

**Department of Anesthesia & Perioperative Medicine
The University of Western Ontario
Schulich School of Medicine & Dentistry
March 2011**

**FREQUENTLY ASKED QUESTIONS
ABOUT
PROMOTION FOR CLINICAL ACADEMICS**

Reference: <http://www.uwo.ca/univsec/mapp/section4/Clinical.pdf>

The following are a series of frequent questions and answers based on information contained in the document Conditions of Appointment: Physicians Appointed in Clinical Departments and Clinical Divisions of Basic Science Departments originated in 1999 and updated in 2002.

(As you might imagine reducing a 30 page document to approximately 20 questions and answers is likely to miss some of the important detail. These questions were developed to help with the understanding of the promotions process and do not constitute advice or legal interpretation of the formal UWO document.)

1) With respect to academic appointments what does rank and term mean?

Academic appointments are both described by the rank and duration or term. An example of this would be Assistant professor limited term appointment. The majority of our members begin their academic career with this appointment.

The rank of assistant professor is not a career rank, your appointment must be converted to a continuing appointment, which only applies to the rank of Associate Professor or Professor (you must be promoted). Most initial appointments carry a limited term, which means you must be promoted within a specified time. This also applies to Associate professors with limited term appointment.

Academic ranks which are continuing appointments can be career ranks. That is, the appointment does not have an end date. These include Associate Professor or Professor with continuing appointment.

2) What is the duration of a limited term appointment?

With respect to the rank of Assistant Professor limited term appointment, the duration will not normally exceed 7 years. The Department Chair may recommend extension of appointment for a maximum of three years beyond the normal seven years to the Dean.

Clinical Academics appointed at the rank of Associate Professor, Limited Term shall be considered for granting of a Continuing Appointment within five years from the time of first appointment as a Clinical Academic. Failure to achieve promotion to Associate Professor, Continuing Appointment, within the maximum time limits shall result in no further

reappointment as a Clinical Academic.

3) What is a continuing appointment?

A "Continuing Appointment" is an academic appointment without an end date and may be held to retirement. A Continuing Appointment may only be held at the rank of Associate Professor or Professor. Tenure does not apply to such appointments.

4) What is a career rank appointment?

In 1999 it was established that the rank of assistant professor was NOT a career rank. That is, individuals with the rank of Assistant or Associate professor limited term must be promoted or granted a continuing appointment within the designated time frames. Full professorship is also considered a career rank. Adjunct professorship is NOT a career rank.

5) What is an Associate Professor limited term appointment?

Based on previous academic performance a new faculty member may be appointed as an Associate Professor Limited Term. This is an initial Limited Term Appointment at the rank of Associate Professor and shall be for up to three years before a continuing appointment must be made. A reappointment to this appointment may occur for a maximum of 5 years. The total continuous time spent on a Limited Term basis at the rank of Associate Professor at The University of Western Ontario, including reappointments, shall not exceed five years.

6) How long do I have to be promoted?

After initial appointment, an individual must be promoted or granted a continuing appointment as an Associate Professor or Professor within 5 years, (Associate Professor Limited appointment) or 7 years (Assistant Professor limited appointment).

7) What is the difference between the Senate Stream and the Provost stream?

Stream" means the designation within the Academic Job Description and Appointment which determines the set of academic criteria with which Clinical Academics must comply for promotion and/or the granting and maintenance of a Continuing Appointment. This designation recognizes that faculty members will develop different career paths and contribute to the academic objectives in different ways. The majority of our faculty are in the Provost stream. There will also be an Academic Role Category being implemented in July 2011 by SSMD and London Teaching Hospitals for performance and accountability (Clinician-Teacher, Clinician-Educator, Clinician-Investigator, Clinician-Scientist, and Clinician-Administrator)

Senate

In the Senate stream the candidate for promotion and/or the granting of a Continuing Appointment is expected to establish a record of performance in teaching, in research and in general contributions.

Provost

In comparison a candidate for promotion and/or the granting of a Continuing Appointment in the Provost stream is expected to establish a record of performance demonstrating that the candidate is creating and disseminating knowledge and providing leadership. The candidate is expected to establish a record of performance in at least one of teaching or research and at

least one of role model, health care leadership or general contributions.

