



ACADEMIC GUIDELINES FOR FULL TIME ACADEMIC FACULTY MEMBERS

The following guidelines set out the normal expectations of the Department of Medicine for its faculty members and complement the definitions and requirements provided in the “*Conditions of Appointment*”. The Department recognizes that at different stages in a faculty member’s career there may be different degrees of emphasis on the balance between scholarly activity, educational contributions, service and administration, and these guidelines are meant to be flexible. However, at all stages of the career there is a requirement for ongoing significant contribution to the Departmental and Faculty endeavor. These contributions are expected to be less for part-time faculty. All contributions are to be averaged over a three year period. Faculty members are responsible for documenting their activities.

Teaching – see Art. 4.02 of the Conditions of the Appointment

All faculty must be involved in teaching to collectively meet the Department’s obligations to the learners in its own programs as well as those offered in conjunction with other units, and meet the expectations of their position. A minimum of 10% of an Academic Faculty Member’s time will be spent on activities related to teaching and education (approximately 200 hours/year). For the purposes of reappointment, promotion and/or tenure decisions, the University of British Columbia has mandated that a small proportion of that time be spent on Formal Educational Activities for which evaluations of teaching performance are available.

Therefore, within the Department of Medicine:

Each full-time faculty member is expected to complete a minimum of thirty (30) hours of Formal Educational Activities per year, with a minimum of twenty-five (25) of those hours involving Undergraduate learners. Please see the Department of Medicine’s ‘Formal Educational Activities’ document for detailed information.

To be classified as a Formal Educational Activity it must be:

1. Part of or associated with a numbered course within the UBC Faculty of Medicine.
2. Subject to evaluation by learners (both session and faculty member’s performance).
3. Included in one of the eligible categories described in the ‘Department of Medicine’s Formal Educational Activities’ document.

If a Faculty member is unable to fulfill their yearly requirements due to a lack of available scheduled Undergraduate teaching opportunities (despite documented efforts to seek out and become involved in those activities) they must meet with the Department Head or designate to discuss alternative educational opportunities in which they can participate.

Academic Service – see Art. 4.04 of the Conditions of Appointment

All faculty are expected to be involved in academic service to meet the Department’s obligations to the academic community and meet the expectations of their position. The type of service will be selected by the department head or designate in consultation with the faculty member and will normally include:

- a minimum of 10% of time per year (includes activities outside the University)
- to include membership in at least one standing University, Faculty or Departmental committee
- other activities that are considered academic service include:
 - sitting on grant review committees
 - sitting on Research Ethics Boards
 - sitting on thesis committees
 - leadership and major administrative roles such as teaching hospital or university Program Director or Division Head
 - reviewing papers and grants
 - fundraising
 - major roles in professional societies, editorships, etc.
- all senior faculty are expected to spend some time mentoring junior colleagues (pre-tenure) in the Department or Faculty
- NB: assistant professors are expected to have reduced roles in academic service

Scholarly Activity – see Article 4.03 of the Conditions of Appointment

There are currently three streams available to full time faculty members. Typical benchmarks for each of these streams are described below. All faculty are expected to make contributions in one or more of these areas.

A. Discovery/Research

- Publication: 2 – 4 peer-reviewed publications per year; must be primary or senior author on 1- 2 of these
- hold a peer-reviewed grant as a PI or co-PI, or an investigator initiated contract grant, or a central role in a major randomized control trial or research program
- Dissemination: at least 1 peer-reviewed conference abstract per year at national or international meeting

B. Educational/Scholarship of Teaching

- Publication: at least one peer-reviewed publication, book chapter or report per year relating to organization and/or delivery of education
- Originality: development of at least one innovation in education every 5 years with demonstrable impact, as evidenced by peers, including but not limited to examination, teaching evaluation, faculty development or simulation
- Dissemination: evidence of at least 2 episodes of dissemination per year of educational expertise in major local, national or international venues.
- Leadership role (e.g. chair, curriculum committee) in department, faculty or university educational program (applies only to faculty at the rank of associate professor or above)

C. Professional

- Publication: at least one evidence-based review, clinical observation, educational paper, or book chapter as primary or senior author per year, or major role in development of clinical practice guidelines, or major report related to organization and delivery of clinical services

- Dissemination: evidence of at least two episodes of dissemination per year of clinical expertise in major local or national venues, or peer-reviewed conference abstracts/presentations
- Practice: development and maintenance of regional or national reputation as an authority in a clinical field; development and maintenance of innovative approaches to patient care; evidence of quality improvement activities in areas of clinical expertise
- Leadership role in department, hospital, regional or national professional organization (applies only to faculty at the rank of associate professor or above)

Faculty members are encouraged to consult with their Department Head regarding the definition of activities that satisfy any of the categories and meet the expectations of their position.