University of Ottawa
Faculty of Medicine

Procedures Manual for Academic Appointments in the Faculty of Medicine

Developed June 2013
# Table of Contents

Preamble .............................................................................................................................................. 3
Introduction to Academic Appointments at the Faculty of Medicine ....................................................... 3
Purpose of this Manual .............................................................................................................................. 3
Key Definitions ....................................................................................................................................... 3

**Academic Appointment Principles** ..................................................................................................... 5
General Provisions .................................................................................................................................. 5
Principles .................................................................................................................................................. 5

**Academic Appointment Procedures in the Faculty of Medicine** ....................................................... 8
Introduction to Academic Appointments .................................................................................................. 8
Primary Appointment Categories .............................................................................................................. 8
Approval Process for Appointing Clinical Faculty ...................................................................................... 9
Requirements for Appointment ................................................................................................................ 9
Criteria for Decision on Rank ................................................................................................................... 10
LECTURER .............................................................................................................................................. 10
ASSISTANT PROFESSOR ........................................................................................................................ 10
ASSOCIATE OR FULL PROFESSOR ....................................................................................................... 10
Application Requirements ....................................................................................................................... 10
LECTURER, ASSISTANT, ASSOCIATE AND FULL PROFESSOR ......................................................... 10
ADJUNCT PROFESSOR ........................................................................................................................... 11
ADVANCEMENT FROM LECTURER TO ASSISTANT PROFESSOR .................................................... 11

Appendix A: Application for Clinical Appointment Form .................................................................. 12
Appendix B: Academic Appointment Application Checklist .............................................................. 14
Appendix C: Short Form Curriculum Vitae Template .......................................................................... 16
Appendix D: Memorandum of Agreement for Academic Appointment............................................. 18
Preamble

Introduction to Academic Appointments at the Faculty of Medicine

One of the important responsibilities of the University of Ottawa’s Faculty of Medicine is to appoint its clinical faculty members. Clinical faculty are responsible to both the University and a relevant site, and the relationship between University and hospital governance from the perspective of the individual faculty member has not always been clear. The University recognizes that the inherent complexity surrounding issues of governance and finances with respect to clinical faculty has contributed to a long-standing University policy vacuum in this area. The Relationship Committee that was mandated to assess and address issues rooted in the relationship between the Faculty of Medicine and its clinical faculty members is pleased to present a new Procedures Manual for Academic Appointment in the University of Ottawa’s Faculty of Medicine based on new appointments principles.

Purpose of this Manual

This manual provides an introduction to academic appointments in the University of Ottawa’s Faculty of Medicine and outlines the general principles for appointing clinical faculty members. In addition, the guide assists in determining the appropriate category for an individual interested in applying for an academic appointment outlines the minimum requirements for appointment at each rank and outlines the application requirements.

These procedures concern clinical faculty (MD) and clinical scientists (PhD) at the Faculty of Medicine. Refer to the Key Definitions section below.

Key Definitions

1. **Academic Mission:** The University’s written goals and objectives.

2. **Academic Rank:** The rank of a faculty member as Lecturer, Assistant Professor, Associate Professor or Full Professor.

3. **Adjunct:** A scholar, artist or a professional may be appointed as an Adjunct Professor in a University of Ottawa academic unit for the purpose of performing **a specific and valuable academic function - such as supervising trainees, research or theses, or conducting seminars, workshops or special classes** – which is not in the circumstances performed by members of the academic staff. Appointments at the Adjunct level reflect the time commitment made toward academic work, rather than academic rank. There is no career path associated with an Adjunct appointment.

4. The term of an Adjunct appointment shall not exceed thirty-six (36) months, but there shall be no limit on the number of reappointments. The process of reappointment for Adjunct Professors
is governed by the Department Chair, who makes a written request to the Dean. Any issues with regards to decisions made on reappointment can be brought forth by the applicant to the FAAC.

5. **Affiliated teaching hospital:** A hospital, community hospital or other medical facility that is affiliated to a medical school and provides trainees with teaching and supervised practical experience.

