Toronto Metropolitan University

School of Medicine

FREQUENTLY ASKED QUESTIONS ABOUT CLINICAL FACULTY APPOINTMENTS

We will continue to update this FAQ document as we receive inquiries about the Clinical Faculty positions. Have a question that isn't answered here? Please email ***somclinicalfaculty@torontomu.ca***

A copy of the Clinical Faculty Policy can be found here.

Learn more about the TMU School of Medicine here.
Additional FAQs regarding the School of Medicine can be found here.

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Q: Why should I apply for a Clinical Faculty appointment at TMU's School of Medicine?

TMU's School of Medicine presents a once-in-a-lifetime opportunity to help build a new model of care—one that will improve the well-being of individuals, families and communities. In joining TMU's School of Medicine, you will help to build much-needed physician capacity in Brampton and its surrounding areas, and you will train physicians who are culturally respectful, intentionally inclusive and continuously innovative. Ultimately, you will help to shape doctors and medical professionals who, like you, are inspired to do things differently.

Q: Do I have to have formal teaching experience to apply for a Clinical Faculty appointment?

No! The perspectives of physicians on the ground in hospitals and community clinics are critical to transforming medical education. We value the wisdom, expertise and experiences that you have to share, and we know that the physicians of tomorrow will value them, too. TMU will also provide clinical faculty development opportunities leading up to the school's opening to support your professional growth.

Q: Will joining as a Clinical Faculty member restrict outside employment activities?

No. During your appointment as a Clinical Faculty member you may engage in any reasonable outside activity which:

- is not in conflict with the University's best interests;
- does not interfere with the duties and obligations of your role; and
- has been previously approved by the University.

This may include clinical practice and/or clinical faculty appointments at other institutions.

Q: What opportunities for leadership will be available to me if I join?

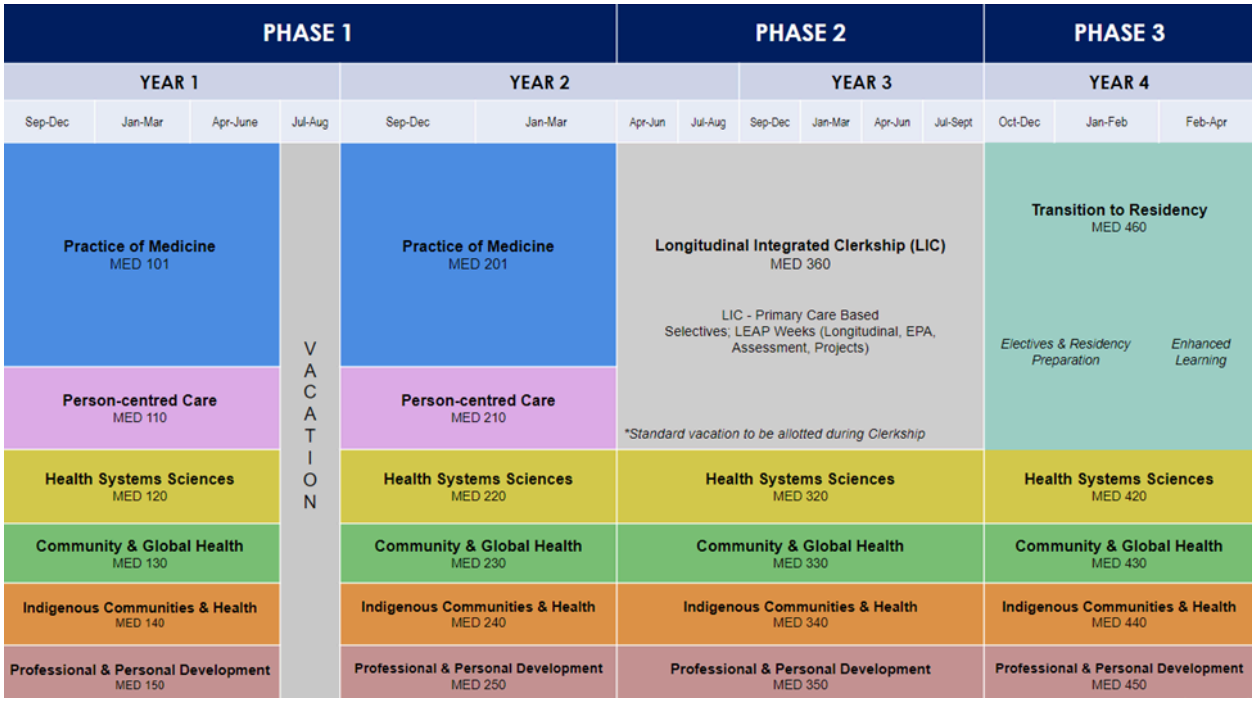
Several leadership opportunities will be available within the School of Medicine. These include roles such as:

