

**THE UNIVERSITY OF BRITISH COLUMBIA, FACULTY OF MEDICINE,  
POLICY ON CLINICAL FACULTY APPOINTMENTS**

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**I. INTRODUCTION AND RECOGNITION OF THE IMPORTANCE OF CLINICAL FACULTY**

This Policy describes the appointment, reappointment, and promotion of Clinical Faculty in the Faculty of Medicine (“FOM”) of The University of British Columbia (“UBC”). It was developed to ensure uniformity, consistency, and fairness across the FOM for these processes.

Health care education requires the active participation of learners in clinical settings. The health care professionals who supervise and educate FOM learners in these clinical settings require a Clinical Faculty appointment for several reasons including:

- (a) Faculty appointments for those who teach and assess UBC learners are required to meet accreditation requirements.
- (b) Individuals with faculty appointments are clearly covered by UBC insurance, thereby avoiding potential liability issues for both the individual and UBC.
- (c) For those individuals teaching in the MD programs, the UBC FOM Clinical Faculty Compensation Terms establish a contractual relationship for teaching. The tax treatment of professional fees may be preferable to that of personal income.
- (d) The FOM is working on a Teaching Tracking Payment system that will track the teaching done by Clinical Faculty. The information collected will be made available for a wide variety of purposes including CVs, reappointments and promotion, and compensation, if applicable. The unique identifier used for tracking teaching will be the UBC ID number that is created when an appointment is processed.

UBC recognizes that Clinical Faculty members make significant contributions, particularly in the education of the undergraduate, graduate and postgraduate students, and residents and fellows. They are also major providers of care at teaching hospitals and agencies affiliated with UBC, as well as in private clinical practices, and often contribute to research and academic administration at UBC.

Please note that in addition to this Policy, Clinical Faculty members are subject to all [UBC Policies](#) and [FOM Policies](#), as amended from time to time, and are responsible for familiarizing themselves and

complying with the content of these Policies. If Clinical Faculty members have questions regarding Department/Division/School/Program policies, they should contact the Department/Division/School Program Head/Site Leader.

## **II. DESCRIPTION OF CLINICAL FACULTY**

### A. Definition of Clinical Faculty

Clinical Faculty members are health professionals engaged primarily in the practice of their professions outside UBC whose appointments have been recommended by Departments/ Schools and the FOM for the purpose of participating in their academic programs and have been approved by the UBC Board of Governors. While teaching is the principal contribution of Clinical Faculty, administration and research are encouraged and recognized.

There are three broad categories of Clinical Faculty:

(1) Clinicians governed by the Health Professions Act (RSBC 1996): Individuals who are practicing in their profession and are licensed and in good standing with their respective British Columbia College.

(2) Clinicians not governed by the Health Professions Act: Individuals, typically scientists, who either provide direct patient care or perform activities that support the delivery of patient care. A BC Health Authority directly or indirectly funds their positions. They are members of their respective professional organizations.

(3) Individuals practicing in the field of public and population health: Individuals who are managers, practitioners and researchers and who generate, translate, and apply knowledge to improve and sustain the health of the population.

Individuals who retire while holding a Clinical Faculty appointment may retain their appointments for as long as they continue to make academic contributions.

### B. Description of Ranks

#### 1. Clinical Instructor:

Initial appointments are typically at this rank and are normally held for 3 to 5 years. Reappointments may be granted for 10 years and are renewable. A candidate for appointment and reappointment at this rank will meet the following:

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

2. Clinical Assistant Professor:

Appointments at this rank may be made for up to 10 years, renewable. A candidate for appointment, reappointment, or promotion to this rank will meet some or all of the following:

- a. Has demonstrated capability as a teacher.
- b. Has demonstrated competence in clinical practice and a willingness to relate his/her practice to teaching.
- c. Provides approximately 50 hours of academic contribution over a two-year period.
- d. Shows sustained effort to present clear and useful teaching sessions.
- e. Has made an effort to learn about teaching techniques.
- f. Is a member of appropriate local and provincial organizations.
- g. Has complied with any additional Department/School criteria identified in writing.
- h. Participates in hospital, agency, professional organization, FOM or UBC administrative and/or service activities.

3. Clinical Associate Professor:

Appointments at this rank may be made for up to 10 years, renewable. A candidate for appointment, reappointment, or promotion to this rank will meet some or all of the following:

- a. Has consistently received good formal teaching evaluations.
- b. Has the reputation of being a highly competent clinician.
- c. Provides more than 50 hours of academic contribution over a two-year period.
- d. Has developed expertise within his or her own field, which may include an area of special professional skill.
- e. Has taken an active, prominent role in provincial and national professional organizations.
- f. Has complied with any additional Department/School criteria identified in writing.
- g. Has contributed significantly to the administration and/or service activities of his or her hospital, agency, professional organization, FOM or UBC.
- h. Has been called upon to speak at professional society meetings, in continuing professional educational programs or at other institutions.

