbody>
</table>

**Note**, honoraria can only be processed once the students practicum evaluations have been completed and received by the course instructor

**Adjunct Appointments**

NP Preceptors are invited and encouraged to apply for an Adjunct Appointment at the Lawrence S. Bloomberg Faculty of Nursing at the University of Toronto. Adjunct Appointments are granted to preceptors, who do not currently hold an appointment at U of T and who are employed elsewhere in a position that is not primarily academic in nature, who have special skills or learning of value to the Bloomberg Faculty and who may provide services for which recognition is desirable.

For more information please visit: [http://bloomberg.nursing.utoronto.ca/staff/clinapptprocess.htm](http://bloomberg.nursing.utoronto.ca/staff/clinapptprocess.htm)

**Privileges of Adjunct Faculty**

The following privileges are associated with an Adjunct academic appointment at the Lawrence S. Bloomberg Faculty of Nursing:

1. Opportunities for professional development.
2. University of Toronto Library privileges including access to paper and electronic library holdings (for the duration of the appointment). In order to obtain a card please send your request to [appointments.nursing@utoronto.ca](mailto:appointments.nursing@utoronto.ca)
3. University of Toronto email account.
4. Reduced rates on courses offered at the Centre for Professional Development.
5. Adjunct appointees may be a co-investigator on a grant held by appointed or status-only faculty at the University of Toronto but cannot be the principal investigator on research funds administered by the University.
6. Regular communication and updates of issues and events associated with the Lawrence S. Bloomberg Faculty of Nursing.

**Duties and Obligations of Adjunct Faculty**

1. Adjunct faculty are expected to acknowledge their affiliation with the Lawrence S. Bloomberg Faculty of Nursing in all publications and scholarly works resulting from the Adjunct appointment.
2. Adjunct faculty who teach or engage in research are bound by all University of Toronto policies governing academic conduct.
3. Adjunct faculty must complete the Annual Academic Activity Profile in LinkingHealthProfessionals on or before June 30th each year of their academic appointment.