- Program Directors
- Division Directors
- Deputy Heads
- Department Heads
- Assistant Deans
- Associate Deans
- Vice Deans

Leadership roles will be rolled out over the next several years. These opportunities will be posted to the School of Medicine website and distributed to Clinical Faculty as they become available.

Q: What is the vision and structure of the UGME program?

The four year curriculum for the UGME program has been purposefully developed, community informed, and evidence- based to align with the School of Medicine's social accountability mandate as well as its vision, mission values, program objectives and student learning outcomes. It is rooted in principles of community- driven care and cultural respect and safety., with EDI, Reconciliation and health equity intentionally embedded across all aspects of th



e program.

Q: What Departments and Divisions will be within the School of Medicine?

The SoM's departments and divisions are structured differently from many other medical schools. Rather than being organized by specialty, our Departments and Divisions are organized by both practice location and the role they will play in advancing the school's mission and vision.

The School of Medicine has two departments, each with several divisions. The initial wave of Clinical Faculty hired will be hired to the School of Medicine, rather than a specific Department. Divisions within these departments will provide for some level of disciplinary groupings while still allowing for interdisciplinary collaboration, which plays a critical role in advancing healthcare.

Currently new clinical faculty are appointed to the School of Medicine. As we continue to develop the infrastructure within the departments, clinical faculty will be assigned to their respective department and division.

The **Department of Community & Primary Care** is dedicated to integrating primary care physicians with other physicians to enhance collaboration and support for patients in the community. This collaboration will help to spur changes in the healthcare system. The Divisions are:

- Division of Primary Care & Subspecialties (e.g. Palliative Care, Geriatrics, Pediatrics)
- DIvision of Outpatient Care & Subspecialties (e.g. Medicine subspecialties, Pediatrics subspecialties)
- Division of Psychiatry and Mental Health (may include addictions medicine specialists)
- Division of Outpatient Surgery & Proceduralists (e.g. Hand surgery, Ophthalmology, Rheumatology, GI endoscopy, Aesthetic surgery)

The Department of Hospital & Institutional Care is dedicated to augmenting the role of generalist-minded physicians across the spectrum of hospital and institutional care. Given our aging population, the essential nature of hospitals and long-term care institutions is bound to increase, meaning it is critical to train generalist-minded physicians to augment care in these settings. The Divisions are:

- Division of Hospitalists, Diagnostics & Long-Term Care (Internal medicine, Family medicine, Diagnostic Imaging, Pathology)
- Division of Hospital-Based Surgery (including Obstetrics & Gynecology)
- Division of Emergency Medicine, Critical Care, Prehospital & Transport Medicine (CFPC/FRCPC)
- Division of Anesthesia (including pain medicine & perioperative care)
- Division of Pediatrics

Q: How are clinical faculty members appointed to departments?

The department to which clinical faculty members are appointed will be determined collaboratively by the individual and the prospective departments. The practice location

in which a physician spends the majority of their clinical time will be the most heavily weighted factor when determining departmental affiliation.

A clinical faculty member may wish to be appointed to a particular department/division. In this case, their preference will be taken into account. A clinical faculty member may also be cross appointed to the other department (see below for more information); however, the clinical faculty member must still work with their prospective division/department leadership to select a primary department.