4. Clinical Professor:

Appointments at this rank are normally held for 10 years, renewable. A candidate for appointment, reappointment, or promotion to this rank will meet some or all of the following:

- a. Has demonstrated skills as an enthusiastic, effective and devoted leader in the educational program and has received formal teaching evaluations that indicate he/she is an excellent teacher who continually stimulates learners.
- b. Is recognized by his or her peers as being an outstanding clinician who has made documented significant contributions to professional practice in his or her hospital, agency or professional organization, in the FOM and the University.
- c. Provides more than 50 hours of academic contribution over a two-year period.
- d. Has provided leadership in national or international professional organizations.
- e. Has complied with any additional Department/School criteria identified in writing.
- f. Has demonstrated distinguished service and/or related leadership in committee, administrative or policy-making decisions in his or her hospital, agency, professional organization, FOM or UBC.

5. Clinical Emeritus:

Individuals holding Clinical Faculty appointments may be eligible for emeritus status at the time of retirement/resignation from active University service if they are recommended by their Department/School and the Dean of the FOM and meet all of the following criteria:

- a. A minimum of 15 years of continuous service.
- b. Hold the rank of Clinical Associate Professor or Clinical Professor or demonstrate a acceptable scholarly record that has been reviewed at the Department/School and FOM levels according to established University procedures for equivalent level.
- c. Demonstrate service that is strongly identified with the University and deemed worthy of continuing recognition.

**III. GENERAL CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION OF CLINICAL FACULTY**

Initial appointments are typically at the rank of Clinical Instructor. The following criteria are to assist Departments/Schools in assessing and recognizing the various contributions of Clinical Faculty and to determine the appropriate rank for appointment, reappointment or promotion.

A. Clinical Competence

Maintenance of clinical competence as professionally mandated is required of all Clinical Faculty. The level of clinical expertise required increases with rank, culminating with clinical excellence at the rank of Clinical Professor. Clinical Faculty members are encouraged to document development of special interests and expertise.

B. Teaching

The criteria for assessing performance in teaching are applied more rigorously as experience and rank increase.

Evaluations completed by learners and peers should be used to assess competence in teaching. Other indicators are the use of innovative teaching methods, ability to communicate well with learners and the performance of learners on examinations.

### C. Administration

Each Clinical Faculty member may contribute to the administrative activities of their hospital, FOM, UBC and professional organizations. Greater participation in this sphere is typical as Clinical Faculty progress in rank. Participation in administrative activities will contribute to, but not be necessary for, appointment, reappointment, or promotion.

Administration may include organization of courses or parts thereof, service on hospital, UBC, FOM and professional organization committees, responsibility for special programs and formal administrative posts.

### D. Research

Research activity is not necessary for appointment, reappointment, or promotion.

Research, as a primary investigator, or in collaborative studies, is encouraged and will contribute to appointment, reappointment and promotion. Research may include quality assurance activity.

In Clinical Departments, the documented development of new techniques and processes will be considered, particularly if those techniques have had a significant impact on the practice of other clinicians.

### E. Other

Departments or Schools may wish to apply additional criteria specific to the Departments or Schools. It is the responsibility of the Department Head/School Director to ensure that these criteria are clear and provided to all Clinical Faculty and to the Office of Clinical Faculty Affairs. All additional criteria are subject to FOM and UBC approval.

## **IV. PROCEDURES FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION OF CLINICAL FACULTY**

Each Department/School will establish a Departmental Clinical Faculty Appointment and Promotion Committee (DCFAPC) to deliberate and make recommendations on the appointment, reappointment and promotion of Clinical Faculty. The committee will consist of 4 to 6 Clinical Faculty members at the ranks of Clinical Associate Professor and Clinical Professor who have been elected by Clinical Faculty Department members for a term of up to 3 years, renewable. The committee will be chaired by the Department Head/School Director who will not have a vote. Those members eligible to vote on appointments must be of a rank equal to or higher than that of the candidate. Those eligible to vote on reappointment and promotion must be of a higher rank than that of the candidate except for Clinical Professors where the rank must be equal.

A Department/School may choose to have common or joint meetings of the DCFAPC and the Departmental/School Faculty Appointment, Reappointment and Promotion Committee (for faculty

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other than Clinical Faculty) for purposes of appointment, reappointment, promotion and tenure. In this case, the discussions about any candidate may involve members of both committees. Only Clinical Faculty members are eligible to vote on Clinical Faculty candidates, and only full-time faculty members are eligible to vote on other faculty candidates.

