



<b>Title:</b>	<b>FACULTY OF MEDICINE AFFILIATE FACULTY GUIDELINES</b>
<b>Approved:</b>	March 15, 2022
<b>Approved By:</b>	FoM Faculty Executive, as delegated by the Dean of the FoM
<b>Audience:</b>	Faculty of Medicine academic leadership and Affiliate Faculty Members with primary teaching responsibilities within any Faculty of Medicine distributed education program
<b>Purpose:</b>	To establish standards for the appointment, reappointment, promotion and termination, and rights and responsibilities of Affiliate Faculty Members hired within Faculty of Medicine distributed programs
<b>Contact:</b>	Dean’s Office Faculty Affairs

**Introduction**

Under the Faculty of Medicine’s (FoM) distributed education programs, faculty members who are hired by a distributed program and hold their primary appointments at collaborating universities are appointed as affiliate faculty members within a relevant unit in the FoM (“Affiliate Faculty Members”). These appointments are a form of honorary appointment, which is in turn a form of faculty term appointment without review. Such appointments are governed by UBC’s Faculty Term Appointments Policy (AP4), which states that “On the recommendation of the Dean, an individual holding a faculty appointment at another academic institutions may be appointed as an honorary affiliate faculty member” at UBC. Under the *University Act*, the Board of Governors is empowered, upon the recommendation of the President, to make appointments to the teaching staff of UBC, including honorary appointments. Pursuant to the Board Appointments Policy (AP3), the Board of Governors delegates authority to the President to approve such appointments.

These guidelines describe the processes that apply to the appointment, review and termination of Affiliate Faculty Members. Appointment of affiliate faculty members who are not attached to any FoM distributed education program are outside the scope of these guidelines.

Affiliate Faculty Members are employed by the university at which their hold their primary appointment. They are not employees of UBC and are not covered by any employment or collective agreement at UBC. Decisions regarding their promotion, tenure, salary, benefits, and other employment conditions are determined by university that is their employer in accordance with any applicable collective or other agreements to which that university is a party.

By virtue of holding an affiliate faculty appointment at UBC, Affiliate Faculty Members are subject to all of UBC’s policies, guidelines and procedures relevant to their role in delivering education activities to students and learners in the UBC Faculty of Medicine.

The Dean of the UBC Faculty of Medicine has the formal authority to assign all education activities (including teaching and service) in Faculty of Medicine education programs. If the Dean wishes, he/she may delegate the authority for assignment of education activities.



### **Appointment and Reappointment of Affiliate Faculty Members**

The appointment or reappointment of an Affiliate Faculty Member at UBC will be for a term of up to 10 years, renewable subject to ongoing contribution to the UBC Faculty of Medicine Educational Programs. Disputes between UBC and a collaborating university relating to such appointments or reappointments will be referred to the dispute resolution mechanism set out in the Master Affiliation Agreements between UBC and the collaborating universities.

Affiliate Faculty Members will be appointed to the UBC rank that most closely aligns to their primary appointment at the collaborating university, and in the FoM department/school that best aligns with the individuals' area of expertise.

### **Promotion of Affiliate Faculty Members**

A formal review of the contribution of an Affiliate Faculty Member to one or more educational programs may be requested by the collaborating University to be included in promotion and tenure discussions at the collaborating University.

Upon the promotion of an Affiliate Faculty Member at the collaborating University where their primary appointment is held, the UBC Faculty of Medicine will process a promotion to the UBC rank that most closely aligns to the Affiliate Faculty Member's primary appointment.

### **Termination of Appointment for Affiliate Faculty Members**

The following factors will lead to the termination of the appointment of an Affiliate Faculty Member:

- ♦ Termination of the primary faculty appointment at the collaborating University (i.e. UNBC or UVic)
- ♦ Voluntary termination of the affiliate faculty appointment by the Affiliate Faculty Member
- ♦ Cessation or diminishment of the education activities being provided by the Affiliate Faculty Member to students and learners in a Faculty of Medicine education program
- ♦ Refusal to comply with policies and guidelines that apply in the provision of education activities in the department to which the Affiliate Faculty Member is appointed or the program within which they have been assigned teaching
- ♦ Unprofessional or unethical conduct

### **Suspension of Appointment**

Should there be any suspension of the primary appointment at the collaborating University (i.e. UNBC or UVic), the appointment of the Affiliate Faculty Member at UBC will also be suspended.