8) I was appointed in the Senate Stream; can I change to the Provost Stream?

Changing a limited term appointment from the senate to provost stream (or vice versa) is considered a re-appointment. If the Department Chair decides that the request for a new appointment in a different stream should be given consideration by the University, He or she must follow procedure in requesting this change. Should the new appointment be approved, this shall replace the existing appointment. For purposes of governing time limits at a rank or ranks, all continuous time in both streams shall be included (the term is not extended when re-appointment is granted).

9) What is the role of our Department Academics Affairs Committee (AAC) in the promotion process?

All members of the AAC will review all promotion dossiers/files. After review and discussion, the AAC will advise the applicant on how to improve their dossier. That is on presentation and content. The AAC also has the responsibility of making a recommendation (separate from that of the departmental chair), on promotion or the granting of a continuing appointment to the Faculty Promotions and Tenure Committee.

- 1) establish a record of performance in teaching, in research and in general contributions (Senate stream) or
- 2) expected to establish a record of performance in at least one of teaching or research and at least one of role model, health care leadership or general contributions (Provost)

Performance shall be considered with reference to the national and international standards within the candidate's discipline.

10) Is it more difficult to be promoted or granted a continuing appointment compared to previous years?

As the performance and contributions of our faculty are continued to be held accountable and comparative to other Clinical Departments, the standard by which candidates are considered has progressively increased. The criteria for promotion, in both the Senate and Provost streams, is well outlined in sections 4.1 and 4.2 of the conditions of appointment. Given the teaching expectations and opportunities of a full-time faculty, establishment of a record of performance in this area is likely attainable. The areas of research, role model, healthcare leadership and general contributions are more dependent on the candidate's interests, focus and abilities.

11) In the promotions process who makes recommendations about a candidates promotion file?

Recommendations on a candidate's promotional dossier/file are be provided by the AAC, the Departmental Chair, who will recommend the candidate to the Dean and the Faculty Promotions and Tenure Committee. The final decision of granting the promotion is the Dean of SSMD. When an application is made for promotion to a continuing appointment each of the individuals or bodies will provide a negative or positive recommendation depending on the

quality of the individual's file.

12) What are the criteria for promotion to associate professor?

The criteria for promotion to Associate Professor continuing appointment for the Senate or Provost stream is presented in section 4.1 and 4.2 of the conditions of appointment.

13) Is there an appeals process, should my promotion dossier/file not be recommended for promotion by the AAC or Departmental chair?

Should both the AAC and Departmental Chair make a negative recommendation on a promotional dossier/file, the file will not be forwarded to the Faculty Promotions and Tenure Committee. A statement of reasons for the decision shall be given to the candidate by October 1st, prior to the year in which the candidate would be promoted. In this case the candidate shall have the right to appeal this decision to SSMD under section 6.2 APPEAL OF A DEPARTMENT LEVEL RECOMMENDATION.

14) What happens to my promotion file/dossier when forwarded to the Dean and Faculty Promotions and Tenure committee?

The Dean and the Faculty Promotions and Tenure Committee shall review the file and recommendations of the Departmental Chair and AAC forwarded to the Dean. Each shall make a separate recommendation. These recommendations shall be sent in writing to the candidate and to the Department Chair:

- 1) If the recommendations of the Dean and/or Faculty Promotions and Tenure Committee are positive, the Dean shall forward both recommendations to the Provost.
- 2) If the recommendation of the Dean is at variance with that of the Faculty Promotions and Tenure Committee, the Dean shall inform the Committee.
- 3) If the recommendations of both the Dean and Faculty Committee are negative, the recommendations will not be forwarded to the Provost. A statement of reasons for the decision shall be given to the candidate. The candidate shall have the right to appeal this decision under section 6.3 APPEAL OF A FACULTY LEVEL RECOMMENDATION.

15) What happens if the Dean, the departmental chair or AAC do not have a positive recommendation for promotion?