Committee deliberations are carried out in confidence. The recommendations of this committee will be based upon a majority vote by secret ballot.

#### A. Appointment

All Clinical Faculty appointments are granted by the UBC Board of Governors subject to such terms as established by the FOM and, for appointees that do not possess Canadian Citizenship, subject to the appointee being granted appropriate status by Citizenship and Immigration Canada. Clinical Faculty will be appointed to the Department/School most closely aligned with their area of training and practice.

The documentation and process for new Clinical Faculty appointments are dependent on program and rank:

##### 1. Clinical Instructor (MD Programs)

The applicant will complete and provide the FOM Application for Clinical Faculty Appointment (MDs) and evidence of effective teaching (if available).

For the Island Medical Program, Northern Medical Program and Southern Medical Program, the applicable Regional Associate Dean and the Department Head or, if delegated by the Department Head, the Division Head will review and discuss the Application for Clinical Faculty Appointment and evidence of effective teaching (if available). If acceptable, the Department Head will then make a recommendation to the Dean.

For Vancouver Fraser Medical Program, the Department Head and, if applicable, the Division Head will review and discuss the Application for Clinical Faculty Appointment and evidence of effective teaching (if available). If acceptable, the Department Head will then make a recommendation to the Dean.

##### 2. Clinical Instructors (All programs except the MD Programs)

The applicant will complete and provide the FOM Application for Clinical Faculty Appointment (non-MDs) and evidence of effective teaching (if available).

The Application for Clinical Faculty Appointment and evidence of effective teaching (if available) will be presented by the Department Head/School Director to the DCFAPC. A majority vote will constitute a recommendation to the Department Head/School Director. It is recommended that the DCFAPC vote electronically if a meeting cannot be scheduled within a reasonable time period. The Head/Director will then make a recommendation to the Dean indicating the vote of the DCFAPC.

##### 3. Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors

The applicant will complete and provide the FOM Application for Clinical Faculty Appointment, the UBC “abbreviated” CV, and evidence of effective teaching.

The Application for Clinical Faculty Appointment, the UBC “abbreviated” CV and evidence of effective teaching will be presented by the Department Head/School Director to the DCFAPC. Such applications or recommendations will be reviewed by the DCFAPC, taking into consideration experience outside of Canada where appropriate. A majority vote will constitute a recommendation to the Department Head/School Director. It is recommended that the DCFAPC vote electronically if a meeting cannot be scheduled within a reasonable time period. The Head/Director will then make a recommendation to the Dean indicating the vote of the DCFAPC.

When the appointment has been recommended, the Clinical Faculty member will receive a letter from the Department Head/School Director confirming that the appointment has been recommended to the Dean and will subsequently receive a letter from the Dean of the FOM confirming that the appointment has been recommended to the Board of Governors.

Once the Board of Governors confirms the appointment, the Board Notice of Appointment will be posted. Clinical Faculty members are encouraged to log on to UBC’s [Enterprise Systems Portal](#) using their Campus Wide Login (CWL). The Board Notice of Appointment can be found in the “Faculty and Staff Self Service” application in the “my Personal Info” section. Please visit the [UBC Information Technology website](#) to create a new CWL.

#### 4. Clinical Associate Professor Emeritus and Clinical Professor Emeritus

Emeritus status is an honourable recognition of long service and contributions to the Faculty of Medicine that is granted for life. It is not automatic; each case is decided on its individual merit. The process may be initiated by the appropriate Division Head, Department Head or School Director. The application requires the approval of the DCFAPC, and a recommendation to the Senate Tributes Committee by the Department Head or School Director and the Dean of the FOM. Senate, at its discretion, may decide under exceptional circumstances not to grant emeritus status or to revoke emeritus status from an individual.

#### B. Review, Reappointment and Promotion

Neither renewal of a Clinical Faculty Appointment nor promotion to a higher rank is automatic. Decisions regarding recommendations for reappointment or promotion will be made based on the criteria for the applicable rank and on a review of the Clinical Faculty member’s activities. It is important that an up-to-date record of each Clinical Faculty members’ activities is kept by the Department and the Clinical Faculty member. On an annual basis, the Department will record the teaching activities for the year to which the Clinical Faculty member has been assigned or in which the Clinical Faculty member has participated. The Department will also provide an update on other assigned academic activities. All Clinical Faculty are encouraged to maintain curriculum vitae in an approved UBC format to document academic activities. All of this information will be taken into account in reaching a decision regarding recommendation to reappoint or promote in accordance with this policy.

