

THE UNIVERSITY OF BRITISH COLUMBIA

**DEPARTMENT OF FAMILY PRACTICE
FACULTY OF MEDICINE**

Departmental Clinical Faculty Appointment and Promotions Committee

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Departmental Clinical Faculty Appointment and Promotion Committee

Description	Number to be elected
Department of Family Practice (DFP) Clinical Faculty Appointments and Promotions Committee (DCFAPC). Each successful candidate will sit on the committee.	1 Clinical Assistant Professor (MIDW)

Commitment:

The Clinical Faculty Appointments and Promotions Committee chaired by the Department Head is responsible for adjudicating promotions of Clinical Faculty members.

The Clinical Faculty cadre of the Appointments and Promotions Committee is composed of three (3) elected Clinical Associate Professors and three (3) Clinical Professors elected from the Clinical Faculty-at-Large and two (2) Clinical representatives elected by Midwifery.

This committee may meet in person or by teleconference twice a year to review promotion applications.

In reviewing general policy regarding appointments, all members of the committee will be part of the decision-making process. In reviewing promotions for clinical faculty, no vote will be accorded members of the committee who are of a lesser rank in the clinical hierarchy than the clinical faculty member under consideration.

Role and Responsibilities of Members of the Committee:

1. To declare any potential or perceived conflicts of interest to the Chair.
2. To understand the responsibility to conduct a purposeful, thorough and equitable clinical faculty appointment and promotion process.
3. To understand the importance of maintaining strict confidentiality and to protect personal information about applicants from unauthorized access, use, disclosure or disposal. All discussion and documentation related to the clinical faculty appointment and promotion process is strictly confidential and may only be used for the purpose for which it was collected. The Chair will indicate what, if any, specific information can be released and when.
4. To be mindful of the following during the clinical faculty appointment and promotion process:
 - Candidates should be objectively evaluated according to the established criteria
 - Each candidate should be treated fairly and consistently

Terms of Reference

University of British Columbia
Faculty of Medicine

DEPARTMENT OF FAMILY PRACTICE **Academic Ranks, Appointment, Reappointment and Promotion for Clinical Faculty** *Approved December 2, 2022*

I. Introduction

This document establishes the policy of the Department of Family Practice of the Faculty of Medicine of the University of British Columbia in regards to appointment, reappointment, and promotion of Clinical Faculty.

Procedures for appointment and appeal, together with probationary appointments, provision for termination of appointment and Emeritus status are intended to ensure uniformity and fairness in the Faculty of Medicine in the process of academic clinical appointments and promotions.

Clinical faculty members are practicing health professionals. More than 10,000 clinical faculty members contribute to the vision of the Faculty of Medicine. They teach and inspire our learners and are the role models for the next generation of healthcare professionals. They also make significant contributions in administration, professional development, and translational and clinical research. Clinical Faculty are encouraged to indicate their academic rank in correspondence and on letterheads.

II. General Description of Criteria for Promotion of Clinical Faculty

The UBC Department of Family Practice additional criteria for Clinical Faculty Appointment, Reappointment and Promotion are established based on the [UBC Faculty of Medicine on Clinical Faculty Appointments - February 18, 2020 version](#) (CFA Policy). The following criteria are to assist Departments/Schools in assessing the various contributions of Clinical Faculty. It will be the responsibility of the Department/School to provide the Clinical Faculty with these criteria.

Teaching:

The criteria for competent performance in teaching are applied with increasing stringency as experience and rank increases. In assessing competence in teaching, evidence is to be collected from evaluations completed by students and residents and/or by a peer evaluator attending lectures, rounds, bedside teaching, etc., where the Faculty member is teaching. Other indicators are the use of innovative and constructive teaching methods, ability to communicate well with students.

Administration:

It is recognized that each faculty member may contribute to the administrative activities of their hospital, agency, professional organization, the FoM or UBC. Greater participation in this sphere is typical as one progresses in rank. Administration may include organization of courses or parts thereof, service on hospital, University and professional organization committees, responsibility for special programs and formal administrative posts.

Research:

Research activity in the broadest sense, as a primary investigator, co-investigator or collaborator, will contribute to, but not be necessary for promotion. Research may include quality assurance activity.

Clinical Excellence:

Clinical excellence is expected of all Clinical Faculty. Maintenance of clinical competence as professionally mandated will be expected. The documented development of special interests and expertise is important and the development of new techniques and approaches will receive high weighting for promotion in clinical disciplines, particularly as they have an impact on the practice of other clinicians.

III. Description of Ranks

Clinical Instructor: This rank shall not normally be held for more than 5 years.

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

Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor: Please refer to the [UBC Department of Family Practice Clinical Faculty Promotion Criteria Checklist](#).

Where a faculty member/candidate does not meet the full requirements for promotion/appointment to the rank of full Clinical Professor but where exceptional circumstances/contributions may warrant such a promotion/appointment, the Department Head may at his/her discretion and with the advice of the Committee authorize such a promotion/appointment.

