

THE UNIVERSITY OF BRITISH COLUMBIA, FACULTY OF MEDICINE POLICY ON CLINICAL FACULTY APPOINTMENTS

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I. Introduction

This document establishes the policy of the Faculty of Medicine ("FOM") of The University of British Columbia ("UBC") in regards to appointment, reappointment, and promotion of Clinical Faculty. Clinical Faculty are individuals who hold a faculty term appointment at the UBC who are practicing health professionals licensed or certified by their respective professional organizations.

This Policy has been implemented to ensure uniformity and fairness in the FOM in the process of recommending appointments, reappointments and promotions. Please note that Clinical Faculty members are subject to all policies of UBC and the FOM as amended from time to time and are responsible for familiarizing themselves and complying with the contents of these policies and procedures. These policies and procedures are available at www.universitycouncil.ubc.ca/policies/. Questions regarding Department/Division/Program policies should be referred to the Department/Division/Program Head/Site Leader.

The Clinical Faculty at UBC make a significant contribution to the education of the undergraduate, graduate and postgraduate students, interns, residents and fellows, and are major providers of care at the teaching hospitals and agencies affiliated with the UBC as well as private clinical practices. UBC recognizes the importance of Clinical Faculty in providing quality teaching and clinical care. In recognition of the centrality of clinical teaching to the health sciences, the appointment to a clinical rank confers the privilege and responsibility to follow the distinguished historic tradition as a clinical teacher.

II. General Description of Criteria for Appointment, Reappointment and Promotion of Clinical Faculty

These criteria assist Departments/Schools in assessing the various contributions of Clinical Faculty. Satisfaction of all criteria is not necessary for recommendation for appointment, reappointment, or promotion. Excellence in any area will be a criterion for recommendation for promotion. Departments or Schools may wish to apply additional guidelines specific to the Departments or Schools, subject to FOM and UBC approval.

It is the responsibility of the Department Head/School Director to provide all Clinical Faculty with these criteria.

Teaching:

The criteria for assessing performance in teaching are applied more rigorously as experience and rank increase.

In assessing competence in teaching, evidence is to be collected from evaluations completed by students and residents and by a peer evaluator attending lectures, clinical skills labs, rounds, bedside teaching, etc., where the Clinical Faculty member is teaching. Other indicators are the use of innovative and constructive teaching methods, ability to communicate well with students and the performance of students on examinations.

Administration:

Each Clinical Faculty member may contribute to the administrative activities of their hospital, the University and professional organizations. Greater participation in this sphere is typical as Clinical faculty progress in rank.

Administration may include organization of courses or parts thereof, service on hospital, UBC, FOM and professional organization committees, responsibility for special programs and formal administrative posts.

Research:

Research activity, as a primary investigator, or in collaborative studies, will contribute to, but not be necessary for promotion. Research may include quality assurance activity. Basic or bench research activity is not a requirement for Clinical Faculty.

The documented development of new techniques and processes will be given considerable weight in consideration for promotion in clinical disciplines; particularly to the extent those techniques have an impact on the practice of other clinicians.

Clinical Excellence:

Maintenance of clinical competence as professionally mandated and clinical excellence are expected of all Clinical Faculty. Clinical Faculty are encouraged to document development of special interests and expertise.

III. Description of Academic Ranks for Clinical Faculty

Initial appointments may be made at any of the following ranks:

Clinical Instructor:

Initial appointments are typically at this rank and are normally held for 3 to 5 years. Reappointment may be granted for 10 years, renewable.

1. Has demonstrated an interest in, and a promising beginning to, teaching.
2. Has demonstrated competence in clinical practice and a willingness to relate his/her practice to teaching.

Clinical Assistant Professor:

Appointments at this rank may be made for up to 10 years, renewable.

1. Has demonstrated capability by formal assessment as a teacher.
2. Has demonstrated competence in clinical practice and a willingness to relate his/her practice to teaching.
3. Shows sustained effort to present clear and useful teaching sessions.
4. Has made an effort to learn about teaching techniques.
5. Is a member of appropriate local and provincial organizations.
6. Has complied with any additional department/school criteria.
7. Participates in hospital, agency, professional organization, FOM or UBC administrative and/or service activities.
8. Provides approximately 50 hours of academic contribution over a two-year period.

Clinical Associate Professor:

Appointments at this rank may be made for up to 10 years, renewable.

1. Has demonstrated skills as one of the better teachers in the Department/School and/or hospital by formal assessment.
2. Has the reputation of being a highly competent clinician.
3. Has developed expertise within his or her own field, which may include an area of special professional skill.

