



## Faculty-Wide

## Policy & Procedures

<b>Policy Title:</b>	Appointment, Reappointment and Promotion of Clinical Faculty		<b>Policy Number:</b>	FAC-3 V.3
<b>Responsible Committee:</b>	Senior Management Team			
<b>Approval Date:</b>	V.3: August 26, 2021	<b>Date of Next Policy Review:</b>	This policy shall be reviewed two (2) years after approval and thereafter as deemed necessary by the responsible committee.	
<b>Effective Date:</b>	Same as approval			
<b>Applicability:</b>	<p>This policy applies to all clinical faculty in the Faculty of Pharmaceutical Sciences which include the following full-time or part-time appointment types:</p> <p>Clinical Instructor Clinical Assistant Professor Clinical Associate Professor Clinical Professor</p>			
<b>Purpose:</b>	<p>This policy is designed to:</p> <ol style="list-style-type: none"> <li>1) Describe the appointment, reappointment and promotion of clinical faculty;</li> <li>2) Ensure uniformity, consistency, transparency and fairness across the Faculty of Pharmaceutical Sciences for these processes.</li> </ol>			
<b>Exclusions:</b>	<p>This policy does not apply to:</p> <ol style="list-style-type: none"> <li>1) Individuals holding the rank of Assistant Professor, Associate Professor and Full Professors.</li> <li>2) Individuals holding the rank of Lecturer, Assistant Professor of Teaching, Associate Professor of Teaching, and Professor of Teaching.</li> <li>3) Individuals holding partner appointments.</li> <li>4) Academic contributions outside of Faculty of Pharmaceutical Sciences academic programs.</li> </ol>			
<b>Related Policies:</b>	<p>UBC Board of Governors policy AP4, Faculty Term Appointments Without Review  <a href="https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Faculty-Term-Appointments-Policy_AP4.pdf?file=2010/09/policy42.pdf">https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Faculty-Term-Appointments-Policy_AP4.pdf?file=2010/09/policy42.pdf</a></p>			

	UBC's Collective Agreement with the Faculty Association <a href="https://hr.ubc.ca/sites/default/files/documents/Faculty-CA2019-2021_0.pdf">https://hr.ubc.ca/sites/default/files/documents/Faculty-CA2019-2021_0.pdf</a>
Calendar Statement:	Not applicable.
History:	V.1 September 19, 2019 V.2 July 1, 2020 V.3 August 26, 2021
Contact:	Office of the Dean

## Preamble

Health care education requires the active participation of learners in classroom and clinical settings. 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. The health care professionals who supervise and educate Faculty of Pharmaceutical Sciences learners in these classroom and clinical settings require a clinical faculty appointment for several reasons including: 1) faculty appointments, for those who teach and assess UBC learners, are required to meet accreditation requirements and 2) individuals with faculty appointments are covered by UBC insurance, thereby avoiding potential liability issues for both the individual and the university. Only those health professionals governed under the Health Professions Act are eligible for clinical appointment.

## Definitions

<b>Academic Contribution</b>	Academic Leadership roles, teaching, and/or precepting. See table in Appendix A for minimum thresholds at each rank.
<b>Teaching</b>	All presentation whether through lectures, seminars and tutorials, individual and group discussion, supervision of individual students' work, or other means by which students, whether in degree or non-degree programs sponsored by the University, derive educational benefit. <sup>1</sup>

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<sup>1</sup> UBC/UBCFA Collective Agreement July 1, 2019- June 30, 2022, section 4.02, "Teaching"  
[https://hr.ubc.ca/sites/default/files/documents/Faculty-CA2019-2021\\_0.pdf](https://hr.ubc.ca/sites/default/files/documents/Faculty-CA2019-2021_0.pdf)

# Appointment, Reappointment and Promotion of Clinical Faculty Policy

## 1 Description of Ranks

### 1.1 Clinical Instructor

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

- Demonstrated competence in clinical practice and a willingness to relate this knowledge and skill to his/her teaching.
- Demonstrates an interest in, and a promising beginning to, teaching.
- Provides at least a minimum academic contribution over a two-year period for reappointment. See Appendix A.

