

Clinician Administrator Guide 2.0 Schulich School of Medicine & Dentistry

Important Principles for Framework:

- This guide applies to activities related to Academic Leadership & Administration at Schulich. (NOTE: Assistant Professor not typical for this ARC and is in “grey”) The intent of this framework is to provide guidance to clinical faculty in the Clinician Teacher Academic Role Category, as well as their Department Chair, Department and Schulich A & P Committees to better understand the type of work that may be expected at a given career rank with progression. Each department will also have global teaching expectations set by Schulich with the Chair. It is the Chairs’ responsibility to distribute the totality of this teaching within their faculty members.
- There are general guidelines for teaching expectations as set by ARC. They may include baseline * ISGL and ACP expectations for individual faculty. This will help set standards for promotions. Promotion will be achieved based on all academic domains. These are examples of what may count within the ARC structure. Clinician Administrators are not expected to complete all the items in the Guide. Additionally, academic tasks/work considered for promotion at any given rank includes, but is not limited to, the items listed below. Associate Professor is career rank.

CONTINUUM OF ACHIEVEMENTS			
Clinician Administrator	Assistant Professor	Associate Professor	Professor
Geographic Scope	Local/Regional (Academic: Department/Division, University, Institutes, Centres, etc.)	Provincial/National (Academic: Department Schulich, Academic Associations; Regulatory or licensing bodies)	National/International (Academic: Schulich/Western, Academic Associations, Healthcare and Medicine Provincial/National/International Organizations)
Administrative Scope	Member (Academic: Committee Membership)	Member/Leader (Academic: Committees, task forces, boards other Mid-level academic administrative roles)	Leader (Academic: Chair, Board Member/Chair, President/Vice President, Vice Dean, Dean, Vice Provost, Provost)
TEACHING & EDUCATION 10-30%	<ul style="list-style-type: none"> PGME didactic/simulation and UME: *ISGL (36 hours/yr) + ACP (10 hours/yr) Teaching activities below to be 70 + hours/yr. Activities may include: <ul style="list-style-type: none"> UME, PGME, CPD expectation based on % contribution for teaching Contributes to examination q 2 years development (oral, OSCE, written) Teaching generally evaluated as effective with no concerns Admissions: CARMS file reviewer PGME: Clinical Service teaching/supervision minimum set by department Participates in Faculty Development (i.e. teaching, curriculum, EDIDI, etc.) 	<ul style="list-style-type: none"> Serves on 1 division or departmental education committee (RTC, Competence Committee, Education Committee) Contributes to PGME OSCE, exam development q 3 years or development of faculty development/CPD materials Participates as required Faculty Development (teaching, curriculum, EDIDI, etc.) Teaching generally evaluated as effective with no concerns raised by the Education Committee or Schulich decanal portfolio 	<ul style="list-style-type: none"> Serves on 1 academic division/departmental, Schulich education committee (i.e. RTC, Competence Committee, Education Committee, UGME, PGME) Contributes to faculty development CPD, PGME, UGME programs within academic department or at Schulich Teaches or presents at administrative/leadership at university forums & seminars or nationally/internationally Participates as required Faculty Development (teaching, curriculum, EDIDI, etc.) Teaching generally evaluated as effective with no concerns raised by the Education Committee or Schulich decanal portfolio

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Abbreviations: *ISGL – Integrated Small Group Learning; ACP – Academic Coaching Program. Reference: *Conditions of Appointment for Physicians (2018)*