6. **Alternate Funding Plan (AFP):** A multi-party financial and resource sharing agreement that recognizes and supports the academic contribution of physicians working in an AHSC.

7. **Academic Health Science Centre (AHSC):** The University and the Hospital undertaking the functions of education and clinical services as well as research in a research institute or department.

8. **Chair:** Chair of the University Department in which the faculty member has a primary appointment.

9. **Clinical (MD) faculty:** Academic physicians, licensed to practice in Ontario, who hold joint appointments between a clinical entity (fully-affiliated hospital, community-affiliated hospital, or an affiliated community practice with a relationship with the University of Ottawa), and a Clinical Department in the Faculty of Medicine.

10. **Clinical Scientists (PhD):** Scientists involved in the process of patient care.

11. **Distributed Medical Education (DME):** Medical education outside the usual tertiary care setting. Educational sites may be in small or rural communities, while others may be in larger centres or small cities.

12. **Impact Analysis:** A form circulated through senior management of the affiliated teaching hospital that outlines specific resources required to support the appointment.

13. **Letter of Agreement (LOA):** A letter signed by the physician or the clinical scientist (PhD), Head of the Division, and Chair the Department that defines the research and educational responsibilities of the faculty member along with any associated academic and administrative functions. The LOA details accountabilities, financial support, stipends, and awards etc. that apply to the appointment.

14. **Memorandum of Agreement (MOA):** An agreement that stipulates the career path and/or academic job description, working conditions and expectations of the appointment. It is prepared by the Head of the Division and/or Chair of the Department, and signed by the physician or the clinical scientist (PhD), the academic head of the applicable Division and Department and the Dean.
Academic Appointment Principles

The following key points outline general provisions and principles for appointing clinical faculty members under a new and improved appointments process. It is anticipated that the appointments process will be in continual evolution and periodic reviews will be in place to ensure continuous improvement of the policy to be developed.

General Provisions

1.1 Clinical faculty are essential to the University of Ottawa’s academic mission.
2.1 Clinical faculty appointments exist within a framework of governance by the University, teaching hospitals, and practice plans/individual plans.
3.1 Teaching hospitals and practice plans are autonomously-governed entities that associate with the University for mutual benefit.
4.1 It is recognized that the career of many full-time clinical faculty are supported by practice plans/individual plans that allocate clinical earnings among individuals to enable promotion of academic pursuits. The University acknowledges the fundamentally important role that practice plans play in supporting the joint academic mission with the affiliated hospitals.
5.1 The commitment of clinical faculty members to the integration of clinical care, teaching, administration and research in the affiliated hospitals and research institutes is recognized as being central to the fulfillment of the vision, mission and values of the Faculty of Medicine.

Principles

2.1 The following four (4) areas must be addressed for each faculty member upon appointment:

- Department
- Category (Full-time/Part-time). Each of the categories of academic appointment will be differentiated by the amount of time dedicated to academic work on average over the course of the year:
  - **Full-time**: The physician or clinical scientist (PhD) spends four (4) full days or greater per week in academic activities as approved by the Department Chair and the Dean (and as defined by an academic job description), at the University, a research institute, or a fully affiliated hospital, community affiliated hospital or an affiliated community practice with a relationship with the University of Ottawa.
  - **Part-time**: The physician or clinical scientist (PhD) spends between one (1) and four (4) days per week in academic activities as approved by the Department Chair and the Dean (and as defined by an academic job description), at the University, a research institute, or a fully affiliated hospital, community affiliated hospital or an affiliated community practice with a relationship with the University of Ottawa. The number of days per week shall be agreed to in the Letter of Agreement (LOA).
• **Rank (Lecturer, Assistant Professor, Associate Professor, Full Professor)**

2.2 Appointment at an academic rank is aimed at the component of the clinician or researcher work that is specifically focused on furthering the University of Ottawa’s academic mission. All clinicians appointed at the rank of Lecturer engage in activities that are vitally important to the University. There are two (2) groups of clinicians encompassed within the rank of Lecturer: those who intend to leverage the rank as a stepping stone to further advancement; and those who participate in teaching students but do not intend to pursue academic promotion. The work of Lecturers who do not intend to pursue academic promotion is essential to the mission of hospitals and community institutions. The value that these clinicians bring, through their teaching of medical students and residents, and their clinical contributions, is paramount.

