

**UNIVERSITY OF BRITISH COLUMBIA  
Faculty of Medicine**

**Academic Ranks, Appointment, Reappointment and Promotion for Clinical Faculty**

**I. Introduction**

This document establishes the policy 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 Appointment and 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. Excellence in any area will be a criterion for promotion. Individual Departments or Schools may wish to apply additional guidelines specific to the Departments or Schools, subject to Faculty of Medicine and UBC approval.

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 a curriculum vitae in approved UBC format and update this CV on an annual basis. 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 (Initial Appointment may be made at any rank)**

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.
3. Should be considered a probationary appointment by Department Head/School Director, with annual reassessment by the Departmental Committee on Clinical Appointments and Promotions.

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 made an effort to learn about teaching techniques.
5. Is a member of appropriate local and provincial organizations.
6. Has complied with specified departmental/school criteria for appointment, as well as Faculty-wide criteria.
7. Participates in hospital, agency or University administrative and/or service activities.
8. Approximately 50 hours of academic contribution shall normally be provided 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/School 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. Has complied with specified departmental/school criteria for appointment.
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. Normally provides more than 50 hours of academic contribution 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. Normally provides more than 50 hours of academic contribution over a two-year period.

**IV. 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. This will be a separate committee from the Department/School standing committee dealing with appointment, reappointment, promotion and tenure for full-time faculty members. The committee will consist of 4 to 6 members of the 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. 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 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.

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/School Director to the DCFAPC. Such applications will be reviewed by the DCFAPC, the majority vote of which will constitute a recommendation to the Department Head/School Director. The Head/Director will then make a recommendation to the Dean indicating 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.

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/School Director 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 3 years
Clinical Associate Professor:	Every 5 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 Division Head. The Division Head will make a recommendation to the University Department Head/School Director 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/School Director. The Head/Director 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:

- a) Voluntary non-renewal by an individual
- b) Diminished commitment to teaching activity
- c) Diminished clinical activity
- d) Unprofessional or unethical conduct

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

## **V. Emeritus Appointments**

A clinical emeritus appointment is an honourable 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 Division Head, teaching hospital Department Head or University Department Head or School Director and would require approval of the Departmental Committee on Clinical Appointments and Promotions.

An Emeritus appointment is an honourable recognition of long service and contribution to the Faculty of Medicine but is not automatic.

- VI.** This document may be amended, modified or terminated following formal discussions between the Dean and the UCFAPC and approval of the Faculty Executive.