
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 updated Departmental requirement of a minimum of 40 hours of formal educational activities per year.

- Academic Faculty Members must provide a minimum of 40 hours of formal educational activities per year with a minimum of 30 hours of scheduled undergraduate teaching/year.
- All Academic Faculty Members must teach at least one cluster of CBL or the equivalent amount in clinical skills or OSCEs per year (minimum 20 hours) towards their 30 hours of scheduled undergraduate teaching.
- The remaining formal educational activities (i.e. remaining up to 10 additional hours towards the minimum total of 40 hours) can be made up from scheduled postgraduate, unscheduled undergraduate and postgraduate activities, administration and leadership activities, and other teaching. This list of activities is expected to continue to evolve over time.
- Over the course of a calendar year, there is a maximum number of hours an individual can claim for each particular activity. However, individuals are still encouraged to document hours in excess of those maxima to include in their academic activity reports, teaching dossiers, etc.
- Activities must meet the specified criteria in order to be considered eligible as “formal” educational activities.
- Only direct contact hours with undergraduate learners count towards scheduled undergraduate teaching hours. However, exceptions include mandatory training or tutor meetings as part of scheduled undergraduate teaching activities.
- Preparation time does not count towards scheduled undergraduate teaching hours, but can be counted as formal educational activity for the purposes of annual academic activity reports, promotion and merit.

If educational activities in which faculty members are engaged are not listed here, they are encouraged to document them in their teaching dossier and to discuss with their 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 of Education for the Department of Medicine.

SCHEDULED UNDERGRADUATE TEACHING ACTIVITIES			
Activity	Maximum hours/year	Specific Criteria	Comments and Examples
1. Lecture Activity			
Formal lecture (per hour)	No max	Formal numbered UBC course enrolling learners within the Faculty of Medicine.	<p>Lectures to year 1 medical students, academic half-day lectures to year 3 medical students.</p> <p>Prep time does not count as scheduled hours, but can count as educational activity. Max prep time for new lecture 5 hrs, for subsequent revision of existing lecture 2.5 hrs.</p>
2. FLEX			
FLEX activity supervisor	25 hrs/yr	Longitudinal part-time and block full-time FLEX activities for individual students in MEDD 419,429, or 439	For longitudinal periods, generally max 2 hours for entire longitudinal period; for block periods, generally max 2 hours/week. If more than one student on same project, then may increase to 3 hrs for longitudinal period, 14 hrs for 6 week block. If more than one student on 2 different projects, may increase to 4 hrs for longitudinal and 18 hrs for 6 week block.
FLEX advisor/assessor (per hour)	Per course schedule	Formal role as FLEX advisor MEDD 419 or 429	Generally approx. 35 hrs/yr

Foundations of Scholarship (FoS) (per hour)	Per course schedule	Formal role as FLEX 419 FoS advisor	Generally approx. 15 hrs/yr
3. Case Based Learning (CBL)			
Tutor or facilitator of small group classroom-based session (per hour)	No max	Scheduled CBL sessions	Initial mandatory tutor training and mandatory tutor meetings (ie pre-cluster meeting and weekly meetings) can count as scheduled hours. Generally 20-35 hrs/CBL cluster.
4. Clinical Skills and Examinations			
Clinical skills (per hour)	No max	Formal scheduled clinical skills teaching	Clinical skills, clinical skills integration sessions.
Administration/evaluation of formal examination (per hour)	No max	Formal scheduled examinations	OSCEs during Yr 1-4
5. Portfolio Coach			
Portfolio coach	Per course schedule	Formal role as portfolio coach	Generally approx. 8 hrs/yr
6. Laboratory Teaching			
Providing instruction in wet lab, computer lab, or skills lab (per hour)	No max	Scheduled instruction sessions for formal numbered UBC course enrolling learners within the Faculty of Medicine.	Does not include research electives. Examples: Anatomy, simulation, statistics, procedural skills.
Providing instruction in research laboratory work (per hour)	No max	Scheduled instruction sessions for formal numbered UBC course enrolling learners within the Faculty of Medicine.	Does not include research electives. Examples: Research methodology, research techniques.