2.3 Clinical and university roles are seen as interdependent and mutually beneficial and are considered to be essential to the fulfilment of the academic mission. All clinical academic appointees will have explicit academic job descriptions, which will potentially be related to career path designations, with specific clinical and academic responsibilities. Academic job descriptions will be agreed to at the time of the appointment between the individual faculty recruit, the University Clinical Department Chair and relevant site chief.

2.4 The progress of each faculty member must be periodically reviewed against the established Memorandum of Understanding (MOU). Lecturers will be reviewed after the first three (3) years, or earlier as needed, and every five (5) years thereafter. All other categories will be annually reviewed for the first three (3) years, after which they will be reviewed every five (5) years. A more frequent review can be conducted at the discretion of the Department Chair and/or Division Head.

2.5 Departments and/or divisions must have economic mechanisms that support and reward academic activity. The nature of these mechanisms is left to each Department and/or Division so that they may respond to market forces and local need.

2.6 Every clinical faculty member must follow the policies and procedures of the university and the institution as outlined.

2.7 This agreement would apply to all institutions with a University of Ottawa Faculty of Medicine affiliate agreement.

2.8 Because an intimate connection between clinical role and academic appointment is fundamental to the definition of a clinical faculty appointment, those holding a clinical academic appointment must remain on Medical-Dental staff holding an active appointment at the relevant site where applicable, or maintain arrangements that are explicitly agreed and approved as equivalent in a community clinical setting. The Public Hospitals Act sets out steps and appeal procedures for termination of an appointment to the Medical-Dental Staff of any public hospital in Ontario. In the event that the university terminates an academic appointment, the affiliated hospital must be informed and is expected to review the staff appointment.
2.9 Faculty appointments are required for all faculty who supervise core/mandatory clerkship/residency rotations.

2.10 Physicians supervising and evaluating students for core/mandatory rotations at sites outside the AHSCs must have a faculty appointment, however not everyone involved in contact with the clerk must be a faculty member as long as there is another faculty member who is responsible, who carries out the evaluation, and who supervises the other physicians in their training roles.
Academic Appointment Procedures in the Faculty of Medicine

Introduction to Academic Appointments
This section of the manual provides an introduction to academic appointments in the University of Ottawa’s Faculty of Medicine assists in determining the appropriate category for an individual interested in applying for an academic appointment outlines the minimum requirements for appointment at each rank and outlines the application process and requirements.

These procedures concern clinical faculty (MD) and clinical scientists (PhD) at the Faculty of Medicine. Refer to Key Definitions for more information. Academic appointments for clinicians (MD) and clinical scientists (PhD) are governed by the University of Ottawa’s Faculty of Medicine Appointments Policy.

The following four areas must be addressed for each faculty member upon appointment:
1. Department
2. Category
3. Rank
4. Academic Job Description / Career Path

Primary Appointment Categories
There are two categories of appointment for Clinical Faculty Members: Full-time Clinical Academic Appointment; and Part-time Clinical Academic Appointment. Each of the categories of academic appointment is differentiated by the amount of time dedicated to academic work on average over the course of the year, as described below:

- **Full-time**: The physician or clinical scientist (PhD) spends four (4) full days or greater per week in academic activities as approved by the Department Chair and the Dean (and as defined by an academic job description), at the University, a research institution, or a fully-affiliated hospital, community-affiliated hospital, or an affiliated community practice with a relationship with at the University of Ottawa.

