

University of British Columbia – Department of Medicine
Academic Faculty – Guidelines to writing a Job Description

Please refer to the current DoM Academic Guidelines and Formal Educational Activity document for reference

Overview:

Provide a brief description of the position; including the area of expertise required, what they are responsible for, including what you may want established for the division by this position.

Lines of Responsibility:

The Academic Faculty will be responsible, accountable and will report to the UBC Division Head on all matters and engage with UBC Department Head as appropriate. The Academic Faculty member will supervise _____.

Time Distribution (%) to total 100%:

- Teaching –
- Research –
- Administration –
- Clinical (if applicable) –

Teaching Responsibilities:

Within the Department of Medicine, each faculty member must provide a minimum of 40 hours of formal educational activities per year. Within the 40 hours, all faculty members must teach at least 30 hours of scheduled undergraduate teaching or lecture-based numbered course in Experimental Medicine within the Department of Medicine per year as listed in the “Formal Education Activities” document for eligible teaching opportunities.

- Undergraduate:
- Postgraduate:
- Continuing Education:
- Student supervision (includes time spent meeting with students regarding academic, curricular and career matters):

Research and Creative Activities:

- Principal Investigator in research;
- Expectations for peer-reviewed operating grant or major industry grant;
- Expectations for publication

Professional Development:

Assistant Professors are academic professionals who are engaged in the teaching mission of the University. As a necessary part of their teaching responsibilities, they are expected to demonstrate continuing professional development. Professional development activity will conform to standards appropriate to the field in which the academic professional works.

Administrative/Academic Responsibilities:

All faculty members, except Assistant Professors in the first three years of their appointment, 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 amount of service is expected to increase as faculty advances through the ranks.

Clinical Activities

- Location of Clinic
- Hours and days of week in clinic