IV. Appointment, Reappointment and Promotion Procedures for Clinical Faculty

Committee Function

The Department of Family Practice Clinical Faculty Appointment and Promotion Committee (DCFAPC) deliberates and makes recommendations on the promotion of clinical faculty. This is a separate committee from the Department standing committee dealing with appointment, reappointment, promotion and tenure for full-time faculty members.

Committee Structure

The committee will consist of 4 to 6 members of clinical faculty at the rank of Clinical Associate Professor and Clinical Professor elected by clinical faculty department members for a term of up to 3 years, renewable. In addition, two representatives to have voting status elected by the clinical members of the Division of Midwifery will also serve for 3 year terms renewable. The committee will be chaired by the Department Head 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 Clinical Professors where the rank may be equal).

Chair: Head of the Department of Family Practice (non-voting) or the Associate Head as delegated by the Head of the Department of Family Practice (non-voting). Delegation to the Associate Head will include approval of the DCFAPC, the Executive Council or other committees as required. A letter from the Head of the Department to the Dean confirming the delegation and will include a copy of this document, amended.

Membership: Director of Undergraduate Education¹

Director of Postgraduate Education²

4-6 representatives from clinical faculty to be elected by clinical faculty (voting)

2 representatives from the Division of Midwifery to be elected by clinical faculty (voting)

Appeal Mechanism

The non-renewal of an appointment or failure to receive promotion when eligible may be appealed to the University Committee on Clinical Appointments and Promotions up to 60 days following notification from the Head. If a satisfactory solution cannot be reached, an appeal may be made to the Dean. The decision of the Dean is final.

The University Clinical Faculty Appointment and Promotion Committee (UCFAPC) will be created to review contested decisions as indicated in this document. The UCFAPC will be 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 will select a Chair from amongst themselves.

The recommendations of these committees will be based upon a majority vote by secret ballot. The opinion of individual committee members will remain anonymous.

Initial Appointment

For appointment at the Clinical Instructor rank, the Head/Director will review 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. A review and vote by the DCFAPC is not required.

This recommendation will be provided to the applicant. A standard offer letter/contract for clinical appointment will be developed and will include a paragraph outlining in brief the expectations of the appointment. This letter will be signed by the Department Head.

¹ Non-voting if full-time faculty

² Non-voting if full-time faculty

Reappointment

Clinical Faculty Appointment and Reappointment Term Timelines Family Practice Guidelines

RANK	INITIAL APPOINTMENT	REAPPOINTMENT
Clinical Instructor	up to 3 years at a time	up to 5 years at a time
Clinical Assistant Professor	up to 3 years at a time	up to 5 years at a time
Clinical Associate Professor	up to 3 years at a time	up to 8 years at a time
Clinical Professor	up to 3 years at a time	up to 10 years at a time

Exceptions:

Work Permits

If the clinical faculty member has a work permit, the end date on the work permit is the latest date they can be appointed.

Streamlined Appointment, Locums and Provisional licensee

Appointed/reappointed for shorter periods (up to one (1) year) to allow for more frequent review on the continued need for a clinical faculty appointment.

Clinical faculty reappointments are processed through the automated annual reappointment batch process for all faculty term appointments without salary.

The following are examples of the factors that will be considered regarding renewal or non-renewal of appointments:

1. Voluntary non-renewal by an individual
2. Diminished commitment to teaching activity
3. Unprofessional or unethical conduct

Promotion

Clinical faculty promotions are not automatic – they need to be initiated by the faculty member and/or their Site Director, Regional Associate Dean or Department Head.

The applicant must submit the required documents listed in the [Departmental Appointments & Promotions](#) website.

The committee will review the case, and the majority vote will constitute a recommendation to the Department Head. The Head will then make a recommendation to the Dean which indicates the vote of the DCFAPC.

This recommendation will be provided to the applicant. If he/she is dissatisfied with the recommendation, he/she may request within 60 days of notification a review of the case by the UCFAPC. Upon completion of such a review, the UCFAPC will make a final recommendation to the Dean and provide a written explanation to the Dean and the applicant. The recommendation will be representative of the range of views of the committee members. The decision of the Dean is final.

Emeritus Appointments

A clinical emeritus appointment is an honorable recognition of long service and contributions to the Faculty of Medicine and it is not automatic. Where the Clinical Faculty member has completed 15 continuous years of service, and where the Faculty member's service is strongly identified with the University of British Columbia and deemed worthy of continuing recognition, a recommendation for awarding the title of Clinical Professor or Clinical Associate Professor Emeritus may be made by the Dean to the Tributes Committee and ultimately to Senate on the recommendation of the Head/Director. Each case will be decided on its individual merit. Initiation of this process may be by the appropriate Program Director, or (where applicable) Division Head, or teaching hospital Department Head and would require approval of the Departmental Committee on Clinical Appointments and Promotions.

Amended May 1994

Amended November 1999

Amended February 2000

Amended June 2004

Amended December 2004

Amended January 24, 2006

Amended June 11, 2009

Amended November 12, 2019

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