The following chart provides examples of the departments to which physicians would be appointed based on their specialties and clinical practice arrangements.

Example	**Primary Department/Division**	**Cross-Appointment Eligible**
A psychiatrist who completes 16 weeks a year in hospital and has a large outpatient practice in a community office that runs year-round	Department of Community & Primary care ● Division of Psychiatry & Mental Health	Department of Hospital & Institutional Care ● Division of Hospitalists, Diagnostics & Long-Term Care
A geriatrician whose inpatient and outpatient work takes place in a hospital setting and who also works in the community in LTC	Department of Hospital and Institutional Care ● Division of Hospitalists, Diagnostics & Long-Term Care	Department of Community & Primary care ● Division of Primary Care & Subspecialties
A general surgeon who works in the hospital operating room 1 day/week and spends the remainder of their clinical time in an outpatient practice in the community	Department of Community & Primary care ● Division of Outpatient Surgery & Proceduralists	Department of Hospital & Institutional Care ● Division of Hospital-Based Surgery
A family medicine physician who has a large comprehensive practice in the community and also works in the hospital ED 4-5 days/month	Department of Community & Primary care ● Division of Primary Care & Subspecialties	Department of Hospital & Institutional Care ● Division of Emergency Medicine, Critical Care, Prehospital & Transport Medicine (CFPC/FRCPC)

Q: What is the process for cross appointments?

Clinical faculty members who wish to engage in scholarly and teaching activities within a second department may seek a cross-appointment for a limited period. If a clinical faculty member undertakes a significant amount of clinical duties and teaching activities within this secondary department, they may seek reassignment to that secondary department.

Q: What types of appointments and ranks are available and what are the expectations of each?

We are currently accepting applications for Part-Time Clinical Faculty Members

Part Time Clinical Faculty:

Individuals appointed as Part-Time Clinical Faculty will receive a rank commensurate with their experience and duties.

Clinical Faculty will have the opportunity to participate in a range of duties including Clinical Teaching and Educational Activities; Scholarly, Research, and Creative (SRC) activities; and/or Service and Leadership activities. Specific duties will be determined with the Department Head based on successful candidates' interests and experience.

A full description of the academic roles for ranked Clinical Faculty can be found in Appendix A of the Clinical Faculty Policy.

The entry rank for individuals without an existing academic appointment is Clinical Scholar, Clinical Instructor, or Assistant Clinical Professor.

Please see the table below for an overview of the appointments, ranks, minimum annual contribution hours, and required areas of contribution. Click on a rank to view the section in Appendix A that clarifies the roles and responsibilities of that rank.

Rank	Appointment Type	Required Contribution Areas				
		Minimum Annual Hours	Clinical Service Activities*	Teaching & Educational Activities	Scholarly, Research and Creative Activities	Service & Leadership Activities
Clinical	Clinical	50	Yes	Yes	Not expected but	Not expected but

Scholar	Faculty				can request to participate	can request to participate
Clinical Instructor	Clinical Faculty	50	Yes	Yes	Not expected but can request to participate	Not expected but can request to participate
Assistant Clinical Professor	Part-Time Clinical Faculty	100	Yes	At least one (1) of these three domains in addition to Clinical Service Activities.		
Associate Clinical Professor	Part-Time Clinical Faculty	100	Yes	At least two (2) of these three domains in addition to Clinical Service Activities.		
Clinical Professor	Part-Time Clinical Faculty	100	Yes	Yes	Yes	Yes

*It is an expectation that those performing Clinical Service Activities exhibit clinical contributions for ALL of the following items:

i) Maintain clinical competence as professionally mandated

ii) Maintain a valid license with the College of Physicians and Surgeons of Ontario or other professional regulatory body

iii) Maintain privileges granted by a hospital/clinic if providing clinical services within that hospital/clinic

These are the MINIMUM expectations. Please refer to Appendix A of the Clinical Faculty Policy for additional requirements for each rank.

