
Formal Educational Activities for Faculty Members

This document is meant to supplement the Department of Medicine’s ‘Academic Guidelines for Full Time Academic Faculty Members’. It provides more detailed information on the types of educational activities in which Full-Time Academic Faculty Members may participate in order to meet the Departmental requirement of a minimum of 30 hours of formal educational activities per year (of which a minimum of 25 hours must be with UBC Undergraduate learners).

In addition to listing the educational activities the table also describes:

- 1) “Effort Factor”:
 - This is used to account for the degree of effort and preparation that is required for different activities. Each unit of time (i.e. ‘hour’ or ‘2 week rotation’) that the Faculty member spends in direct contact with the learner is multiplied by this number to obtain the total hours they can count towards their annual requirements.
- 2) Maximum Hours/Year:
 - Over the course of a calendar year this is the maximum number of hours an individual can claim for each particular activity.
- 3) Specific Criteria:
 - Activities must meet these criteria in order to be considered eligible as “formal” educational activities.
- 4) Examples:
 - Lists prototypical examples that would meet the criteria for inclusion as one of these “formal” educational activities.

Importantly, no such list can be comprehensive and we expect it to evolve over time. If educational activities in which you are engaged are not listed here, we would encourage you to document them in your teaching dossier and to discuss with your Division Head whether or not they meet criteria for formal educational activities. Any points of uncertainty should be discussed with the Department Head or Associate Head (Education).

Activity	Effort Factor [†]	Maximum Hours/ Yr [‡]	Specific Criteria	Example(s)
TEACHING				
1. Lecture activity				
Prep/initial presentation formal one hour lecture	5	No max	Formal numbered UBC course enrolling learners within any Faculty	Lectures to students in Medicine (Yr 1 and 2), Pharmacy, Physiotherapy, Science, Arts, etc
Subsequent presentation formal one hour lecture	2.5			
2. Laboratory activity				
Providing instruction in wet lab, computer lab, or skills lab (per hour)	1	No max	Formal numbered UBC course enrolling learners within any Faculty	Anatomy, Statistics, Simulation, Procedural Skills, etc
Providing instruction in research laboratory work (per hour)	1		Formal numbered UBC course enrolling learners within any Faculty	Research methodology, research techniques, etc
3. Small-group activity (non-clinical)				
Tutor or facilitator of small group classroom-based session (per hour)	1	No max	Formal numbered UBC course enrolling learners within any Faculty	PBL/CBL sessions, Academic Halfday sessions during 3rd year, etc
4. Individual activity (non-clinical)				
Serving as advisor or mentor for students and trainees (per hour)	1	10	Must be a formal advisor or mentorship role	Faculty advisor/mentor,
Administration/evaluation of formal examination (per hour)	1	No max	Formal numbered UBC course enrolling learners within any Faculty	OSCEs during Yr 1, 2 and 4
Preceptor for research elective (per 2 week elective)	3	10	Formal numbered UBC course enrolling learners within any Faculty	Summer Research elective
5. Clinical activity				
Clinical instruction of learners in the context of providing patient care: -per week of clinical service -per halfday ambulatory clinic	5 1	10	Must include one or more UBC-affiliated learner	Inpatient or outpatient rotation where student participates in patient care activities with Faculty member
Clinical instruction of learners not combined with patient care (per hour)	1	No max	Must include one or more UBC-affiliated learner	Year 1 and 2 Clinical Skills sessions, bedside teaching sessions, etc

Activity	Effort Factor [†]	Maximum Hours/ Yr [‡]	Specific Criteria	Example(s)
DEVELOPMENT OF EDUCATIONAL PRODUCTS				
1. Development of education units				
Developing a major curricular unit	10	No max	Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Creating a new course, developing a new clerkship curriculum, etc
Developing a minor curricular unit	5		Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Creating a new lab session, PBL case, etc
Participating in a major revision of a curricular unit	5		Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Revising a course, clerkship, lab, etc
2. Development of education materials				
Developing a syllabus or manual	3	No max	Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Drafting rotation/course syllabus, creating lab manual, etc
Developing examination questions and other evaluation tools (per hour)	1	10	Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Creating multiple choice questions, developing new OSCE checklist, etc
3. Development of personnel				
Participating in standardized patient orientation and training (per hour)	1	No max	Formal numbered UBC course enrolling undergraduate students	Training standardized patients for OSCEs
Developing faculty and staff skills (per hr)	1		Learners must be affiliated with UBC	Faculty Development sessions
EDUCATION ADMINISTRATION AND SERVICE				
1. Administration of education				
Serving as program director (if otherwise not remunerated for this role)	15	No max	Formally recognized UBC training program	Director of graduate, residency or fellowship program
Serving as course director (if otherwise not remunerated for this role)	15		Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Chair of Graduate Sciences course
2. Evaluation of education				
Evaluating education programs (per hour)	1	10	Official review of UBC-affiliated course or training program with written report	Internal reviews, solicited reviews, etc

[†] Weighting of activity to account for degree of effort and preparation required

[‡] Maximum hours per year eligible to count towards Academic Faculty Members' teaching requirements for that activity

References: 1) Nutter DO, et al. Acad Med 2000;75:199-207. 2) Hilton C, et al. Acad Med 1997;72:787-793.