SCHEDULED POSTGRADUATE TEACHING ACTIVITIES			
Activity	Maximum hours/year	Specific Criteria	Comments and Examples
1. Lecture Activity			
Formal lecture (per hour)	No max	Formal scheduled lecture	Academic half-day, boot camp
2. Examination Activity			
Administration /evaluation of formal examination (per hour)	No max	Must be scheduled examination involving UBC trainee	OSCE
3. Laboratory Teaching			
Providing instruction in wet lab, computer lab, or skills lab (per hour)	No max	Scheduled instruction sessions for UBC trainees	Simulation, statistics, procedural skills
Providing instruction in research laboratory work (per hour)	No max	Scheduled instruction sessions for UBC trainees	Research methodology, research techniques

UNSCHEDULED UNDERGRADUATE AND POSTGRADUATE TEACHING ACTIVITIES			
Activity	Maximum hours/year	Specific Criteria	Comments and Examples
1. Clinical Activity			
Clinical instruction of learners in the context of providing patient care: -5 hrs/ week of clinical service	5hrs/week 10 hrs/yr	Must include one or more UBC affiliated learner at undergrad and/or postgrad level	Maximum 5 hrs/week of clinical service. Examples: CTU, medical electives.
Clinical instruction of learners in the context of providing patient care: -1 hr/ half-day ambulatory clinic	1hr/half-day clinic 10 hrs/yr	Must include one or more UBC affiliated learner at undergrad and/or postgrad level	Maximum 1 hr/half-day clinic. Examples: Ambulatory clinics.
2. Research Activity			
Preceptor for research elective	3hrs/week 10 hrs/yr	Must be formal UBC numbered course	Maximum 3 hrs/week
3. Mentorship Activity			
Serving as advisor or mentor for students and trainees (per hour)	10 hrs/yr	Must be formal advisor or mentorship activity	Faculty advisor, mentor

DEVELOPMENT OF EDUCATIONAL PRODUCTS			
Activity	Maximum hours/year	Specific Criteria	Comments and Examples
1. Development of Education Units			
Developing a major curricular unit	10 hrs/unit no max/yr	Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Maximum 10 hrs/unit. Creating a new course, developing a new clerkship curriculum, etc.
Developing a minor curricular unit	5 hrs/unit no max/yr	Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Maximum 5 hrs/unit. Creating a new lab session, PBL case, etc.
Participating in a major revision of a curricular unit	5 hrs/unit no max/yr	Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Maximum 5 hrs/unit. Revising a course, clerkship, lab, etc.
2. Development of Education Materials			
Developing a syllabus or manual	3 hrs/unit no max/yr	Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Maximum 3 hrs/unit. Drafting rotation/course syllabus, creating lab manual, etc.
Developing examination questions and other evaluation tools (per hour)	10 hrs/yr	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)	No max	Formal numbered UBC course enrolling undergraduate students	Training standardized patients for OSCEs.

Developing faculty and staff skills (per hr)	No max	Learners must be affiliated with UBC	Faculty Development sessions, Peer observation/feedback
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EDUCATION ADMINISTRATION AND SERVICE			
Activity	Maximum hours/year	Specific Criteria	Comments and Examples
1. Administration of Education			
Serving as program director (if otherwise not remunerated for this role)	15 hrs/yr	Formally recognized UBC training program	Director of graduate, residency or fellowship program
Serving as course director (if otherwise not remunerated for this role)	15 hrs/yr	Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Chair of Graduate Sciences course
Serving in other educational leadership role (if otherwise not remunerated for this role)	To be discussed on individual basis	Formal numbered UBC course enrolling Undergrad, Graduate or Postgrad students	Course chairs, block chairs, week chairs and theme leads
2. Evaluation of Education			
Evaluating education programs (per hour)	10 hrs/yr	Official review of UBC-affiliated course or training program with written report	Internal reviews, solicited reviews, etc.