Q: How do the TMU Clinical Faculty ranks equate to other institutions?

The chart below outlines how the ranks available at TMU equate to clinical faculty ranks at McMaster and the University of Toronto.

<table>
<tr><th></th><th colspan="2">TMU</th><th colspan="2">McMaster</th><th colspan="2">UofT</th></tr>
<tr><td rowspan="4"></td><td>Rank:</td><td>Appointment:</td><td>Rank:</td><td>Appointment:</td><td>Rank:</td><td>Appointment:</td></tr>
<tr><td>Clinical Scholar</td><td rowspan="3">Part-Time Clinical Faculty</td><td rowspan="2"></td><td rowspan="3">Part-Time Clinical Faculty</td><td></td><td rowspan="3">Part- time Clinical Faculty</td></tr>
<tr><td>Clinical Instructor</td><td>Lecturer</td></tr>
<tr><td>Assistant</td><td>Assistant</td><td>Assistant</td></tr>
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	Clinical Professor Associate Clinical Professor Clinical Professor		Clinical Professor Or *Assistant Clinical Professor (Adjunct) Associate Clinical Professor Clinical Professor		Clinical Professor Or *Adjunct Clinical Assistant Professor Associate Clinical Professor Clinical Professor	
*TMU recognizes the following Adjunct appointments at the TMU rank of Assistant Clinical Professor. - McMaster: Assistant Clinical Professor (Adjunct) - U of T: Adjunct Clinical Assistant Professor						
Pre-appointment Requirements	● In good standing with CPSO ● Non-adjuncts - 2 references ● Meeting with Selection Committee		● In good standing with CPSO ● Non-adjuncts - 3 letters of reference ● Meetings with departmental representatives		● In good standing with CPSO ● Recommendation Letter	
Forms to be Completed	● Curriculum vitae ● Cover letter ● Application for appointment		● Curriculum vitae ● Adjuncts: Application for appointment ● Non-adjuncts: Mutually Agreed Responsibilities (R4) form		● Appointment application form ● CPSO certificate of professional conduct ● Curriculum vitae Recommendation ● Lecturer: 1 letter from Hospital Chief or University or Hospital Education Director ● Assistant Professor or higher: 4 reference letters, two internal and two external to the candidates hospital and/or hospital department ● Additional department specific requirements are required for Department of Psychiatry and Department of Family and Community Medicine	
Requirements for Re-appointment	Annual contribution is based on the rank. See **Required Contributions Areas Table** for details.		● Reviewed every 3 years ● Completion of renewal form In good standing with CPSO ● Satisfactory student		● Subject to probation and review ● Clinical part-time renewal varies according to	

		evaluations ● Adjunct: 150 hours of teaching / 3 years ● Non-adjunct: Minimum of 100 hours of teaching annually	department (i.e. 1- 3 years). ● Clinical adjunct –Department Chair decides term and renewal

Q: What is the renewal process for Clinical Faculty?

The renewal process for Part-Time Clinical Faculty is outlined below. Please note that renewal is not guaranteed.

During the term of their appointment, Part-Time Clinical Faculty will undergo two reviews: the first will occur halfway through the appointment and the second will occur six months prior to the end of the appointment. The following process will take place after the second review.

- Clinical Faculty files will be submitted to the relevant Department's Appointment and Promotions Committee (DAPC) for review.
- The DAPC will make a recommendation and forward the file to the School Appointments and Promotions Committee (SAPC) for review.
- The SAPC will add their recommendation to the file and forward it to the Dean/ VPMA.
- The Dean/VPMA will review, add their recommendation and forward it to the Provost, or designate, for review and approval.
- If approved, a letter of reappointment will be issued.

Part-Time Clinical Faculty will be renewed at the frequencies listed in the table based on their rank.