A formal review is required prior to recommendation for reappointment and/or promotion. The review will normally take place several months before the end of the term of the Clinical Faculty member’s

current appointment. Reviews and consideration for recommendation for promotion may take place at any time upon application by the Clinical Faculty member or upon the recommendation of the Department Head or, in any event, at the time reappointment is considered.

In Departments with divisions, the Division Head will make a recommendation regarding reappointment or promotion to the University Department Head/School Director. The Head/Director will present the recommendation to the DCFAPC. The committee will review the case, and the majority vote will constitute a recommendation to the Department Head/School Director. The Head/Director will then make a recommendation to the Dean, which indicates the vote of the DCFAPC. If the Dean accepts the recommendation, the Dean will forward the recommendation to the President's Office for Board of Governors' approval. The recommendation will be communicated to the Clinical Faculty member in writing. Where a promotion is recommended, the Clinical Faculty member will be reappointed at the new rank for a term applicable to the new rank.

In the event that reappointment or promotion is not recommended, the Clinical Faculty member can appeal the decision. The University Clinical Faculty Appointment and Promotion Committee (UCFAPC) reviews contested decisions pursuant to the process set out in this document. The UCFAPC is composed of 6 Clinical Faculty members at the rank of Clinical Professor, 3 elected by Clinical Faculty, and 3 appointed by the Dean. The committee selects a Chair from amongst themselves.

A Clinical Faculty member seeking review of a decision must do so in writing within 60 days of notification of the decision. The case will be reviewed by the UCFAPC. Committee deliberations are carried out in confidence. The recommendations of this committee will be based upon a majority vote by secret ballot. The UCFAPC will make a final recommendation to the Dean and will provide a written explanation of that decision to the Dean and the applicant. The explanation and recommendation will be representative of the range of views of the committee members. The Clinical Faculty member will be given an opportunity to meet with the Dean before he makes a final decision. The Dean's decision will be provided in writing and will be final. In the event of a negative decision with respect to reappointment, the Dean's letter will include an acknowledgment of the Clinical Faculty member's past contributions.

## **V. LEAVE OF ABSENCE**

Clinical Faculty members are eligible for a leave of absence (LOA) from academic responsibilities as set out below:

1. A Clinical Faculty member requiring an extended medical, maternity or parental leave of absence should notify the Department Head/School Director in writing with advance notice where possible.
2. A Clinical Faculty member may apply for a LOA for other personal reasons if he/she will have held his/her appointment for three (3) years at the time of the leave. A LOA can be for a period of up to one (1) year, with the possibility of an extension up to a maximum of two (2) years in total. A written request should be made to the Department Head/School Director at least three (3) months in advance of the start date of the requested leave, unless waived by the Department Head/School Director. The Department Head/School Director will make a decision and notify the Clinical Faculty member in writing. Approvals will not be unreasonably withheld.

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Clinical Faculty members approved for a LOA will continue to hold their current Clinical Faculty appointment for the duration of the term. Where a LOA exceeds the current appointment term, consideration for recommendation for reappointment and promotion will generally be deferred until the Clinical Faculty member returns from leave and pursuant to the terms of this Policy. In some circumstances, at the discretion of the Department Head/School Director, a recommendation for reappointment and/or promotion may be made notwithstanding that the Clinical Faculty member remains on LOA.

## **VI. TERMINATION OF APPOINTMENT**

### **A. Suspension or Cancellation of License to Practice in British Columbia**

Clinical Faculty members are practicing health professionals. For those who are governed by the Health Professions Act (RSBC 1996) and licensed by their respective British Columbia College, suspension or cancellation of a Clinical Faculty member's license will result in immediate termination of his/her Clinical Faculty appointment. A health care professional whose Clinical Faculty appointment is so terminated, may re-apply for a Clinical Faculty appointment if the respective British Columbia College reinstates his/her full or provisional license to practice in British Columbia.

### **B. Breach of Other Terms of Appointment**

A Clinical Faculty member's appointment may only be terminated during the term by the UBC Board of Governors upon the recommendation of the UBC President if the Clinical Faculty member has breached the terms of the appointment or has failed to meet the required teaching obligations associated with the appointment.

If the Department Head/School Director is considering termination of an appointment, the Clinical Faculty member will be advised in writing of the reasons and will be provided with an opportunity to respond and to present any additional information for consideration, including any mitigating circumstances. If the Department Head/School Director then recommends termination of the appointment to the Dean, the Dean will consider the recommendation of the Department Head/School Director and the response of the Clinical Faculty member. The Clinical Faculty member will be given an opportunity to meet with the Dean before he makes a final decision with respect to his recommendation to the President.

## **VII. CHANGES TO THIS DOCUMENT**

This document may be amended, modified or terminated following approval of the Faculty Executive Committee.