- **Part-time**: The physician or clinical scientist (PhD) spends between one (1) and four (4) days per week in academic activities as approved by the Department Chair and the Dean (and as defined by an academic job description), at the University, a research institution, or a fully-affiliated hospital, community-affiliated hospital, or an affiliated community practice with a relationship with the University of Ottawa. The number of days per week shall be agreed to in the Letter of Agreement (LOA).

Volunteer (but not paid) activity at other academic institutions may qualify as approved academic activity. Secondment to another employer is at the discretion of the Department Chair, and any changes to the appointment category will be addressed by the Academic Leave Policy.
Approval Process for Appointing Clinical Faculty

The Faculty Appointments Advisory Committee (FAAC) advises the Dean concerning faculty appointments for clinicians (MDs) and clinical scientists (PhDs) specifically involved in the process of patient care. The FAAC does not review basic scientists with appointments at research institutes who are not involved in patient care. Their review will be streamlined through the Basic Sciences Departments and plans are underway to formalize their review process in parallel with this work.

The FAAC is responsible for approval of all University clinical academic appointments (new full-time and part-time appointments) with the exception of adjunct professors (appointments at the Adjunct level will not include a professorial rank), as well as recommending academic rank of candidate for appointment not already determined by the Promotions Committee.

The FAAC performs a documentary review of applications submitted by the Department Chair or applicable academic head, applying sector-specific standards to judge fairly and consistently the merits of the appointment applications. The FAAC will either: recommend/not recommend an appointment to the Dean; or request further information on an application. Decisions to defer an application are achieved by consensus or vote. Decisions to accept an application will be recommended to the Dean.

The Committee will communicate with the Department Chair throughout the application process. Any questions and concerns with the application will be directed to the Department Chair, and he/she will be copied on any recommendation to the Dean. There will be a free flow of information from the Committee Chair to the Dean.

The Department Chair, or applicable academic head, may at any time appeal to the Dean the FAAC’s recommendation on an application, or re-submit the application to the FAAC with additional information.

Requirements for Appointment

The ranks of academic appointment are as follows:

- Lecturer
- Assistant Professor
- Associate Professor
- Full Professor.

Appointment to an academic rank is aimed at the component of clinician or researcher work that is specifically focused on furthering the University of Ottawa’s academic mission. All Clinicians appointed at the rank of Lecturer engage in teaching activities that are vitally important to the University. There are two (2) groups of clinicians encompassed within the rank of Lecturer: those that intend to leverage the rank as a stepping stone to further advancement; and those who participate in teaching students, however, do not intend to pursue academic promotion. The work of Lecturers who do not intend to pursue academic promotion is essential to the mission of hospitals and those serving in community settings. The value that these clinicians bring, through their teaching of medical students and residents, and their clinical contributions, is paramount.
Criteria for Decision on Rank
Applicants that are engaged in academic work for greater than one (1) day a week on average over the course of the year of their professional time could be considered for an appointment at the Lecturer, Assistant or Associate level and exceptionally at the Full Professor level.

LECTURER
An initial appointment at the rank of Lecturer requires:
- An MD with a license to practice, or a PhD;
- Required clinical training; and
- Required credentials as pertinent to the specific hospital site or community setting. Specific required credentials, such as the CMPA, are defined by the Department.

ASSISTANT PROFESSOR
An initial appointment at the rank of Assistant Professor requires:
- An MD with a license to practice, or a PhD;
- Required clinical training;
- Required credentials as pertinent to the specific hospital site or community setting. Specific required credentials, such as the CMPA, are defined by the Department;
- Further training of at least one (1) year (post-residency) in areas such as, but not limited to: Clinical Fellowship; Research; Education; and/or Additional Degree OR at least one (1) year of experience as a Faculty Lecturer; and
- Evidence of scholarship and clear intention to pursue academic promotion.

In situations where the member has completed equivalent fellowship training but is currently enrolled in a graduate studies program, the appointment will be as Lecturer until completion of that degree program.

