

**CRITERIA FOR ACADEMIC RANKS, PROMOTIONS AND APPOINTMENTS
FOR CLINICAL ACADEMIC COLLEAGUES**

I. INTRODUCTION

The Faculty of Medicine & Dentistry, University of Alberta, values its relationship with their clinical academic colleagues and recognizes the indispensable contribution they make to the academic mission, especially through the teaching of undergraduate and postgraduate students, and also through clinical research, administration, and service to the profession. They are major providers of care at the teaching hospitals and ambulatory teaching clinics affiliated with the university. The appointment to a clinical rank confers the privilege and responsibility of being a teacher for the University of Alberta. Clinical academic colleagues are encouraged to indicate their academic rank in correspondence and on their professional letterheads.

The initial academic rank of new clinical academic colleagues will normally be Clinical Lecturer. However, Department Chairs may consider a higher ranking on a case-by-case basis. *Within the Department of Surgery, if a new clinical academic colleague is hired with a PhD or Masters, the CAC will be ranked as an Assistant Clinical Professor.* It is an expectation that all clinical academic colleagues will meet criteria to be promoted to Assistant Clinical Professor within 1 to 3 years and may remain at this level for the remainder of their career. Many may aspire to develop their careers in such a way as to attain Associate Clinical Professor (20-30% of faculty), and others full Clinical Professor (5-10% of faculty).

The purpose of this document is to inform clinical academic colleagues of the University of Alberta about the criteria for promotion. The procedures of appointment together with probationary appointments, provision for withdrawal of appointment and Emeritus status are intended to ensure uniformity and fairness as it relates to the honor of holding an academic appointment and being promoted at the University of Alberta.

Definitions and Considerations

For purposes of this document, clinical academic colleagues (CACs) are defined as individuals associated with the healthcare profession who are or have been primarily employed externally to the University of Alberta and who participate in the teaching and/or research activities of the Department of Surgery at the University without the expectation of compensation. Under this description, a CAC's primary contribution to the University of Alberta is usually in the form of teaching but may, in some cases, be primarily in research.

Teaching and/or research are recognized as the primary activities in the assessment and ranking process (see "II. DESCRIPTION OF ACADEMIC RANKS" in the following pages). The chairs of departments involved in the evaluation process therefore have the option, in special cases where the contribution is primarily in the area of research, to consider this as the primary criteria. This particularly applies in cases where the CAC has had little opportunity to be engaged with learners.

A professional who voluntarily chooses to transfer from a salaried / tenured track position within the University of Alberta to become a CAC will normally keep his/her previous University rank. Similarly, a

**Department of Surgery
Faculty of Medicine and Dentistry, University of Alberta**

professional coming into the region from e.g. another region/university joining as a CAC will be considered for initial appointment at his/ her previous University rank at the discretion of his/her department chair. All Clinical Academic Colleagues are expected to adhere to the FoMD Code of Conduct in order to maintain their academic rank.

II. DESCRIPTION of ACADEMIC RANKS

A. 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.

B. Assistant Clinical 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

C. Associate Clinical Professor

1. Is recognized as an excellent teacher in the Department.
2. Has obtained the 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 continuing professional learning programs, and 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 3 or more of the other criteria

D. 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.
6. Has a national or international reputation and has presented clinical, education or research at a national and/or international meeting

Individuals being considered for promotion to Clinical Professor are expected to have attained criteria #1 and #6 plus 1 or more of the other criteria

III. GENERAL DESCRIPTION of CRITERIA FOR PROMOTION

A. Teaching

The criteria for competent performance in teaching are applied with increasing stringency as experience and rank increases. In assessing competence in teaching, evidence may be collected from evaluations completed by students and residents. It is anticipated that peer-to-peer assessments (e.g. POT), once operationalized, will also be incorporated in assessment of teaching competence. Other competency indicators may include the use of innovative and constructive teaching methods and ability to communicate effectively with students and colleagues.

B. Clinical Competence

Basic clinical competence is expected of all physicians on staff. Clinical activities are expected to progress toward excellence as rank increases. The development of special interests and expertise is important. The development of new techniques and approaches to clinical medicine will receive high weighting when present.

C. Administration

Administration may include the organization of courses or parts thereof; service on regional, University, or professional organization committees, responsibility for special programs and formal administrative posts. Leadership positions within organizations (University of Alberta, regional or provincial organizations) will also be evaluated for merit.

