



UBC Department of Family Practice Clinical Faculty Promotion Criteria Checklist

The following checklist is designed to assist Clinical Faculty in the Department of Family Practice with their applications for promotion, based on the UBC Faculty of Medicine Policy on Clinical Faculty Appointments.ⁱ Please see end notes for more information on the full application.

Clinical Assistant Professor

A candidate for promotion to this rank will meet all the criteria of the following:

- The department expects that faculty will remain at the rank of Clinical Instructor for 3 to 5 years before being considered for promotion;
- Has demonstrated capability by formal teaching evaluations as a teacher;
- Has demonstrated competence in clinical practice and a willingness to relate their practice to teaching as demonstrated through teaching evaluations and letter of recommendation;
- Have provided at least 50 hours of teaching, lectures, clinical preparation, research or program administration over a two-year period;
- Shows sustained effort to present clear and useful teaching sessions;ⁱⁱ
- Has participated in Faculty Development to improve teaching techniques;ⁱⁱⁱ
- Is a member of appropriate local and provincial or territorial organizations;
- Participates in administrative and/or service activities of their hospital, agency, and professional organization, the FOM and/or UBC;
- Has complied with any additional Department/School criteria identified in writing:

For promotion from Clinical Instructor to Clinical Assistant Professor, the candidate is **expected to be a member of the College of Family Physicians of Canada or a practicing registrant of the College of Midwives of British Columbia.** In cases of specialized practice, (either physician or sister professions), membership in another appropriate professional organization^{iv} may be substituted with the approval of the Department of Family Practice Committee on Clinical Appointments and Promotions. The candidate is responsible for providing the committee with the documentation of the qualifications for the membership and a copy of the membership of the body.

Clinical Associate Professor

A candidate for promotion to this rank will continuously meet all the criteria of their current rank, as above, and the following criteria:

- The department expects that faculty will remain at the rank of Clinical Assistant Professor for 3 to 5 years before being considered for promotion;
- Has consistently received good formal teaching evaluations;^v
- Has obtained the reputation of being a highly competent clinician;^{vi}



- Has developed expertise within their own field which may include an area of special professional skill;
- Has provided leadership and/or participated in provincial or territorial and national professional organization;
- Has contributed significantly to the administration and/or service activities of their hospital, agency, professional organization, the FOM and/or UBC;
- Has been called upon to share expertise at professional society meetings, in continuing professional educational programs or at other institutions;
- Has complied with any additional Department/School criteria identified in writing:

A candidate may follow one or more of two paths for promotion from Clinical Assistant Professor to Clinical Associate Professor:

- the candidate is an **active certificant** of the College of Family Physicians of Canada or is a practicing registrant of the College of Midwives of British Columbia or
- the candidate is an **active certificant** of an equivalent professional body.^{vii} The candidate is responsible for providing the committee with the documentation of the qualifications for the certification. The candidate must provide the committee with a copy of the certificate and be an active member of the body.

Clinical Professor

A candidate for promotion to this rank will continuously meet all the criteria of their current rank, as above, and the following criteria:

- The department expects that faculty will remain at the rank of Clinical Associate Professor for 5 to 10 years before being considered for promotion;
- Has shown themselves to be an enthusiastic, effective and devoted leader in the educational program who has continually stimulated students and taught them with excellence as assessed by formal teaching evaluations;
- Is recognized by their peers as being an outstanding clinician who has made documented significant contributions to professional practice in their hospital, agency, professional organization, the FOM and/or UBC;
- Has provided leadership in national or international professional organizations.
- Has demonstrated distinguished service and/or related leadership in committee, administrative or policy -making decisions in their hospital, agency, professional organization, the FOM or UBC

NAME OF CANDIDATE: _____

Proposed Rank: _____

Recommender's Initial: _____ **Date:** _____



ⁱ Clinical Faculty Policy: <https://www.med.ubc.ca/files/2015/07/Policy-on-Clinical-Faculty-Appointments.pdf> Full information and documentation for Promotion found here: <https://clinfac.familymed.ubc.ca/faculty/clinical-faculty/departmental-appointments-and-promotions/>

ⁱⁱ As demonstrated on teaching evaluations, CV, and letters of recommendation.

ⁱⁱⁱ Faculty Development Resources: <https://facdev.med.ubc.ca/home-page/resources> and <https://postgrad.familymed.ubc.ca/faculty-preceptor-resources/faculty-development/>

^{iv} Certification implies meeting standards for ongoing quality by a recognized accrediting body
i.e. American College of Emergency Physicians will be considered an appropriate professional organization.

^v Good formal evaluations throughout this document is defined as scores on evaluations from trainees and peers that are generally above average or show improvement over to time to meet departmental norms, with qualitative comments that do not raise any concerns;

^{vi} As demonstrated through teaching evaluations and letter of recommendation;

^{vii} Certification implies meeting standards for ongoing quality by a recognized accrediting body
i.e. American College of Emergency Physicians will be considered an appropriate professional organization.