ASSOCIATE OR FULL PROFESSOR
Applicants that hold an appointment at the rank of Assistant, Associate or Full Professor at another university will be reviewed by the FAAC to ensure that they meet the University of Ottawa Faculty of Medicine standards for the requested rank. Applications for promotion at the time of initial appointment must be directed by the Department Chair to the Dean on the recommendation of the Departmental Teaching Personnel Committee (DTPC).

Application Requirements

LECTURER, ASSISTANT, ASSOCIATE AND FULL PROFESSOR
Initial requests for a clinical appointment at these levels require the following documents to be submitted to the FAAC:
1. Application for Clinical Academic Appointment Form signed by the Department Chair (refer to Appendix A);
2. Updated Curriculum Vitae (short form CV; refer to Appendix C);
3. Academic Job Description, where applicable;
4. Draft offer of Academic Appointment letter- LOA (unsigned);
5. Letter of Support from the Department Chair;
6. Memorandum of Agreement (refer to Appendix D);
7. Letter of Support from the Chair of the Departmental Teaching Personnel Committee (DTPC), or equivalent, or excerpt from minutes of meeting;
8. Internal letters of reference (2-3), where applicable; and
9. External letters of reference (2-3), where applicable. In cases where only internal letters may be available, 3-4 letters will be required. External letters of reference are those provided in support of the candidate application by references from departments other than hospital-based department where the candidate holds the appointment.

Refer to Appendix B for the academic appointment application checklist template.

**ADJUNCT PROFESSOR**

Appointments at the level of Adjunct Professor will be made by the Department Chair with involvement of the Departmental Teaching Personnel Committee (DTPC) as needed. These appointments will be evaluated after thirty-six (36) months or earlier as defined by the academic job description.

The following are minimum application requirements:

1. Updated Curriculum Vitae (refer to Appendix C);
2. Letter of support from the Department Chair;
3. MOA stating expected academic contributions to the Faculty (refer to Appendix D); and
4. A letter from the Program Director of the DME may be included.

Refer to Appendix B for the academic appointment application checklist template.

**ADVANCEMENT FROM LECTURER TO ASSISTANT PROFESSOR**

Advancement from Lecturer to the status of Assistant Professor is a simplified process that will be addressed by the FAAC. This can commence after one (1) year in the position of Lecturer, or at any point thereafter, provided the candidate has demonstrated evidence of commitment to the University’s academic mission and clear intention to pursue academic promotion. The following application requirements apply to achieve advancement:

- Application form signed by the applicant (refer to Appendix A);
- Updated Curriculum Vitae (refer to Appendix C);
- Updated academic job description;
- Copy of offer of academic appointment letter (LOA) – unsigned;
- Letter of support from Department Chair;
- Letter of support from the Chair of the DTPC; and
- Undergraduate and graduate reviews, and research reviews, as needed.

Refer to Appendix B for the academic appointment application checklist template.
Appendix A: Application for Clinical Appointment Form

1. To which Faculty of Medicine clinical department/division are you requesting an appointment?
   - Anesthesia
   - Emergency Medicine
   - Family Medicine
   - Medicine
   - Obstetrics and Gynecology
   - Ophthalmology
   - Oto-Rhino-Laryngology
   - Pathology and Laboratory Medicine
   - Pediatrics
   - Psychiatry
   - Radiology
   - Surgery

2. Do you hold, or have you ever held, an academic appointment at the University of Ottawa?
   - Yes
   - No

3. What type of University appointment are you applying for now?
   - Initial request for a clinical appointment at the following levels: lecturer, assistant, associate, full
   - Change in an existing appointment
   - Advancement from Lecturer to Assistant Professor

4. Please fill out:
   - Surname: _____________________________________________
   - Given Name:  __________________________________________
   - Email Address: _________________________________________
   - Clinical Practice Address:
     _______________________________________________________
     _______________________________________________________

