



The UBC Department of Medicine Criteria for Clinical Faculty Appointment, Reappointment and Promotion

The UBC Department of Medicine additional criteria for Clinical Faculty Appointment, Reappointment and Promotion are established based on the [UBC Faculty of Medicine Policy on Clinical Faculty Appointments - May 16, 2017](#)¹ version (CFA Policy). The following criteria are to assist the Department of Medicine's Academic Appointment, Reappointment, Promotion and Tenure Committee to determine the appropriate rank for appointment, reappointment or promotion. Please refer to the CFA Policy for other guidelines and procedures on clinical faculty appointment, reappointment and promotion.

1. Clinical Instructor:

Initial appointments are typically at this rank and are normally held for 3 years. Reappointments may be granted for another 3 years and are renewable.

If qualified candidates hold a temporary position in a UBC teaching hospital or with a health authority (e.g. locum tenens), they will be provided with a temporary appointment for a one-year term, renewable on a yearly basis, until they hold a permanent position.

A candidate for appointment and reappointment at this rank must meet the criteria as outlined in the CFA Policy section II. B. 1:

- Demonstrates an interest in, and a promising beginning to, teaching.
- Has demonstrated competence in clinical practice and a willingness to relate his/her practice to teaching.
- Provides at least a minimum academic contribution over a two-year period for reappointment.

For appointment and reappointment at this level, the minimum number of hours of academic contributions is not specified. This allows clinical instructors at distributed sites to have an appointment when 50 hours over two years of teaching are not available.

Academic contributions throughout this document refers to all academic activities and includes, but is not limited to, teaching and other educational activities (e.g. curriculum development, examinations, course coordination), presentations (invited talks, CME, public forums), research,

¹ CFA Policy - <https://www.med.ubc.ca/files/2015/07/Policy-on-Clinical-Faculty-Appointments.pdf>

participation on committees, taskforces or guidelines, and service to the hospital, university or community.

2. Clinical Assistant Professor:

Appointments at this rank may be made for up to 5 years. Reappointments may be granted for another 5 years and are renewable.

For initial appointment at this rank, a candidate must have:

1) completed additional training (e.g. additional fellowship training beyond the regular minimum required for their specialty) for a minimum period of 12 months after his/her subspecialty training

OR

2) obtained an MSc or PhD degree after his/her subspecialty training, or, if completed before their subspecialty training, in a field related to his/her field of practice.

and they anticipate providing a minimum of 50 hours of academic contributions over 2 years.

Initial appointments made at this rank will usually be for a two-year term, to allow the department and division to review their academic contributions in relation to meeting criteria for reappointment (e.g. providing a minimum of 50 hours of academic contributions over two years, and quality of teaching). However, if they previously held an appointment at another institution at this rank, then the initial appointment will be for a full 5-year term.

For reappointment and promotion to this rank, the CFA Policy section II. B. 2. states that candidates must meet some or all of the criteria. The Department of Medicine considers the following as “Must Meet” criteria:

- Has demonstrated capability as a teacher.
- Has demonstrated competence in clinical practice and a willingness to relate his/her practice to teaching.
- Provides approximately 50 hours of academic contribution over a two-year period.
- Shows sustained effort to present clear and useful teaching sessions.
- Has made an effort to learn about teaching techniques (e.g. has participated in faculty development to improve teaching).
- Has complied with any additional Department/School criteria identified in writing.

The following are “Additional” criteria, whereby at least one should be met:

- Is a member of appropriate local and provincial or territorial organizations.

- Participates in administrative and/or service activities of his/her hospital, agency, professional organization, the FOM or UBC.
- Participates in research as a primary investigator or as a collaborator on studies.

3. Clinical Associate Professor:

Appointments at this rank may be made for up to 5 years. Reappointments may be granted for another 5 years and are renewable.

The CFA Policy section II. B. 3. states that candidates must meet some or all of the criteria. The Department of Medicine considers the following as “Must Meet” criteria:

- Has consistently received good formal teaching evaluations*.
- Has the reputation of being a highly competent clinician.
- Provides more than 50 hours of academic contribution over a two-year period.
- Has developed expertise within his or her own field, which may include an area of special professional skill.
- Has taken an active, prominent role in provincial/territorial, or national, professional organizations.
- Has complied with any additional Department/School criteria identified in writing.

*Good formal evaluations throughout this document is defined as scores on evaluations from trainees that are generally ≥ 4 out of 5 or its equivalent (lower scores received early on are acceptable if they have subsequently improved to ≥ 4 out of 5), with qualitative comments that do not raise any concerns, on review by the Associate Head of Education (if needed).

The following are “Additional” criteria, whereby at least one should be met:

- Has contributed significantly to the administration and/or service activities and/or quality improvement of his or her hospital, agency, professional organization, the FOM or UBC Department of Medicine or their Division.
- Has been called upon to speak at professional society meetings, in continuing professional educational programs or at other institutions.
- Participates in research as a primary investigator or as a collaborator in studies

In addition, candidates being considered for appointment, reappointment or promotion to Clinical Associate Professor are expected to have achieved recognition or have significant involvement in initiatives at least at the provincial or territorial level, i.e. beyond UBC or their local hospital. Examples include significant participation in provincial (or national) taskforces, guidelines, committees, research networks, or having been invited to give presentations outside of their university or hospital.

Individuals with exceptional contribution to teaching, such as leadership roles in medical education within UBC, may be promoted without having evidence of provincial recognition beyond UBC.

4. Clinical Professor

Appointments at this rank are normally held for 10 years. Reappointments may be granted for another 10 years and are renewable.

The CFA Policy section II. B. 4. states that candidates must meet some or all of the criteria. The Department of Medicine considers the following as “Must Meet” criteria

- Has demonstrated skills as an enthusiastic, effective and devoted teacher and has received formal teaching evaluations that indicate he/she is an excellent teacher who continually stimulates learners
- Provides more than 50 hours of academic contribution over a two-year period.
- Has taken an active, prominent role, or provided leadership, in national or international initiatives or professional organizations.
- Is recognized by his or her peers as being an outstanding clinician.
- Has complied with any additional Department/School criteria identified in writing

The following are “Additional” criteria, whereby at least one should be met:

- Has made significant contributions to professional practice in his or her hospital, agency, professional organization, the FOM or UBC.
- Has demonstrated distinguished service and/or related leadership in committee, administrative, policy-making decisions and/or quality improvement in his or her hospital, agency, professional organization, the FOM or UBC.
- Participates in research as a primary investigator or as a collaborator in studies

In addition, candidates being considered for appointment, reappointment or promotion to Clinical Professor are expected to have achieved at least national recognition or have significant involvement in national or international initiatives. Examples include significant participation in national (or international) taskforces, guidelines, committees, research networks, or having been invited to give presentations nationally.

Approval

This version of these criteria has been approved by the Department of Medicine’s Academic Appointment, Reappointment, Promotion and Tenure Committee on August 26, 2019.