D. Research

Clinical research activity as a primary investigator or in collaborative studies, will contribute to a staff member's eligibility for promotion. The quality of research activity will be assessed on the basis of the stature of journals in which papers are published, the opinion of experts in the field, the extent to which publications are cited in the literature and thorough professional recognition as indicated by invitations to symposia and other meetings. Basic science research activity is not a requirement for CACs.

Note: Individuals are expected to meet or exceed most criteria but it is recognized that major emphasis may favor one area over another, i.e. teaching vs. research vs. administration.

**Department of Surgery
Faculty of Medicine and Dentistry, University of Alberta**

IV. PROMOTION CHART

ASPIRED RANK	THOSE ELIGIBLE	TIME REQUIREMENTS IN PRESENT RANK
Clinical Professor	Associate Clinical Professor	Normally 6-10 years
Associate Clinical Professor	Assistant Clinical Professor	Normally 3-5 years
Assistant Clinical Professor	Clinical Lecturer	Normally 1-3 years
Clinical Lecturer	Probationary Appointment by the Chair	

V. PROMOTION PROCEDURES

1. The Department Chair's office will, on an annual basis, provide all CACs with this document as well as information on the Annual Report Online (ARO) and the optional Annual Report template for Clinical Academic Staff.
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:
 - a. Clinical Academic Colleague will submit their annual report and meet with their Divisional Director by **December 31st**.
 - b. Clinical Academic Colleague or Divisional Director will notify the Department Chair/Chair, Promotions Committee of intent to apply for promotion by **January 31st**
 - c. Deadline for submission of promotion material (see #6) to the Department Chair/Chair Promotions Committee is **March 31st**. The promotion package must include a letter from the applicant, a current CV, a minimum of two recent consecutive year annual reports, original teaching evaluations, and in the case of promotion to Clinical Professor, the names and addresses of three referees(see #4 for more information)
 - d. The Promotions Committee will meet on the **third Thursday in April**. At this time the committee will review and discuss all requests for promotion. Successful candidates will be notified and the results will be forwarded to the Dean.
 - e. 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 will 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. The referee should be at a rank the same as or higher than the aspired rank. One referee must be external to the Department of Surgery.
5. Where the CAC is involved in research in a significant way, then the Departmental research director should have input.
6. The applicant for promotion will provide to the Department Chair all necessary documentation – i.e. Annual Reports, Curriculum Vitae, Teaching evaluations, names and addresses of referees (in the case of promotion to Clinical Professor).

VI. PROBATIONARY PERIOD

Appointment to the rank of Clinical Lecturer is considered probationary with annual reassessment by the individual divisional chief.

VII. CONTINUATION OF ACADEMIC APPOINTMENTS

CAC academic appointments may be discontinued by the Department Chair.

Withdrawal of a clinical faculty academic appointment may occur on the basis of:

1. Voluntary withdrawal by an individual.
2. Failure to meet the academic expectations commensurate with rank.
3. Failure to meet other criteria as set out in the letter of offer.
4. Failure to abide by the code of conduct as outlined in the Code of Conduct Policy of the Faculty of Medicine and Dentistry:

<https://www.med.ualberta.ca/about/-/media/376C51A09E754E97A7538DCCCB7442DE.ashx>

Upon cessation of an academic appointment the Department Chair will formally acknowledge past contributions to the Department and to the University.

VIII. APPEAL MECHANISM

The withdrawal of an academic appointment or failure to receive academic promotion, when eligible, may be appealed by the CAC upon 60 days written notice given to the Department Chair.

A Committee will be struck for appeals, comprising the Associate Dean Clinical Faculty as chair, except where potential conflict may arise. In the latter case an alternate chair will be named by the Vice-Dean, Academic Affairs. Two other committee members will be selected from the Clinical Promotion committee from departments other than the appellant's department under a process directed by the chair. The Committee's recommendation will be communicated to the Dean for deliberation by Dean's Council whose decision will be final.

IX. EMERITUS APPOINTMENTS

The title of Professor Emeritus recognizes meritorious service to the University of Alberta by an individual professor retiring from the University and recognizes the value the individual has earned with the University. Emeritus appointments are not automatic. Upon retirement, a CAC whose service is strongly identified with the University of Alberta and deemed worthy of continuing recognition may be recognized with the title of Professor Emeritus.

He/she, at the date of retirement, should have attained the rank of Clinical Professor and should have had at least 10 years of full-time service as a CAC.

Teaching record, community service and research will be considered in the decision to grant Professor Emeritus status.

Such recommendation is made by the staff member's Dean to Dean's Council. Dean's Council will decide each case on its individual merit. Initiation of this process may be by the Department Chair and would require approval of the Department's Evaluations/Promotions Committee.