5. Citizenship or Immigration Status:
   - Canadian
   - Permanent Resident Status
   - Other

6. Are you a member of the College of Physicians and Surgeons of Ontario (CPSO)?
   - Not a member of the CPSO
   - Current member of the CPSO
   - Pending membership in the CPSO
7. **What type of CPSO registration will you have when your University appointment begins?**
   - [ ] Independent Practice Certificate of Registration
   - [ ] Certificate of Academic Registration
   - [ ] Restricted Certificate of Registration
   - [ ] Other

8. **Have you passed Royal College of Physicians and Surgeons of Canada Specialty Exams?**
   - [ ] Yes
   - [ ] No

9. **Have you passed the Certification Examination in Family Medicine (Canada)?**
   - [ ] Yes
   - [ ] No

10. **Are you a member of the College of Family Physicians of Canada (CFPC)?**
    - [ ] Not a member of the CFPC
    - [ ] Current member of the CFPC
    - [ ] Pending membership in the CFPC

11. **Have you passed specialty exams outside of Canada?**
    - [ ] Yes
    - [ ] No
    
    If yes, where? ___________________________ When? __________________________

12. **Please state the names of the University of Ottawa affiliated hospitals or clinical sites where you have or are seeking an appointment:**

13. **Will you be participating in a conforming practice plan (or equivalent) when your University appointment begins?** (Generally, active staff at fully-affiliated hospitals are in practice plans.)
    - [ ] Yes
    - [ ] No
    - [ ] Don’t know

All appointment requests should be sent to the Professional Affairs Office at:

    Faculty of Medicine
    RGN 2129 N
    451 Smyth Road
    Ottawa, On
    K1H 8M5

Should you have any questions or concerns regarding the appointment process do not hesitate to contact us at proaff@uottawa.ca or at 613-562-5800 extension 8604.
Appendix B: Academic Appointment Application Checklist

The application for appointment for an academic rank requires the documents listed below. If all documents required are not received, the package will be returned.

**LECTURER**
Initial request for a clinical appointment at this academic rank requires the following documents to be submitted to the FAAC:

<table>
<thead>
<tr>
<th>Item</th>
<th>Enclosed</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Application for Clinical Academic Appointment Form signed by the Department Chair</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>2 Updated Curriculum Vitae (regular)</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>3 Letter of Support from the Department Chair</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>4 Memorandum of Agreement</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>5 Internal letters of reference (2-3), where applicable</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

**ASSISTANT, ASSOCIATE AND FULL PROFESSOR**
Initial requests for a clinical appointment at these levels require the following documents to be submitted to the FAAC:

<table>
<thead>
<tr>
<th>Item</th>
<th>Enclosed</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Application for Clinical Academic Appointment Form signed by the Department Chair</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>2 Updated Curriculum Vitae (regular and short form CV)</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>3 Academic Job Description, where applicable</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>4 Draft offer of Academic Appointment letter-LOA (unsigned)</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>5 Letter of Support from the Department Chair</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>6 Memorandum of Agreement</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>7 Letter of Support from the Chair of the Departmental Teaching Personnel Committee (DTPC), or equivalent, or excerpt from minutes of meeting</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>
Internal letters of reference (2-3), where applicable

External letters of reference (2-3), where applicable**

** In cases where only internal letters may be available, 3-4 letters will be required. External letters of reference are those provided in support of the candidate application by references from departments other than hospital-based department where the candidate holds the appointment.

**ADJUNCT PROFESSOR**

Appointments at the level of Adjunct Professor will be made by the Department Chair. The following are minimum application requirements:

<table>
<thead>
<tr>
<th>Item</th>
<th>Enclosed</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Updated Curriculum Vitae</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>2. Letter of support from the Department Chair</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>3. MOA stating expected academic contributions to the Faculty</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>4. A letter from the Program Director of the DME may be included</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

**ADVANCEMENT FROM LECTURER TO ASSISTANT PROFESSOR**

The following application requirements apply to achieve advancement:

<table>
<thead>
<tr>
<th>Item</th>
<th>Enclosed</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application form signed by the applicant</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>2. Updated Curriculum Vitae</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>3. Updated academic job description</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>4. Copy of offer of academic appointment letter (LOA) – unsigned</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>5. Letter of support from Department Chair</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>6. Letter of support from the Chair of the DTPC</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>7. Undergraduate and graduate reviews, and research reviews, as needed</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>
# Appendix C: Short Form Curriculum Vitae Template

**Important**: Information on this page will strictly be used to create University of Ottawa E-forms (Employment forms) that are sent to Board of Governors. Please note that any missing information may cause a delay on your academic appointment as well as your faculty ID#.

