

THE UNIVERSITY OF BRITISH COLUMBIA

**DEPARTMENT OF FAMILY PRACTICE
FACULTY OF MEDICINE**

Job Descriptions & Terms of Reference

Departmental Clinical Faculty Appointment and Promotions Committee

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**DEPARTMENT OF FAMILY PRACTICE
FACULTY OF MEDICINE**

Departmental Clinical Faculty Appointment and Promotion Committee

Description	Number to be elected
Department of Family Practice (DFP) Clinical Faculty Appointments and Promotions Committee (DCFAPC). Each successful candidate will sit on the committee.	1 Clinical Professor 2 Clinical Associate Professor 1 Clinical Assistant Professor 1 Clinical Assistant Professor (MIDW)

Job Description:

The Clinical Faculty Appointments and Promotions Committee chaired by the Department Head is responsible for adjudicating appointments and promotions, and reviewing and advising the Department on renewals of appointments of Clinical Faculty members.

The Clinical Faculty cadre of the Appointments and Promotions Committee is composed of three (3) elected Clinical Associate Professors and three (3) Clinical Professors elected from the Clinical Faculty-at-Large and two (2) Clinical representatives elected by Midwifery.

This committee may meet in person or by teleconference quarterly to review appointments. Each rank of appointment has a regular review cycle for renewal of appointments.

The committee shall notify Department appointees of their status on a timely basis.

Adequate staff support shall be supplied for the committee to manage its tasks in a timely manner.

Care will be taken to make sure that Site Directors and Program Directors communicate with staff to keep the Clinical Faculty list current and pertinent information regarding applicants seeking appointment will be made available to the DCFAPC.

In reviewing general policy regarding appointments, all members of the committee will be part of the decision-making process. In reviewing promotions for clinical faculty, no vote will be accorded members of the committee who are of a lesser rank in the clinical hierarchy than the clinical faculty member under consideration.

Role and Responsibilities of Members of the Committee:

1. To declare any potential or perceived conflicts of interest to the Chair.
 2. To understand the responsibility to conduct a purposeful, thorough and equitable clinical faculty appointment and promotion process.
 3. To understand the importance of maintaining strict confidentiality and to protect personal information about applicants from unauthorized access, use, disclosure or disposal. All discussion and documentation related to the clinical faculty appointment and promotion process is strictly confidential and may only be used for the purpose for which it was collected. The Chair will indicate what, if any, specific information can be released and when.
 4. To be mindful of unconscious bias during the clinical faculty appointment and promotion process
 5. To be mindful of the following during the clinical faculty appointment and promotion process:
 - Candidates should be objectively evaluated according to the established criteria
 - Each candidate should be treated fairly and consistently
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Terms of Reference

University Of British Columbia
Faculty of Medicine

DEPARTMENT OF FAMILY PRACTICE
Academic Ranks, Appointment, Reappointment and Promotion for Clinical Faculty
Approved June 11, 2009

I. Introduction

This document establishes the policy of the Department of Family Practice of the Faculty of Medicine of the University of British Columbia in regards to appointment, reappointment, and promotion of Clinical Faculty. Clinical Faculty are individuals who hold an appointment at the University of British Columbia that is not considered a Full-time Faculty position and is thus not in the tenure track.

Procedures for appointment and appeal, together with probationary appointments, provision for termination of appointment and Emeritus status are intended to ensure uniformity and fairness in the Faculty of Medicine in the process of academic clinical appointments and promotions.

The Clinical Faculty at UBC makes a large contribution to the education of the undergraduate and postgraduate students, interns, residents and fellows, and are major providers of care at the teaching hospitals and agencies affiliated with the University of British Columbia. The University of British Columbia recognizes the importance of Clinical Faculty for quality teaching and clinical care. In recognition of the centrality of clinical teaching to the health sciences, the appointment to clinical rank confers the privilege and responsibility to follow the distinguished historic tradition as a Teacher. Clinical Faculty are encouraged to indicate their academic rank in correspondence and on letterheads.

II. General Description of Criteria for Promotion of Clinical Faculty

These criteria are to be viewed as guidelines to assist Departments/Schools in assessing the various contributions of Clinical Faculty. Not all guidelines are necessary for appointment or promotion. It will be the responsibility of the Department Head/School Director to provide new Clinical Faculty with these criteria.

Teaching:

The criteria for competent performance in teaching are applied with increasing stringency as experience and rank increases.

In assessing competence in teaching, evidence is to be collected from evaluations completed by students and residents and by a peer evaluator attending lectures, rounds, bedside teaching, etc., where the 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 examination.