4. Has taken an active, prominent role in provincial and national professional organizations.
5. Has complied with any additional department/school criteria
6. Has contributed significantly to the administration and/or service activities of his or her hospital, agency, professional organization, FOM or the University.
7. Has been called upon to speak at professional society meetings, in continuing professional educational programs and at other institutions.
8. Provides more than 50 hours of academic contribution over a two-year period.

Clinical Professor:

Appointments at this rank are normally held for 10 years, renewable.

1. Has demonstrated skills as an enthusiastic, effective and devoted leader in the educational program who has continually stimulated students and taught them with excellence as assessed by formal review.
2. Is recognized by his or her peers as being an outstanding clinician who has made documented significant contributions to professional practice in his or her hospital, agency or professional organization, in the FOM and UBC.
3. Has provided leadership in national or international professional organizations.
4. Has complied with any additional criteria identified in writing by the department/school .
5. Has demonstrated distinguished service and/or related leadership in committee, administrative or policy-making decisions in his or her hospital, agency, professional organization, or university.
6. Provides more than 50 hours of academic contribution over a two-year period.

IV. Review, Appointment, Reappointment and Promotion Procedures for Clinical Faculty

Each department will establish a Departmental Clinical Faculty Appointment and Promotion Committee (DCFAPC) to deliberate and make recommendations on the appointment, reappointment and promotion of Clinical Faculty. The committee will consist of 4 to 6 Clinical Faculty members at the rank of Clinical Associate Professor and Clinical Professor elected by Clinical Faculty department members for a term of up to 3 years, renewable. The committee will be chaired by the Department Head/School Director who will not have a vote. Those members eligible to vote on appointments must be of a rank equal to or higher than that of the candidate. Those eligible to vote on reappointment and promotion must be of a higher rank than that of the candidate except for Clinical Professors where the rank may be equal.

A department may choose to have common or joint meetings of the department Clinical Faculty committees and full-time faculty for purposes of appointment, reappointment, promotion and tenure. In this case, the discussions about any candidate (clinical or full-time) may involve members of both committees. Only Clinical Faculty members are eligible to vote on Clinical Faculty candidates, and only full-time faculty members are eligible to vote on full-time faculty candidates.

Committee deliberations are carried out in confidence. The recommendations of this committee will be based upon a majority vote by secret ballot.

Appointment

All Clinical Faculty appointments are granted by the UBC Board of Governors, subject to such terms as established by the FOM, and for non Canadian appointees, subject to the appointee being granted appropriate status by Citizenship and Immigration Canada. Clinical Faculty will be appointed to the department most closely aligned with their area of training and practice.

Applications for appointment will be presented by the Department Head/School Director to the DCFAPC with the following documentation:

- 1) For Clinical Instructors: the FOM Application for Clinical Faculty Appointment Form and evidence of effective teaching (if available); and
- 2) For Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors: the FOM Application for Clinical Faculty Appointment Form, the UBC "short" CV, and evidence of effective teaching.

Such applications or recommendations will be reviewed by the DCFAPC, taking into consideration experience outside of Canada, where appropriate. A majority vote will constitute a recommendation to the Department Head/School Director. It is recommended that the DCFAPC vote electronically if a meeting cannot be scheduled within a reasonable time period. The Head/Director will then make a recommendation to the Dean indicating the vote of the DCFAPC.

Each Clinical Faculty member will receive a letter signed by the Department Head/School Director confirming that the appointment has been recommended to the Dean. Each Clinical Faculty member will also receive a letter confirming that the appointment has been recommended to the Board of Governors from the Dean of the FOM.

Once the Board of Governors confirms the appointment, the Board Notice of Appointment will be available on myUBC, a user-centered information portal designed to provide personalized access to UBC online applications with a single sign-on. Clinical Faculty members are encouraged to create a Campus-Wide Login ("CWL") for myUBC at <http://www.it.ubc.ca/cwl/homelink.shtml>. myUBC can then be accessed at www.my.ubc.ca. The Board Notice can be found in the Management Systems Portal under "Faculty and Staff Self Service".