### 1.2 Clinical Assistant Professor

Appointments at this rank may be made for up to 5 years, renewable. A candidate for appointment, reappointment, or promotion to this rank will meet the following:

- Demonstrated competence in clinical practice and a willingness to relate this knowledge and skill to his/her teaching.
- Demonstrated capability as a teacher showing sustained effort to present clear and useful teaching sessions.
- Provides appropriate academic contribution over a two-year period. See Appendix A.
- Engages in professional development related to teaching and effective communication.
- Member of appropriate local and/or provincial organizations.
- Participates in administrative and/or service activities in his or her health authority, community pharmacy, agency, professional organization, the Faculty, or UBC.

### 1.3 Clinical Associate Professor

Appointments at this rank may be made for up to 5 years, renewable. A candidate for appointment, reappointment, or promotion to this rank will meet the following:

- Reputation of being a highly competent clinician.
- Consistently received good teaching evaluations.
- Provides appropriate academic contribution over a two-year period. See Appendix A.
- Developed expertise within his or her own field, which may include an area of special professional skill.
- Continues to engage in professional development related to teaching, curriculum design and/or effective communication.
- Taken an active, prominent role in provincial and/or national professional organizations.
- Contributed significantly to the administration and/or service activities of his or her health authority, community pharmacy, agency, professional organization, the Faculty, or UBC.
- Speaks at professional society meetings, in continuing professional educational programs and/or at other institutions.

#### 1.4 Clinical Professor

Appointments at this rank are normally held for 5 years, renewable. A candidate for appointment, reappointment, or promotion to this rank will meet the following:

- Demonstrated skills as an enthusiastic, effective and devoted leader in the educational program and has received good teaching evaluations that indicate he/she is an excellent teacher who continually stimulates learners.
- Recognized by his or her peers as being an outstanding clinician who has made documented significant contributions to professional practice in his or her health authority, community pharmacy, agency or professional organization, the Faculty, or University.
- Provides appropriate academic contribution over a two-year period. See Appendix A.
- Demonstrated leadership in national or international professional organizations.
- Recognized for distinguished service and/or related leadership in committee, administrative or policy-making decisions in his or her health authority, community pharmacy, agency, professional organization, Faculty of Pharmaceutical Sciences, or UBC.
- Participated in research and/or scholarly activities including the design, development and implementation of research projects as well as the presentation, publication and other knowledge translation activities.
- Speaks at professional society meetings, in continuing professional educational programs and/or at other institutions.

#### 1.5 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 appropriate Director and the Dean of the Faculty of Pharmaceutical Sciences. Individuals at this rank must meet all of the following criteria:

- A minimum of 15 years of continuous service.
- Hold the rank of Clinical Associate Professor or Clinical Professor or demonstrate an acceptable scholarly record that has been reviewed at the appropriate Director and Faculty of Pharmaceutical Sciences levels according to established University procedures for equivalent level.
- Demonstrated service that is strongly identified with the University and deemed worthy of continuing recognition.

### 2 General Criteria for Appointment, Reappointment and Promotion

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

#### 2.1 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.

#### 2.2 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/or the performance of learners on examinations.

### 2.3 Service Contributions

Each clinical faculty member may contribute to the administrative activities of their health authority, community pharmacy, the Faculty, 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, review of appointment or promotion. Administration may include organization of courses or parts thereof, service on health authority, community pharmacy, UBC, the Faculty and/or other professional organization committees, or responsibility for special programs and formal administrative posts.

### 2.4 Research

Research activity is not necessary for appointment, reappointment, review of appointment or promotion at the ranks of Clinical Instructor, Clinical Assistant Professor or Clinical Associate Professor. While scholarly contributions and educational leadership are encouraged at the rank of Clinical Associate Professor, research activities are only necessary for appointment, reappointment, review of appointment or promotion at the rank of Clinical Professor. Research, as a primary investigator, or in collaborative studies, is encouraged and will contribute to appointment, reappointment, review of appointment, and promotion.

## Appointment, Reappointment, Change in Rank and Promotion of Clinical Faculty Procedures

### 3 Appointment

All clinical faculty appointments are granted by the UBC Board of Governors subject to such terms as established by the Faculty and, for appointees that do not possess Canadian Citizenship, subject to the appointee being granted appropriate status by Citizenship and Immigration Canada.

Clinical faculty appointments do not necessarily result in an employment relationship with the University of British Columbia.