Rank	Frequency
Clinical Professor	Every 6 years until Continuing Appointment is made
Associate Clinical Professor	Every 6 years until Continuing Appointment is made
Assistant Clinical Professor	At the 3 year mark (once)
Clinical Scholar	Every year to a maximum of 3 years
Clinical Instructor	3 years with mandatory review at 18 months after initial appointment

Q: What if I want to be a Full-Time clinical faculty member?

We will begin hiring full-time clinical faculty members in the coming months. We are currently accepting applications for part-time clinical faculty status, and applicants will have the opportunity to indicate that they wish to be considered for full-time appointments ASAP (e.g. you may apply for a part-time appointment with us and indicate that you are interested in learning about the application process for full-time status as soon as it begins).

Q: I am already a Canadian Citizen or Permanent Resident, but I have a degree/certification from a certifying body outside of North America using standards similar to the standards of a RCPSC or CFPC designation. Would TMU be willing to sponsor me under the CPSO academic registration pathway?

TMU is committed to supporting all qualified candidates, including those who require Academic Registration with the CPSO. However, given the CPSO's requirements, we are only able to sponsor candidates who we have offered a full time clinical faculty appointment at the rank of either Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor.

Q: What are the requirements to be promoted as a clinical faculty member?

The performance of an individual with a Clinical Faculty appointment will be considered with reference to the national and international standards within the individual's discipline. A candidate for promotion from one rank to the next rank is expected to have increased the quality and impact of their academic contributions with each progressive rank.

The four pillars of academic productivity within the School are as follows:

1. Teaching and Educational Service
2. Clinical Service
3. Scholarly, Research and Creative (SRC) activities

4. Service and Leadership (community service/engagement, educational leadership, clinical leadership)

These pillars are recognized as the primary activities in the assessment and ranking process for Clinical Faculty. Excellence is required in at least two of the four pillars. A Clinical Faculty member's primary contribution to the University is usually in the form of Teaching and Educational Service.

Aligned with the University's values around equity, diversity, inclusion and accessibility (EDIA) and the School's central focus on primary care and generalism, the University will prioritize advocacy, clinical innovation, service, and other community-based work that focus upon these areas.

Please refer to section VI. A. of the Clinical Faculty Policy for a full description of each of the four pillars.

The following performance standards apply to the evaluation of Clinical Faculty for promotion:

i. Excellent: Performance that is: a) functioning beyond commendable for their rank and/ or position description, or b) distinguishing and expanding skills and learning opportunities and stewarding people, work and service.

ii. Commendable: Performance that is above Acceptable and considered important towards promotion.

iii. Acceptable: This standard may be recommended when the individual's performance demonstrates a deficiency in one pillar of evaluation, but performs well in other pillars, or when the individual overall performs below than the average expected for rank but within the acceptable range.

iv. Unacceptable: Performance that is unsatisfactory and unacceptable in two or more pillars.

The table below outlines the requirements to be promoted to each rank.

Rank	Requirements to be promoted into rank	Time Requirements	Performance standards required
Assistant Clinical Professor	300 teaching/service hours and/or scholarly contribution equivalent within 6 years. Or	Minimum 1 year Normally 3 years	Excellent performance in at least two (2) of the four (4) areas, and commendable performance in at least one (1) of the others, with teaching and clinical

	Achievement of equivalent rank at another similar institution		service/leadership included among these domains. Acceptable performance is required in the remaining area.
Associate Clinical Professor	1200 teaching/service hours and/or scholarly contribution equivalent within 8 years. Or Achievement of equivalent rank at another similar institution	Minimum 3 year Normally 6 years	Excellent performance in at least two (2) of the four (4) areas, and commendable performance in at least two (2) of the others, with teaching and clinical service/leadership included among these domains.
Clinical Professor	1800 teaching/service hours and/or scholarly contribution equivalent within 15 years. Or Achievement of equivalent rank at another similar institution	Minimum 3 year Normally 6 years	Excellent performance in at least two (2) of the four (4) areas, commendable performance in the remaining two (2).
Clinical Professor Emeritus/Emerita	NA	Minimum 10 years	Good standing as a Clinical Professor