Guidelines for Clinical Faculty Appointment, Maintenance, and Promotion in the Department of Emergency Medicine

Like all other medical disciplines, the Department of Emergency Medicine at the University of Alberta relies on its clinical faculty to provide much of the undergraduate and postgraduate teaching and to support other academic initiatives.

While helping train new physicians is both an honor and a professional obligation to ensure an ongoing high quality of patient care, few clinical teachers receive material benefits. Clinical appointments and promotions allow the Department under the auspices of the Dean of Medicine and Dentistry and the University of Alberta, to recognize members of the clinical faculty for their contributions to education and the pursuit of academic excellence.

Appointments and promotions can be made at any time during the academic year although most recommendations for promotion occur in the spring. This is in accordance with the policies of the Department of Emergency Medicine at the University of Alberta. Recommendations for appointment/promotion can be forwarded to the "Promotions Committee" or "Department Chair" by any Emergency Department Medical Director within the Alberta Health Services.

A. Appointment and Promotion

Clinical appointments are specific term appointments, usually without monetary remuneration, which can be made at any rank or title for terms of 1 to 3 years. Academic ranks to be considered for initial appointment or re-appointment to the Department will be those of Clinical Lecturer, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. The rank of Lecturer is not a progressive rank and appointment to this rank does not necessarily imply consideration for promotion. The clinical appointment will require review prior to reappointment or promotion at the end of the pre-specified term. For any individual leaving the ALBERTA HEALTH SERVICES or no longer affiliated with a U of A teaching site the appointment will lapse at the time of departure unless special approval granted by the "Promotions Committee" and "Department Chair".

The Promotions Committee will be comprised of: Department Chair (ad hoc), Residency Directors of the FRCP and CFPC (EM) programs or their designates, the Undergraduate Program Director or designate and the site Representatives to reflect the diverse backgrounds across the region.
1.0 General Requirements

Given the breadth of Emergency Medicine and the importance of strong relations with the community (both the public and medical) to maintain a high and positive profile, all non-clinical activities which help support and enhance the specialty will be considered in the appointment, maintenance and promotion process. The following are examples of activities that should be included in a candidate’s academic portfolio.

a) Educational activities would include, but not be restricted to:
   1) The role of clinical supervisor/teacher;
   2) Presentations at National/International meetings, Academic Half-Day, Core Content Seminars, EM Resident Introductory Course, Undergraduate Lectures, etc.;
   3) Nurse or EMS teaching;
   4) Participation in Journal Club;
   5) ACLS/ATLS/PALS/APLS teaching;
   6) Giving practice exams to residents.

b) Scholarly activities would include:
   1) Research (presentation of abstracts and publication of peer reviewed papers);
   2) Critically appraised topics;
   3) Medically related publications;
   4) Quality Assurance activities;
   5) Evidence-based Medicine activities:
   6) Involvement in the peer review process as an editor or peer reviewer

c) Administrative activities would include:
   1) Committee work at a hospital, regional, provincial, national, or international level (exclusive of group business organizations).
   2) Executive positions within recognized medical organizations (AMA, CAEP, College of Physicians and Surgeons, EMS director, etc.);
   7) Participation as national examiners or surveyors for the respective colleges.

d) Community activities would include:
   1) Outreach programs (e.g. working with Streetworks, needle exchange programs, etc.);
   2) Educational programs for community groups;
   3) Board member of volunteer organizations (e.g. United Way, Red Cross, Life Alert, etc.).
In addition all clinical academic appointees must fulfill the requirements of Maintenance of Certification set by the Royal College, College of Family Physicians or equivalent. Documentation should be kept to be able to confirm our CME activities.

All clinical appointees must have significant experience and/or recognized training in Emergency Medicine. All Medical Graduates after 1995 require specialized emergency medicine training including: Fellow of the Royal College of Physicians and Surgeons of Canada, Emergency Medicine certificate of the Canadian College of Family Physicians, or the American Board of Emergency Medicine.

2.0 Promotion Procedures

To be considered for initial clinical academic appointment to the Department of Emergency Medicine at any rank, a candidate must:

(a) Submit at least 2 letters of reference, at least 1 from a regional Emergency Medicine colleague. The letter should address the candidate’s academic contributions and attributes.
(b) Submit a letter of intent outlining why the candidate feels they merit the appointment and what they hope and plan to contribute to the region and the specialty in the future.
(c) Submit a current curriculum vitae

To be considered for re-appointment to the Department of Emergency Medicine a candidate must:

(a) Continue to meet performance criteria as outlined by the Department in this and other documents.
(b) Have supportive documentation such as positive feedback from resident evaluations and submit a self audited dossier of academic contributions every two years.

To be considered for promotion a candidate should be:

(a) Recognized by his/her peers as contributing academically to the discipline of Emergency Medicine.
(b) Developing a professional career that extends beyond their clinical practice with a clear academic contribution through research, teaching or service activities.
(c) Achieving benchmarks of key performance indicators documented in the Departmental performance database.
(d) Exhibiting evidence of increasing responsibilities and contributions within the Department as reflected by changes in duties and responsibilities outlined in letters of appointment or alternate documentation.
And the following deadlines need to be met

1) Notification of intent to apply for promotion must be submitted to the Promotions Committee by February 28th.
2) Reviewed by Promotions Committee and Department Chair and written recommendations and all documentation completed by May 30th.
3) Recommendation for promotion to be reviewed by the Dean by June 30th.

The withdrawal of an academic appointment or failure to receive promotion when eligible may be appealed by written notice to the Promotions Committee or Department Chair within 60 days of notification of the decision. The Appeals Committee will be comprised of the Department Chair, Emergency Department Chief from the appellant's hospital, plus 3 of 4 pre-designated clinical faculty who are not members of the Promotions Committee.

3.0 Description of the Clinical Academic Ranks

(a) Clinical Lecturer
A prospective faculty member must have shown their commitment to lifelong learning and satisfactorily contributed to 1 or more of the educational, scholarly, administrative or community activities as outlined above.

(b) Clinical Assistant Professor
A prospective faculty member must have served well as a Clinical Lecturer or the equivalent for at least 3 years and maintained their personal commitments to CME. They also need to have made a significant contribution to at least 2 different activities within the educational, scholarly, administrative, and/or community activities domains.

(c) Clinical Associate Professor
A prospective faculty member must have distinguished themselves as an Assistant Clinical Professor or the equivalent for at least 3 years and maintain their CME commitments. They also need to have continued to have made a significant contribution in 2 or more different areas. In at least one area of activity the candidate should be recognized by colleagues regionally or nationally for their leadership.

(d) Clinical Professor
A prospective faculty member must have provided academic leadership as an Assistant Clinical Professor or equivalent for at least three years and maintained their CME commitments. In addition to making a significant contribution in three or more activity areas, a candidate would be
expected to have achieved notoriety outside the region for at least one of their academic pursuits.

C. Promotion

Consideration for promotion may be requested by the candidate or proposed by the academic chair or the Oversight Committee. An updated CV must accompany the annual report, along with two testimonial letters and a letter of intent.

Successful candidates will be those who:

(a) Are recognized by peers as contributing academically to the discipline of Emergency Medicine.
(b) Have begun developing a professional career that extends beyond their clinical practice with a clear academic contribution through research, teaching or service activities.
(c) Are achieving benchmarks of key performance indicators documented in the Departmental performance database.
(d) Exhibit evidence of increasing responsibilities and contributions within the Department as reflected by changes in duties and responsibilities outlined in letters of appointment or alternate documentation.

Prepared by Michael J Bullard in 2001 and revised based on regional feedback.