CONTINUUM OF ACHIEVEMENTS			
Clinician Administrator	Assistant Professor	Associate Professor	Professor
RESEARCH & SCHOLARLY ACTIVITY 0-30%	<ul style="list-style-type: none"> • Peer Review Publications: <ul style="list-style-type: none"> ○ 1 first or senior author publication in first 5 years or co-author on 1-2/yr at year 3 Total ~ 1 to 4 (over 6 years) • Peer Reviewed Grants: collaborator on local grants • Trainee Mentorship • Clinical, Scientific or Leadership Presentations: main oral presenter for:1 per yr, local or provincial • Scholarly Contributions: collaborations, review panels, journal review 	<ul style="list-style-type: none"> • Peer Review Publications: <ul style="list-style-type: none"> ○ 1 first or senior author publication every 3 years or 1-3 co-author publications/yr Total ~ 2 to 6 (over 6 years) • Peer Reviewed Grants: <ul style="list-style-type: none"> ○ collaborator or co-applicant on local and provincial/national grants • Trainee Mentorship • Clinical, Scientific or Leadership Presentations: <ul style="list-style-type: none"> ○ main oral presenter for: 2-3 local, national • Research Impact and Scholarly contributions: collaborations, participation in review panels, ethics boards, journal reviews 	<ul style="list-style-type: none"> • Peer Review Publications: <ul style="list-style-type: none"> ○ 1 first/senior author publication every 2 years or 2-3 coauthor publications/yr Total ~ 3 to 6 (over 6 years) • Peer Reviewed Grants: <ul style="list-style-type: none"> ○ collaborator or co-applicant on local and provincial/national grants • Trainee Mentorship • Clinical, Scientific or Leadership Presentations: <ul style="list-style-type: none"> ○ main oral presenter for: 1-2 provincial/national or international per year • Scholarly collaborations, review panels, journal reviews, in academic leadership (AFMC, CACMS, RCPSC, CCFP, CACME, CPSO, OHA, OMA, etc.)
LEADERSHIP/ROLE MODEL/GENERAL CONTRIBUTIONS 5-30% SERVICE/ADMIN 40-75%	<ul style="list-style-type: none"> • Serves on 1 division/department education committee for minimum 1 term after year 3 • Develops department-level leadership programs, materials • Attends university level workshops on leadership • Leadership role in curriculum development • Assistant Dean, Schulich Education course leader, etc. • Academic Accreditation related activities • Academic Peer support, Mentorship, Task forces, QI, special projects, etc. • Academic Professional service organization member • Academic Financial Management Committee • Nomination/Received leadership awards local 	<ul style="list-style-type: none"> • Major Academic Admin portfolio Schulich/Western Leadership: <ul style="list-style-type: none"> ○ Academic Division Chair (2 terms) ○ Academic Department Chair (1 term) ○ Education Leader Role (Course Director) ○ Decanal Role (Assistant or Associate Dean) • Member of Executive Committee Schulich Council/Joint Schulich Council (i.e. Strategic planning, policy, etc.) • Co-designs/leads Schulich activities/conferences • Represents Schulich at MAC, AMOSO, HR; AFMC, CACME, CACMS, RCPSC, CFPC, etc. • Nominated/received provincial/national awards • Other External Academic Leadership, Policy <ul style="list-style-type: none"> ○ Academic organizations leadership ○ Academic/Professional leadership development ○ Academic Task forces and special projects 	<ul style="list-style-type: none"> • Major Academic Admin portfolio Schulich/Western Leadership: <ul style="list-style-type: none"> ○ Academic Department Chair (>1 term) ○ Decanal Role (Vice or Associate Dean) ○ Chairs and Leads Committees representing Dean (Schulich A &P, MAC, AMOSO, HR, AFMC, CACME, RCPSC, CFPC, etc.) ○ Director Institute (Robarts, CERI, etc.) • Participates/Leads in Executive Committee Schulich Council/Joint Schulich Council (i.e. Strategic planning, policy) • Leads Schulich/Western programs and/or change initiatives at Associate, Vice Dean or Dean, Western university leadership • Leadership activity consistent with Academic national or international leadership roles (AFMC, CACME, CACMS, RCPSC, CCFP, CPSO, AAHCI, etc.) Chair of committees/Dean's delegate • Consultations External Academic organizations (External review of university academic departments/programs, etc.) • Specialty Society Academic representative (OHA, OMA, CMA) • Nominated/received national/international awards