Clinical Academic Colleagues (CAC)
Appointments, Promotion, Annual Review Process

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Background

• Criteria for academic ranks, promotions, and appointments for CAC got revised in 2012
• Promotion process got more standardized and formalized
• Annual report form for CAC got revised
• Opportunity to synergize and streamline annual review process for CAC and AHS/medical
CAC appointment - Background

- The Faculty of Medicine & Dentistry, University of Alberta, values clinical academic colleagues (CACs) and recognizes the indispensable contribution they make to the academic mission, especially through teaching, and also through clinical research, administration, and service to the profession.

- The appointment to a clinical rank confers the privilege and responsibility of being a teacher for the University of Alberta.

- CACs are encouraged to indicate their academic rank in correspondence and on their professional letterheads.

- CACs are defined as individuals associated with the healthcare profession who are primarily employed externally to the University of Alberta and who participate in the teaching and/or research and/or administrative activities of a department in the University without the expectation of compensation.

- They may be physicians, dentists, PhDs, nurses, pharmacists, laboratory scientists, or even professionals associated with medical teaching (e.g. lawyers, accountants, administrators).
CAC appointment – application and ranks

• Submission of letter of request for CAC appointment to Department Chair with CV attached
• Office of Department Chair will schedule meeting to review CV and discuss appointment, review, and promotion process
• The initial academic rank of new CACs will normally be Clinical Lecturer (can be higher after prior appointment at other institution or with significant prior accomplishments in clinical teaching, research, administration)
• Assistant Clinical Professor
• Associate Clinical Professor
• Clinical Professor
# Time to promotion

## IV. PROMOTION CHART

<table>
<thead>
<tr>
<th>ASPIRED RANK</th>
<th>THOSE ELIGIBLE</th>
<th>TIME REQUIREMENTS IN PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Professor</td>
<td>Associate Clinical Professor</td>
<td>Normally a minimum of 5-10 years</td>
</tr>
<tr>
<td>Associate Clinical Professor</td>
<td>Assistant Clinical Professor</td>
<td>Normally a minimum of 3-5 years</td>
</tr>
<tr>
<td>Assistant Clinical Professor</td>
<td>Clinical Lecturer</td>
<td>Normally a minimum of 1-3 years</td>
</tr>
<tr>
<td>Clinical Lecturer</td>
<td>Probationary Appointment by Department Chair</td>
<td></td>
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</tbody>
</table>
1. The Department Chair's office will, on an annual basis, provide all CACs with this document.

2. Annual Reports will be requested from all CACs by the Department Chair at the same time and will form part of the brief for each promotion.

3. The Chair will inform CACs of the Department of the promotion deadlines. These time lines are normally:
   
   1. Notification to the Department Chair of intent to apply for promotion by January 31st
   2. Review by the Department Chair by March 31st
   3. Recommendation for promotion to be reviewed by the Dean by May 31st (for July implementation)

4. In the case of promotion to Clinical Professor, the individual being considered will provide the Department Chair with the names and addresses of three referees. The Department Chair can then write these individuals, and to others, to obtain additional information. It is not appropriate for the candidate to request a letter directly from the referee.

5. The applicant for promotion will provide to the Department Chair all necessary documentation – i.e. Annual Reports, Curriculum Vitae, Teaching Dossier, names and addresses of referees in the case of promotion to Clinical Professor.
Criteria for appointment / promotion to Clinical Lecturer

1. Is competent in clinical practice and is willing to relate clinical practice to teaching and clinical research.

2. Maintains clinical competence as professionally mandated, including but not exclusive to:
   − a valid license with the College of Physicians and Surgeons of Alberta.
   − privileges granted by Alberta Health Services (AHS) if providing appropriate services within the AHS.
Criteria for promotion to Clinical Assistant Professor

1. Has demonstrated growth in capability as a teacher and a professional.
2. Shows sustained effort to facilitate teaching.
3. Has made an effort to learn about different techniques and approaches to teaching.
4. Participates in university, regional and/or provincial professional activities.
5. Has participated in clinical research or has written case reports and review articles in journals.

*Individuals being considered for promotion to Assistant Clinical Professor are expected to have attained criteria #1 plus 2 or more of the other criteria*
Criteria for promotion to Clinical Associate Professor

1. Is recognized as an excellent teacher in the Department.
2. Has reputation of being a highly competent professional.
3. Has developed a special interest and expertise within the field.
4. Has taken an active role in the activities of university, provincial and national professional organizations.
5. Has been invited to speak at medical society meetings, in CME programs, or at other institutions.
6. Has publications in clinical research or education as a collaborator or primary investigator and/or has presented at provincial and national clinical education or research meetings.

*Individuals being considered for promotion to Associate Clinical Professor are expected to have attained criteria #1 plus 2 or more of the other criteria*
Criteria for promotion to Clinical Professor

1. Has proven to be an enthusiastic, effective and devoted leader in the educational program and an excellent and stimulating teacher.

2. Is recognized by peers as being an outstanding professional who has made significant contributions to the practice of medicine and the improvement of health care delivery.

3. Has been elected to office in leading provincial, national, or international professional organizations.

4. Has performed administrative or policy functions in the university, region or in a professional organization.

5. Has demonstrated scholarship in research as illustrated by publications in peer-reviewed journals, functioning as a referee for scientific or education publications, and/or as a holder of peer-reviewed and other research grants. Has presented clinical, educational, or research findings at national and international meetings.

Individuals being considered for promotion to Clinical Professor are expected to have attained criteria #1 plus 2 or more of the other criteria.

Under exceptional circumstances, promotion for any rank may be on the basis of performance in research and/or administration.
Annual review form

FACULTY OF MEDICINE & DENTISTRY
CLINICAL ACADEMIC COLLEAGUE ANNUAL REPORT

Report for Year: __________________________ Division: __________________________

Last name: ____________________________ First name: __________________________
Initial(s): ____________________________

Current Address: __________________________

E-mail address: __________________________

Current Academic Rank:
☐ Clinical Lecturer  ☐ Assistant Clinical Professor  ☐ Associate Clinical Professor  ☐ Clinical Professor

1) TEACHING: Please list all your teaching activities for the year

| Undergraduate Medical Education (please describe e.g. discovery learning, bedside/operating room teaching, office elective etc.): | Total estimated hours: | Your evaluation scores for each activity (if known): |
| Postgraduate Medical Education (please describe e.g. discovery learning, bedside/operating room teaching, office elective etc.): | Total estimated hours: | Your evaluation scores for each activity (if known): |
| Other (e.g. to peers, allied health professionals etc. Please describe if you were organizer or participant): | Total estimated hours: | Your evaluation scores for each activity (if known): |

B) Were you involved in any faculty development activities this year (seminars, peer observation of teaching, etc.)? ☐ Yes  ☐ No

If yes, in what role (e.g. attendee, presenter, organizer etc.):

C) Were you nominated for any teaching awards this year? ☐ Yes  ☐ No

If yes, did you receive any teaching awards? Please describe:

Thank you for submitting your annual report!

If sending by mail or fax, please address to: Office of the Chair, Department of __________ (Address)

Fax: __________________________

Or Email: __________ (email address)
Annual review meetings

• Meet in January with those CAC who are up for promotion
• Meet with junior CAC annually with primary aim of faculty development and mentoring
• Combine annual CAC review with AHS privilege review, i.e. all three years
Questions