

APPENDIX B

Faculty of Medicine Academic Deliverables

Within the Faculty of Medicine, faculty members are expected to provide ongoing significant contributions to their respective academic unit(s) to a level equivalent to their rank, whether full-time or part-time, and whether in the professorial, or instructor tracks. For example, in the professorial ranks, significant scholarly activity, extensive involvement with teaching and administration, and where applicable, excellence in clinical health care delivery. In the instructor ranks, 80/20 or 70/30 teaching /service ratios are typical. The Faculty also recognizes that at different stages in a faculty member's career there may be different degrees of emphasis on the balance between the expectations for their specific rank, which should always be documented in consultation with the Head of Academic Unit. For example, new assistant professors are initially provided with lower workload and performance expectations.

TEACHING

All faculty members must be involved in teaching to collectively meet the requirements of the academic unit and the Faculty. Teaching is expected to encompass a broad range of activities and must be consistent with the academic unit's norms for rank. The extent and scope of educational contributions are to be determined by the Head of the Academic Unit or designate in consultation with the faculty member taking into account individual needs, opportunities for teaching, and the overall educational mission of the Department.

It is expected that faculty members participate in programs to enhance their teaching abilities and to learn about and utilize, where possible and appropriate, the most demonstrably effective methods available to deliver their educational materials.

Each faculty member should demonstrate the effectiveness of his or her teaching by way of student and peer-based evaluations.

1. Types of students:

- a. Undergraduates (e.g. Medical/dental students; BMLSc, BSc, summer students, honours theses, co-op, directed studies)
- b. Graduates (e.g. MSc, MPH, MPT, MOT, PhD, etc.)
- c. Postgraduates (e.g. postdoctoral fellows, residents, clinical fellows, etc.)
- d. Peers/Professionals (CME/CPD)

2. Types of teaching:

- a. Lectures/seminars/lab instruction/simulation
- b. Clinical teaching/teaching associated with patient care
- c. Exam setting
- d. Exam marking
- e. Author of web-based material

- f. Supervision or co-supervision of scholarly activities
- g. Graduate Student Supervisory Committees
- h. Continuing Education Activities (e.g. presenter/facilitator at CME Courses (UBC and non-UBC))
- i. Visiting Lecturer (e.g. Presentation at ROUNDS, invited lectures given at a University or other institution; named lectures e.g. The Billy Brown Memorial Lecture)
- j. Teaching Related Service Activities (e.g. Week or Block Captain, Case author/co-author or PBL Case Writer, Formal student mentoring, Teaching committee membership, Course Coordinator, Program Director, PBL Training, OSCE Examinations, etc.)

3. Evidence of quality teaching:

- a. Student evaluations
- b. Peer evaluations (two every 5 years)
- c. Teaching awards
- d. Innovative contributions to curriculum development
- e. Outstanding record of trainee supervision (e.g. trainees receive external national awards, graduation & success in finding a full-time position; publications & presentations at international meetings)

SCHOLARLY AND PROFESSIONAL ACTIVITIES

Faculty members in the professorial ranks should consult with their Head of Academic Unit regarding the definition of activities that satisfy any of the categories and meet the expectations of their position. All faculty members in the professorial ranks are expected to make contributions in one or more of these areas.

1. Types of Scholarly and Professional Activities

- a. Scholarship of Discovery
 - Traditional peer-reviewed publications
- b. Scholarship of Teaching/Education
 - Demonstrated impact on education through innovation and dissemination in peer reviewed journals or other documented avenues
- c. Professional Contributions
 - Impact on practice (such as the delivery of health care), policy or your discipline
 - Professional activities that demonstrate where your creativity and expertise is recognized

2. Evidence of Scholarly and Professional Activities

- a. Grants and Contracts:

- Research or equivalent contracts, including funding for clinical trials (competitive & non-competitive)
 - Research or equivalent grants (competitive & non-competitive) (e.g. Operating Grants, Team Grants, Group Grants, Equipment Grants, Infrastructure Grants, Training Grants, Other)
- b. Publications:
- Refereed publications (e.g. journals, conference proceedings, other) within well cited journals
 - Non-refereed publications (e.g. journals, conference proceedings, other)
 - Books: (e.g. authored, edited, chapters)
- c. Patents
- Special Copyrights
 - Artistic Works, Performances, Designs (e.g. audio-visual work, pamphlets, computer programs or similar works and designs)
- d. Other Works
- e. Invited Presentations
- Presentations related to original research activities given at scholarly meetings or at another institute by specific invitation, including lectures given as Keynote Speaker at a conference
- f. Invited Participation
- E.g. participation on a government or other organization panel
- g. Conference Participation
- E.g. Organizer, Chair, Moderator, etc.
- h. Other Presentations
- Presentations to public events organized by local funding agencies, charities, patient support group, high schools, etc.
- i. Other Scholarship of Education Activities
- Publication: relating to organization and/or delivery of education
 - Originality: the development of innovation in education with demonstrable impact, as evidenced by peers, including but not limited to examination, teaching evaluation, faculty development or simulation
 - Dissemination: educational expertise in major local, national or international venues.

- Leadership roles (e.g. chair, curriculum committee) in department, faculty or university educational program (applies only to faculty at the rank of associate professor or above)
- j. Other Professional Contributions
- Publication: evidence-based review, clinical observation, or book chapter as primary or senior author, or major role in development of clinical practice guidelines, or major report related to organization and delivery of clinical other professional services
 - Dissemination: evidence of dissemination per year of clinical or other professional expertise in major local or national venues, or peer-reviewed conference abstracts/presentations
 - Practice: development and maintenance of regional or national reputation as an authority in a clinical or other professional field; development and maintenance of innovative approaches to patient care; evidence of quality improvement activities in areas of clinical or professional expertise
 - Leadership role in department, hospital, regional or national professional organization (applies only to faculty at the rank of associate professor or above)

SERVICE

All faculty members are expected to be involved in academic service to meet their academic unit's obligations to the academic community and meet the expectations of their rank.

For pre-tenure faculty members, involvement in such activities is expected but will be of a lesser degree initially with more gradual involvement over time. Increased levels of academic service are expected of tenured faculty, with Full Professors and Professors of Teaching showing the greatest involvement.

Excellence in service will be evaluated on above average commitment to service and/or innovation, productivity and high impact in these service commitments.

The Head of Academic Unit will select the type of service or designate in consultation with the faculty member and will normally include:

1. *Service to the University*

- a. Memberships on committees in your Department/School, the Faculty of Medicine, and UBC
- b. Faculty mentoring (formal and informal)
- c. Other service

E.g. thesis examination committees, oral comprehensive examination committees, OSCE examinations, etc.

2. *Service to the Health Professions/Health Authorities*

- a. Memberships on provincial, national and international committees
- b. Other provincial, national and international service

3. *Service to the Provincial, National and International Community*

- a. Memberships on scholarly societies
- b. Memberships on other societies
- c. Memberships on scholarly committees
- d. Memberships on other committees
- e. Editorships
- f. Reviewer
- g. External examiner
- h. Consultant
- i. Other service to the community
E.g. any radio, TV, or other media interviews, panel discussions, public discussions or volunteer work relating to your scholarly activities.

Overall Academic Accountability

1. All faculty members are expected to keep their curriculum vitae and teaching dossier up-to-date.
2. An activity report summarizing academic contributions must be submitted to the Head of Academic Unit annually by January 31st for the previous calendar year.
3. All faculty members are expected to attend academic unit meetings and are encouraged to attend Full Faculty Meetings of the Faculty.
4. All faculty members must file their conflict of interest/conflict of commitment reports annually.
5. You will be expected to acknowledge your University of British Columbia appointment in all public announcements, publications and presentations.