Review, Reappointment and Promotion

Neither renewal of a Clinical Faculty Appointment nor promotion to a higher rank is automatic. Decisions regarding whether a Clinical Faculty member will be recommended for reappointment or promotion will be made based on the criteria for the applicable rank and on a review of the Clinical Faculty member's activities. It is important that an up to date record of each Clinical Faculty members' activities is kept by the Department and the Clinical Faculty member. On an annual basis, the Department will record the teaching activities for the year to which the Clinical Faculty member has been assigned or in which the Clinical Faculty member has participated. The Department will also provide an update on other assigned academic activities. All Clinical Faculty are encouraged to maintain a curriculum vitae in an approved UBC format to document academic activities. All of this information

will be taken into account in reaching a decision regarding recommendation to reappoint or promote in accordance with this policy.

All appointments require formal review prior to recommendation for reappointment and/or promotion. Review for reappointment will normally take place several months before the end of the term of the member's current appointment. Reviews and consideration for recommendation for promotion may take place at any time upon application by the Clinical Faculty member or upon the recommendation of the Department Head or, in any event, at the time reappointment is considered.

In departments with divisions, the Division Head will make a recommendation regarding reappointment or promotion to the University Department Head/School Director. The Head/Director will present the recommendation to the DCFAPC. The committee will review the case, and the majority vote will constitute a recommendation to the Department Head/School Director. The Head/Director will then make a recommendation to the Dean which indicates the vote of the DCFAPC. If the Dean accepts the recommendation, the Dean will forward the recommendation to the President's Office for Board of Governors' approval. The recommendation will be communicated to the Clinical Faculty member in writing. Where a promotion is recommended, the Clinical Faculty member will be reappointed at the new rank for a term applicable to the new rank.

In the event that reappointment and/or promotion is not recommended, the Clinical Faculty member can appeal the decision. The University Clinical Faculty Appointment and Promotion Committee (UCFAPC) reviews contested decisions pursuant to the process set out in this document. The UCFAPC is composed of 6 Clinical Faculty members at the rank of Clinical Professor, 3 elected by Clinical Faculty, and 3 appointed by the Dean. The committee selects a Chair from amongst themselves.

A Clinical Faculty member seeking review of a decision must do so in writing within 60 days of notification of the decision. The case will be reviewed by the UCFAPC. Committee deliberations are carried out in confidence. The recommendations of this committee will be based upon a majority vote by secret ballot. The UCFAPC will make a final recommendation to the Dean and will provide a written explanation of that decision to the Dean and the applicant. The explanation and recommendation will be representative of the range of views of the committee members. The Dean will meet with the Clinical Faculty member before making a decision. The Dean's decision will be provided in writing and will be final. In the event of a negative decision with respect to reappointment, the Dean's letter will include an acknowledgment of the Clinical Faculty member's past contributions.

V. Leave of Absence

Clinical Faculty members are eligible for a leave of absence (LOA) from academic responsibilities as set out below:

1. A Clinical Faculty member requiring an extended medical, maternity or parental leave of absence should notify the Department Head/School Director in writing with advance notice where possible.
2. A Clinical Faculty member may apply for a LOA for other personal reasons if s/he will have held their appointment for three (3) years at the time of the leave. A LOA can be for a period of up to one (1) year, with the possibility of an extension up to a maximum of two (2) years in total. A written

request should be made to the Department Head/School Director at least three (3) months in advance of the start date of the requested leave, unless waived by the Department Head/School Director. The Department Head/School Director will make a decision and notify the Clinical Faculty member in writing. Approvals will not be unreasonably withheld.

Clinical Faculty members approved for a LOA will continue to hold their current Clinical Faculty appointment for the duration of the term. Where a LOA exceeds the current appointment term, consideration for recommendation for reappointment and promotion will generally be deferred until the Clinical Faculty member returns from leave and pursuant to the terms of this policy. In some circumstances, at the discretion of the Department Head/School Director, a recommendation for reappointment and/or promotion may be made notwithstanding that the Clinical Faculty member remains on LOA.

VI. Termination of Appointment

A Clinical Faculty member's appointment may only be terminated during the term by the UBC Board of Governors upon the recommendation of the UBC President. The Dean of the FOM may recommend termination of an appointment where it is established that the Clinical Faculty member has breached the terms of the appointment or has failed to meet the required teaching obligations associated with the appointment.

Before the Dean will recommend termination of an appointment the Clinical Faculty member will be advised by the Department Head/School Director in writing of the reasons for seeking termination of the appointment and will be provided with an opportunity to respond and to present any additional information for consideration, including any mitigating circumstances. The Dean will consider the recommendation of the Department Head/School Director and the response of the Clinical Faculty member. Before making a final decision with respect to the recommendation to be made to the President, the Dean will meet with the Clinical Faculty member.

VII. Changes to this Document

This document may be amended, modified or terminated following approval of the FOM Executive Committee.