#### 3.1 Clinical Instructor

The applicant will complete and provide the Faculty of Pharmaceutical Sciences Application for Clinical Faculty Appointment or Review (see Appendix B), an abbreviated resume and evidence of effective teaching (if available). The appropriate Director will review the Application for Clinical Faculty Appointment or Review, resume and evidence of effective teaching (if available). If acceptable, the appropriate Director will then make a recommendation to the Faculty of Pharmaceutical Sciences Human Resources department to make the initial appointment at the Clinical Instructor rank.

Annually, the appropriate Director will produce a list of all Clinical Instructor contributions which will be reviewed by the Dean's Advisory Committee on Clinical Appointments and Promotions (DACCAP). DACCAP will review the list of initial appointments to ensure appropriate contributions at the rank (see Appendix A) and make an omnibus recommendation to the Dean to continue the appointment.

### 3.2 Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors

The applicant will complete and provide the Faculty of Pharmaceutical Sciences Application for Clinical Faculty Appointment or Review (see Appendix B), the UBC abbreviated CV, and evidence of effective teaching. The Application for Clinical Faculty Appointment or Review, the UBC abbreviated CV and evidence of effective teaching will be submitted to and reviewed by the DACCAP. A majority vote will constitute agreement and a recommendation will be made to the Dean indicating the vote of the DACCAP. If the Dean approves an appointment, the clinical faculty member will receive a letter of offer from the Faculty confirming the appointment recommendation to the Board of Governors.

Once the Board of Governors confirms the appointment, the Board Notice of Appointment will be posted. Clinical faculty members may view their appointment changes in UBC's Workday system and are encouraged to log into Workday portal using their Campus Wide Login (CWL)<sup>2</sup>.

### 4 Reappointment, review of appointment and promotion

Neither renewal of a clinical faculty appointment, review of appointment nor promotion to a higher rank is automatic. Decisions regarding recommendations for reappointment, review of appointment 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 clinical faculty member. 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, review or promote in accordance with this policy.

The individual clinical faculty member will apply for reappointment, review or promotion to the DACCAP by completing the Faculty of Pharmaceutical Sciences Application for Clinical Faculty Appointment or Review (see Appendix B), providing an updated UBC abbreviated CV, and evidence of effective teaching. The committee will review the case, and the majority vote will constitute a recommendation to the Dean, which indicates the vote of the DACCAP. 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 upon the Dean's confirmation. Where a promotion or reappointment is not recommended, the Dean's decision will be final.

### 5 Leave of Absence

Clinical faculty members are eligible for a leave of absence from academic responsibilities as set out below:

- A clinical faculty member requiring an extended medical, maternity or parental leave of absence should notify the appropriate Director in writing with advance notice where possible.
- If a clinical faculty member has held his/her appointment for three (3) years, he/she may apply for a leave of absence for other personal reasons. A leave can be for a period of up to one (1) year,

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<sup>2</sup> To access the Workday portal, visit [my.ubc.ca](http://my.ubc.ca). Please visit the UBC Information Technology website to create a new CWL.

with the possibility of an extension up to a maximum of two (2) years in total. A written request should be made to the appropriate Director at least three (3) months in advance of the start date of the requested leave, unless waived by the appropriate Director. The appropriate Director will make a decision and notify both the clinical faculty member and the Dean's Advisory Committee on Clinical Appointments and Promotions (DACAAP) in writing. Approvals will not be unreasonably withheld.

Clinical faculty members approved for a leave of absence will continue to hold their current clinical faculty appointment for the duration of the term. Where a leave 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 DACCAP, a recommendation for reappointment and/or promotion may be made notwithstanding that the clinical faculty member remains on leave.

## 6 Termination of Appointment

### 6.1 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 may, at the discretion of UBC, result in immediate termination of a 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 or provincial governing body reinstates his/her full or provisional license to practice.

### 6.2 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 appropriate 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 appropriate Director then recommends termination of the appointment to the DACCAP, the DACCAP will consider the recommendation of the appropriate Director, the response of the clinical faculty member and make a recommendation to the Dean. The Dean's decision is a final decision.