In cases where recommendation of the Dean is at variance with that of the Department Chair and/or AAC, the Dean shall request a consultation with the Department Chair and AAC. The Dean shall inform the Department Chair and AAC of the Dean's final recommendation and forward that recommendation together with the recommendations of the Department Chair, and the AAC, to the Provost. The Provost shall review the recommendations and, if there are any concerns, shall consult with the Dean before making a final decision. The decision of the Provost is final and not subject to appeal.

16) What is an Adjunct appointment?

Adjunct" is the appointment category of a clinician who:

- (i) is generally community-based, but may be located in an affiliated hospital or institution;

(ii) does not otherwise hold an academic appointment at the University (with the exception of other Adjunct or Limited-Duties Appointments);
(iii) performs specific limited responsibilities relating to teaching and/or research ancillary to the appointee's principal occupation;
(iv) generally receives no remuneration, although there may be a small stipend; and
(v) is not required to participate in a departmental practice plan. (Not eligible to join the AAPP)
The qualifications for the appointment emanate primarily from the individual's particular expertise, professional qualifications and/or experience within his or her occupational field. Adjunct appointments may be for up to five years and reappointment may be offered. Adjunct appointments may be made only as Adjunct Professor. There is no differentiated rank or stream associated with this category.

Appointments are made under the document "Appointments Procedures: Members of Academic Staff with Limited Duties. An Adjunct appointment is not a guaranteed appointment for those who were unsuccessful in promotion to a continuing appointment. This appointment is recommended by the Department Chair to the Dean who makes the final decision on such appointment at SSMD.

17) What are the consequences when a member becomes an adjunct professor?

When an individual is not promoted to a continuing appointment within the established timelines, they may make an application to be appointed as an adjunct professor. Both appointment and reappointment to an adjunct professor appointment is neither promised nor guaranteed. The Academic Affairs Committee has established expectations as it relates to teaching and facilitating research for these individuals within the department. Failure in reappointment will trigger a review of the Hospital privileges and expectations. There is also reduced priority access to clinical services. The relationship with the practice plan (AAPP) and access to funds intended for academic activities as governed by AMOSO requirements is also negatively affected.

18) Can my limited term appointment be terminated?

A Limited Term Appointment or Re-appointment shall be terminated immediately upon notice to the University of revocation of the appointee's registration in the College of Physicians and Surgeons of Ontario. Failure to renew a Limited Term Appointment does not constitute dismissal. Reappointment is neither promised nor guaranteed.

19) Can my continuing term appointment be terminated?

Continuance of a Continuing Appointment is conditional not only upon the satisfactory performance of the individual but also upon performance factors in his/her Academic Role Category. In addition, a Continuing Appointment is conditional upon registration in the College of Physicians and Surgeons of Ontario or any successor to that organization.

Continuing appointment may be terminated. This requires many steps to identify 1) where the faculty member has failed to maintain a level of performance consistent with the appointment. 2) the individual has been notified in writing of the deficiencies and 3) an opportunity to rectify

this has occurred. When there is termination of such an appointment, there is a formal appeals process.

20) How does my university appointment affect my relationship with AMOSO?

According to AMOSO regulations, Members must have an clinical academic full-time appointment. Adjunct professorship is a limited duties appointment and is not full time. As a result those with an adjunct professorship appointment are not eligible for participation in AMOSO. AMOSO has indicated that as of April 2012 adjunct professors will NOT be eligible for participation in distribution of academic funds administered by AMOSO.

21) How does my university appointment affect my relationship with the teaching hospitals?

Within the **PROFESSIONAL STAFF BY-LAW article 2 “APPOINTMENT AND REAPPOINTMENT TO PROFESSIONAL STAFF** , It is clearly stated that the applicant acknowledges that the failure of the applicant to maintain an academic appointment where such academic appointment is a condition of the applicant’s Hospital appointment may result in the applicant’s privileges being restricted, suspended, revoked or the applicant being denied reappointment.

Additionally, in **article 2.05 “Reappointment to the Professional Staff”** it is stated that there will be a report from the Chief of Department reviewing the applicant’s performance for the past year. This report shall contain much information and evidence relating to the applicant. This includes changes to the faculty affiliation with Schulich Medicine & Dentistry, if any;