Professional Academic Activities

Administration:

It is expected that each Faculty member will contribute to the administrative activities of their hospital, the University and professional organizations. Greater participation in this sphere is typical as one progresses in rank.

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

Research:

Research activity in the broadest sense, 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.

Clinical Excellence:

Clinical excellence is expected of all Clinical Faculty. Maintenance of clinical competence as professionally mandated will be expected.

The documented development of special interests and expertise is important and the development of new techniques and approaches will receive high weighting for promotion in clinical disciplines, particularly as they have an impact on the practice of other clinicians.

Curriculum Vitae:

All Clinical Faculty must maintain curriculum vitae in approved UBC format and update this CV as required. All clinical appointments are made annually and are renewable. A full review for purposes of promotion shall normally be held every three years.

III. Description of Academic Ranks

Clinical Instructor: This rank shall not normally be held for more than 5 years.

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: This rank is normally held for 3 to 5 years, but some individuals may remain at this rank on a continuous basis.

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 participated in Faculty Development.
5. Is a member of appropriate local and provincial organizations.
6. For promotion from Clinical Instructor to Clinical Assistant Professor, candidates are expected to be a member of the College of Family Physicians of Canada or a practicing registrant of the College of Midwives of British Columbia. In cases of specialized practice,(either physician or sister professions), membership in another appropriate professional organization may be substituted with the approval of the Department of Family Practice Committee on Clinical Appointments and Promotions. The candidate is responsible for providing the committee with documentation of the qualifications for the membership for the body as well as a copy of the individual's membership in the body.
7. Participates in hospital, agency or University administrative and/or service activities.
8. Commitment to provide at least 50 hours of teaching, lectures, clinical preparation, research or program administration over a two year period.

Clinical Associate Professor: This rank is normally held for 5 to 10 years, but individuals may remain at this rank on a continuous basis.

1. Has shown himself/herself to be one of the better teachers in the Department and/or hospital by formal assessment.
2. Has obtained the reputation of being a highly competent clinician.
3. Has developed expertise within his/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. A candidate may follow one or more of three paths for promotion from Clinical Assistant Professor to Clinical Associate Professor:
 - a. the candidate is an **active certificant** of the College of Family Physicians of Canada, and/or
 - b. the candidate is an **active certificant** of an equivalent professional body¹. The candidate is responsible for providing the committee with the documentation of the qualifications for the certification. The candidate must provide the committee with a copy of the certificate and be an active member of the body.
 - c. should the candidate not be a certificant of any such professional body, and otherwise meet the criteria for Clinical Associate Professor, the committee will consider the candidate for promotion to a Clinical Associate Professor.

¹ Certification implies meeting standards for ongoing quality by a recognized accrediting body such as the College of Midwives of British Columbia.

6. Has contributed significantly to the administration and/or service activities of his/her hospital, agency or the University.
7. Has been called upon to speak at professional society meetings, in continuing professional educational programs and at other institutions.
8. Commitment to provide at least 50 hours of teaching, lectures, clinical preparation, research or program administration over a two year period.

Clinical Professor:

1. Has shown himself/herself to be 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/her peers as being an outstanding clinician who has made documented significant contributions to professional practice in his/her hospital or agency and the University.
3. Has provided leadership in national or international professional organizations.
4. Has complied with specified departmental/school criteria for appointment.
5. Has demonstrated distinguished service and/or related leadership in committee, administrative or policy making decisions in his/her hospital, agency, university or professional organization.
6. Provides more than 50 hours of academic contribution over a two-year period.
7. Commitment to provide at least 50 hours of teaching, lectures, clinical preparation, research or program administration over a two year period.

“Where a faculty member/candidate does not meet the full requirements for promotion/appointment to the rank of full Clinical Professor but where exceptional circumstances/contributions may warrant such a promotion/appointment, the Department Head may at his/her discretion and with the advice of the Committee authorize such a promotion/appointment.”

Appointment, Reappointment and Promotion Procedures for Clinical Faculty

Committee Function

The Department of Family Practice Clinical Faculty Appointment and Promotion Committee (DCFAPC) deliberates and makes recommendations on the appointment, reappointment and promotion of clinical faculty. This is a separate committee from the Department standing committee dealing with appointment, reappointment, promotion and tenure for full-time faculty members.

Committee Structure

The committee will consist of 4 to 6 members of clinical faculty 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. In addition, two representatives to have voting status elected by the clinical members of the Division of Midwifery will also serve for 3 year terms renewable. The committee will be chaired by the Department Head 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 Clinical Professors where the rank may be equal).