## General

| Name: | 
| Department: | 
| Date of Birth: | 
| Citizenship: | 
| Gender: | 
| Correspondence language: | 
| Email Address: | 
| Home address and phone number: | 
| Work address and phone number: | 

## Career Path*

*Check one only*

- □ Clinician Teacher
- □ Clinician Educator
- □ Clinician Scientist
- □ Clinician Investigator
- □ Clinician Administrator

## Time Allocation

<table>
<thead>
<tr>
<th>Clinical % :</th>
<th>Education % :</th>
<th>Administration % :</th>
<th>Research % :</th>
</tr>
</thead>
</table>

## Education / Certification / Fellowships

<table>
<thead>
<tr>
<th>Degrees / Designations (MD, PhD, FRCPC, FRCSC, CCFP, etc.)</th>
<th>Institution</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Employment History

<table>
<thead>
<tr>
<th>Date (Past 5 years only)</th>
<th>Institution</th>
<th>Rank or Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Teaching Experience
(*Number of years in each area)

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Postgraduate</th>
<th>Graduate</th>
</tr>
</thead>
</table>

Research Funding*
(* Status PI and/or CO-investigator)

<table>
<thead>
<tr>
<th>Date (Past 5 years only)</th>
<th>Agency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Scholarly Publications*
(*Indicate total number of each)

<table>
<thead>
<tr>
<th>Peer-reviewed articles:</th>
<th>Non-peer reviewed articles:</th>
<th>Abstracts:</th>
<th>Books authored:</th>
<th>Chapters:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Teaching Interests*
(*Indicate E for English, F for French or B for Bilingual)

Note: These items cross various domains (level of learner, subject matter, roles). There are specific learning activities involved for some of them. By showing your interests here, you are not committed to being involved in all of them, so please indicate all that apply.

<table>
<thead>
<tr>
<th>Undergraduate education:</th>
<th>Postgraduate (residency) training:</th>
<th>Continuing Medical Education:</th>
<th>Faculty development:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem-based learning:</td>
<td>Small group teaching:</td>
<td>Lecturing:</td>
<td>Research knowledge and skills:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence-based medicine:</td>
<td>History taking / Interviewing skills:</td>
<td>Physical examination skills:</td>
<td>Professionalism:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student mentoring:</td>
<td>Obj. Structured Clin. Exam (OSCE)</td>
<td>Community preceptor:</td>
<td>Electives:</td>
</tr>
</tbody>
</table>

*Template revised June 28, 2012
Appendix D: Memorandum of Agreement for Academic Appointment

MEMORANDUM OF AGREEMENT FOR
ACADEMIC APPOINTMENT – FACULY OF MEDICINE

This Agreement sets out the terms and conditions between you and the University of Ottawa (“University”), Faculty of Medicine (“Faculty”) related to your academic appointment. By signing this Agreement, you accept the provisions below, the terms outlined in Appendix A or B (where applicable) and understand that your academic appointment and this Agreement are subject to the approval of the Joint Committee of the University of Ottawa.

1. **Academic Appointment**: Your appointment will be as [insert career path name] at the rank of [insert academic rank] within the Department of [insert name] (“Department”) of the Faculty. Your academic appointment is conditional upon and subject to you receiving and maintaining the appropriate class of medical staff privileges at [insert name of hospital]. The University is not responsible for the granting or revoking of medical staff privileges.