### **Rights, Role and Responsibilities of the UBC Faculty of Medicine**

#### **Rights of the UBC Faculty of Medicine**

The UBC Faculty of Medicine has certain rights within the relationship between the Affiliate Faculty Members and the Faculty of Medicine. The Faculty of Medicine reserves these rights to ensure that the standards of performance established by the Faculty related to the delivery of education activities of its Affiliate Faculty



Members support the continuing development and accreditation of its programs, including:

- ♦ developing and updating performance standards related to any area of contribution by Affiliate Faculty Members in education activities
- ♦ requiring that Affiliate Faculty Members comply with all policies, guidelines and procedures relevant to their role

### **Role of the UBC Faculty of Medicine**

The primary role of the Faculty of Medicine in support of its mission, is to develop and administer its programs in education and research, and to establish, develop and deliver geographically distributed programs. The Faculty is also responsible for the development of a milieu that is conducive to willing and effective participation by its faculty and staff and students in the mission of the Faculty of Medicine.

### **Responsibilities of the UBC Faculty of Medicine**

Responsibilities of the Faculty of Medicine with respect to education programs include:

- ♦ Developing, implementing, managing and maintaining the education programs including achievement of accreditation standards where these apply
- ♦ Recruiting, appointing and promoting, as appropriate, faculty and other teaching professionals to support the educational activities required by the programs
- ♦ Providing courses and resources to support the development and improvement of the necessary skills required by Affiliate Faculty Members for the provision of education activities
- ♦ Establishing committees, systems and processes for education activities as required
- ♦ Allocating, assigning and communicating responsibilities related to education activities
- ♦ Supporting the involvement of Affiliate Faculty Members in the development of policies and procedures that define their participation in the education activities in the department/unit to which the affiliate member has been appointed or assigned teaching
- ♦ Evaluating education, programs, students and faculty
- ♦ Supporting the potential involvement of affiliate faculty in the supervision of UBC graduate students and post-doctoral fellows, with appropriate involvement and approval of the UBC Faculty of Graduate and Postdoctoral Studies
- ♦ Facilitating the potential application and holding of research grants at UBC, and access to research supports and services as applicable

### **Rights, Role and Responsibilities of Affiliate Faculty Members**

#### **Rights of Affiliate Faculty Members**

Affiliate Faculty Members have certain rights within the UBC Faculty of Medicine, including:

- ♦ Attending department/school meetings and events and to receive all agendas, minutes and material for such meetings and events as they request
- ♦ Voting in Faculty, departmental or school matters where a vote is extended to regular and clinical faculty members of the Faculty of Medicine



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- ♦ Receiving an annual evaluation of their education services
- ♦ Receiving appropriate faculty educational development to assist them in meeting their pedagogical responsibilities
- ♦ Receiving notice as early as practicable of the assignment of their teaching responsibilities and to receive clarity in the nature and objectives of the teaching assignment
- ♦ Accessing UBC technology and knowledge services as required to perform their assigned education services
- ♦ Holding research funds awarded to them as principle or co-investigator at UBC and have access to administrative systems required to apply for, administer and report on such funds
- ♦ Supervising or co-supervising UBC undergraduate or graduate students engaged in research activities, as allowed by the Regulations of the UBC and its Faculty of Graduate and Postdoctoral Studies

### Role of Affiliate Faculty Members

The primary role of Faculty of Medicine Affiliate Faculty Members, with reference to the University of British Columbia, is participation in and commitment to, the educational activities required to support educational programs administered by the Faculty of Medicine. While their primary role is the teaching of students, Affiliate Faculty Members may also serve in other roles within the Faculty of Medicine.

### Responsibilities of Affiliate Faculty Members

The primary responsibilities of Affiliate Faculty Members include:

- ♦ Teaching of students and learners in university, hospital and community settings as agreed to in the letter of offer in accordance with the quality of education as stipulated by the UBC Faculty of Medicine
- ♦ Participating in the development and application of evaluation material
- ♦ Participating in evaluations of teaching, programs, students, and faculty
- ♦ Reporting, as required, on activities performed to fulfill teaching, faculty and professional development, and administration responsibilities.
- ♦ Maintaining their curriculum vitae and teaching dossier
- ♦ Participating in any remedial faculty educational development activities when requested
- ♦ Abiding by the UBC Respectful Environment Statements, Professional Standards, and all other applicable UBC and Faculty of Medicine policies and guidelines

Other responsibilities **may** include:

- ♦ Managing curriculum delivery as assigned
- ♦ Supervising UBC students engaged in research activities
- ♦ Supervising UBC students enrolled in graduate programs at UBC, as allowed by the Regulations of the UBC and its Faculty of Graduate and Postdoctoral Studies
- ♦ Performing administrative roles within the Faculty, department or education programs
- ♦ Mentoring students and learners



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- ♦ Continuing development of the particular skills that apply to their role as Affiliate Faculty Members within their department or program, such as teaching and administration as determined by an objective evaluation
- ♦ Participating in organizing and/or teaching continuing professional education activities in university and non-university settings
- ♦ Maintaining good standing in their profession, as appropriate
- ♦ Maintaining professional skills, and research skills as appropriate

### **Amendment, Modification and Termination of Document**

This document may be amended, modified or terminated by the Dean of the FoM or by the FoM Faculty Executive pursuant to its delegated authority.