Chair: Head of the Department of Family Practice (non-voting) or the Associate Head as delegated by the Head of the Department of Family Practice (non-voting). Delegation to the Associate Head will include approval of the DCFAPC, the Executive Council or other committees as required. A letter from the Head of the Department to the Dean confirming the delegation and will include a copy of this document, amended.

Membership: Director of Undergraduate Education²

Director of Postgraduate Education³

4-6 representatives from clinical faculty to be elected by clinical faculty (voting)

2 representatives from the Division of Midwifery to be elected by clinical faculty (voting)

Term of Office for Representatives: three years.

The Dean shall review all recommendations and forward his decisions to the President.

Appeal Mechanism

The non-renewal of an appointment or failure to receive promotion when eligible may be appealed to the University Committee on Clinical Appointments and Promotions up to 60 days following notification from the Head. If a satisfactory solution cannot be reached, an appeal may be made to the Dean. The decision of the Dean is final.

The University Clinical Faculty Appointment and Promotion Committee (UCFAPC) will be created to review contested decisions as indicated in this document. The UCFAPC will be 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 will select a Chair from amongst themselves.

The recommendations of these committees will be based upon a majority vote by secret ballot. The opinion of individual committee members will remain anonymous.

Appointment

Applications for appointment will be presented by the Department Head to the DCFAPC. Such applications will be reviewed by the DCFAPC, the majority vote of which will constitute a recommendation to the Department Head. The Head will then make a recommendation to the Dean indicating the vote of the DCFAPC.

² Non-voting if full-time faculty

³ Non-voting if full-time faculty

This recommendation will be provided to the applicant. If he/she is dissatisfied with the recommendation, he/she may request within 60 days of notification a review of the case by the UCFAPC. Upon completion of such a review, the UCFAPC will make a final recommendation to the Dean and provide a written explanation to the Dean and the applicant. The recommendation will be representative of the range of views of the committee members. The decision of the Dean is final.

A standard offer letter/contract for clinical appointment and reappointment will be developed and will include a paragraph outlining in brief the expectations of the appointment. This letter will be signed by the Department Head and by the applicant signifying acceptance of the appointment. All clinical faculty must, on an annual basis, document academic activities and time contributions for the past year for review by the DCFAPC.

Reappointment and Promotion

All appointments require formal review and renewal at the intervals specified below. An appointment may be reviewed sooner than at the specified interval if the individual is unable to fulfill the terms of the appointment.

Clinical Instructor:	From 1 to 3 years
Clinical Assistant Professor:	Every 5 years
Clinical Associate Professor:	Every 8 years
Clinical Professor:	Every 10 years

Individuals eligible for reappointment and/or promotion as at July 1 will be identified on the basis of length and quality of service by the Program Director or (where applicable) the Division Head, or teaching hospital Department Head who will then make a recommendation to the Department Head who in turn 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. The Head will then make a recommendation to the Dean which indicates the vote of the DCFAPC.

This recommendation will be provided to the applicant. If he/she is dissatisfied with the recommendation, he/she may request within 60 days of notification a review of the case by the UCFAPC. Upon completion of such a review, the UCFAPC will make a final recommendation to the Dean and provide a written explanation to the Dean and the applicant. The recommendation will be representative of the range of views of the committee members. The decision of the Dean is final.

The following are examples of the factors that will be taken into account regarding renewal or non-renewal of appointments:

1. Voluntary non-renewal by an individual
2. Diminished commitment to teaching activity
3. Diminished clinical activity
4. Unprofessional or unethical conduct

Upon non-renewal of an academic appointment, the Department Head will formally acknowledge past contributions to the Department or School and to the University.

Probationary Period

Appointment to the rank of clinical instructor should be considered probationary with appropriate reassessment by the Committee on Clinical Appointments and Promotions. The Committee must be satisfied of sustained interest in teaching and clinical promise. Family physician clinical instructors

will be encouraged to join the College of Family Physicians of Canada in order to be considered for promotion.

Emeritus Appointments

A clinical emeritus appointment is an honorable recognition of long service and contributions to the Faculty of Medicine and it is not automatic. Where a Clinical Faculty member has reached his/her 65th birthday, and where the Clinical Faculty member has completed 15 continuous years of service, and where the Faculty member's service is strongly identified with the University of British Columbia and deemed worthy of continuing recognition, a recommendation for awarding the title of Clinical Professor or Clinical Associate Professor or Clinical Assistant Professor Emeritus may be made by the Dean to the Tributes Committee and ultimately to Senate on the recommendation of the Head/Director. Each case will be decided on its individual merit. Initiation of this process may be by the appropriate Program Director, or (where applicable) Division Head, or teaching hospital Department Head and would require approval of the Departmental Committee on Clinical Appointments and Promotions.

Amended May 1994

Amended November 1999

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