## Appendix A – Contributions at Each Rank

	Clinical Instructor	Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
<b>ACADEMIC CONTRIBUTIONS (for Primary Practice Educators)</b>	Is the Primary Practice Educator for at least <b>one (1) Practicum Course /Placement</b> over a two-year period. Co-precepting will also be considered as contribution at Clinical Instructor rank.	Is the Primary Practice Educator for at least <b>one (1) Practicum Course /Placement, plus an additional academic contribution</b> , over a two-year period.	Is the Primary Practice Educator for at least <b>two (2) Practicum Courses /Placements, plus at least 5 hours of additional academic contribution</b> , over a two-year period.	Is the Primary Practice Educator for more than <b>three (3) Practicum Courses /Placements, plus at least 10 hours of additional academic contribution</b> , over a two-year period.
<b>-OR-</b>	<b>-OR-</b>	<b>-OR-</b>		
<b>ACADEMIC CONTRIBUTIONS</b>	Teaches at least <b>one (1) One-hour Lecture, or one (1) Integration Activity, or one (1) Online Activity</b> over a two-year period.  <b>-OR-</b> Supervises at least <b>one (1) Directed Studies Course</b> over a two-year period.  <b>-OR-</b> Supervises at least <b>one (1) Community Outreach Activity</b> over a two-year period.	Combination of Academic Contribution, over a two-year period, where the contribution will be weighed according to the quality of the work, and the significance and impact of the contribution.  May include contributions in any of the following areas: <ul style="list-style-type: none"> <li>• Lectures (synchronous in-person or virtual; asynchronous)</li> <li>• Integration Activities</li> <li>• Directed Studies Courses</li> <li>• Community Outreach Activities</li> <li>• Academic Leadership Roles (Course Coordinator or Module Lead)</li> </ul>		
		While there is no absolute threshold of hours of contribution to merit this rank, Clinical Assistant Professors will normally provide <b>approximately 20 hours</b> of combined academic contribution over a two-year period.	While there is no absolute threshold of hours of contribution to merit this rank, Clinical Associate Professors will normally provide <b>more than 20 hours</b> of combined academic contribution over a two-year period.	While there is no absolute threshold of hours of contribution to merit this rank, Clinical Professors will normally provide <b>more than 20 hours</b> of combined academic contribution over a two-year period.
<b>QUALITY OF TEACHING</b>	Demonstrates an interest in, and a promising beginning to, teaching.	Has demonstrated capability as a teacher.  Shows sustained effort to present clear and useful teaching sessions.  Has made an effort to learn about teaching techniques.	Has consistently received good teaching evaluations.  Continues to engage in professional development related to teaching, curriculum design and/or effective communication.	Has demonstrated skills as an enthusiastic, effective and devoted leader in the educational program.  Has received teaching evaluations that indicate he/she is an excellent teacher who continually stimulates learners.



## Appendix A – Contributions at Each Rank (continued)

	Clinical Instructor	Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
<b>SERVICE CONTRIBUTIONS</b>		<p>Is a member of appropriate local and provincial organizations.</p> <p>Participates in hospital, agency, professional organization, the Faculty or UBC administrative and/or service activities.</p>	<p>Has taken an active, prominent role in provincial and national professional organizations.</p> <p>Has contributed significantly to the administration and/or service activities of his or her hospital, agency, professional organization, the Faculty or UBC.</p>	<p>Has provided leadership in national or international professional organizations.</p> <p>Has demonstrated distinguished service and/or related leadership in committee, administrative, or policy-making decisions in his or her hospital, agency, professional organization, the Faculty or UBC.</p>
<b>SCHOLARLY CONTRIBUTIONS OR EDUCATIONAL LEADERSHIP</b>			<p>Developed expertise within his or her own field, which may include an area of special professional skill.</p> <p>Has been called upon to speak at professional society meetings, in continuing professional educational programs or at other institutions.</p> <p>May contribute to curriculum design or pedagogical innovation.</p>	<p>Participated in research and/or scholarly activities including the design, development and implementation of research projects as well as the presentation, publication and other knowledge translation activities.</p> <p>Speaks at professional society meetings, in continuing professional educational programs and/or at other institutions.</p> <p>May contribute to curriculum design or pedagogical innovation.</p>

## Appendix B

Faculty of Pharmaceutical Sciences Application for Clinical Faculty Appointment or Review

[https://ubc.ca1.qualtrics.com/jfe/form/SV\\_eKKAJmO5T2i5Rb](https://ubc.ca1.qualtrics.com/jfe/form/SV_eKKAJmO5T2i5Rb)