2. **Academic Appointment Duties**: You agree to perform the duties associated with your appointment in the areas more particularly set out in Appendix “A or B” attached to this Agreement which will be carried out primarily at the [insert name of affiliated institution/hospital and campus/site]. It is expected that you will commence these duties on or around [insert date].

3. **Sources of Income**: If applicable to your appointment, the sources of income to compensate you for the duties associated with your appointment are more particularly set out in Appendix “A” attached to this Agreement.

4. **University privileges**: Your appointment allows you to benefit from certain University privileges. Please consult this link for more information. [http://www.medecine.uottawa.ca/eng/Benefits_Privileges.html](http://www.medecine.uottawa.ca/eng/Benefits_Privileges.html)

5. **Hospital impact analysis**: If applicable to your academic appointment, the [insert name of hospital] has performed an impact analysis which is attached to this Agreement and it is in keeping with your duties set out in Appendix “A”.

6. **Performance Review**: (a) **Annual Review**: Your performance in carrying out the activities of your appointment may be reviewed annually by your Division and/or Department Chair. Normally, the review will include a review of your achievements and progress on goals for the year, future workload distribution, issues to facilitate in achieving goals, setting of goals for the following year and your intentions on academic promotion.

   (b) **Comprehensive Review**: The continuation of your appointment is conditional upon your meeting satisfactory progress in the areas associated with the activities identified in Appendix A and your annual reviews. After 3 years from the date of your initial appointment, there will be a comprehensive review of your performance. Thereafter, the comprehensive review will occur every 5
years taking into account the annual reviews.

(c) You will have the opportunity to respond and provide comments on the annual and comprehensive reviews. A signed copy of the annual reviews and the comprehensive reviews will be sent to the Dean of the Faculty and will be placed in the personnel file located at the Faculty.

(d) Should there be any significant change arising from an annual review or comprehensive review that affects your duties or source of income, these changes shall be set out in an amended Appendix “A” and signed by you and the Faculty and such amended Appendix A will form part of this Agreement.

7. **Policies and Standards:** You agree that in carrying out the duties associated with your appointment, you must observe and adhere to the policies, procedures and guidelines of the University and of the Faculty which are incorporated by reference into this Agreement, including the Faculty’s policy on the standards of ethical and professional behaviour and to any other applicable standards of professional ethics and medical practice of professional or regulatory bodies. You agree to review the Faculty’s website on a regular basis for any changes to such policies, procedures and guidelines. (Insert link to Faculty webpage).

8. **Personal Information, Authorization and Disclosure:** The University collects your personal information in connection with your academic appointment under the authority of the University of Ottawa Act, 1965 and is subject to the Freedom of Information and Protection of Privacy Act. By signing this agreement, you agree as follows:

(a) Upon written request made by the hospital where you are a member of the medical staff or hold hospital privileges, the University may disclose to the hospital information related to your performance in fulfilling your academic appointment duties.

(b) You authorize and direct the University to notify the hospital where you hold hospital privileges or where you are a member of the medical staff regarding your ethical and professional behaviour. More specifically, the Dean or the Chair of the Department of the Faculty may notify the chief of staff of the hospital, if the Dean is of the opinion that your behaviour, in carrying out your academic appointment duties, has fallen below the Faculty of Medicine’s standards of ethical and professional behavior, or has violated University policies or procedures and/or that patients, faculty members, staff, or learners may or have been exposed to risk of harm or injury as a result of your actions or failure to act. If such notification occurs, you will be so informed.

(c) You authorize and direct the hospital where you hold hospital privileges or where you are a member of the medical staff to notify the University regarding your standard of practice. More specifically, the hospital, as represented by the chief of staff, may notify the University, as represented by the Chair of the Department of the Faculty, if the chief of staff is of the opinion that your practice has fallen below the standard and/or that patients, faculty members, staff, or learners may or have been exposed to risk of harm or injury as a result of your actions or failure to act. If such notification occurs, you will be so informed.

9. **Duration and Termination:** The effective date of this Agreement shall be the date upon which your academic appointment is approved by the Joint Committee of the University of Ottawa and it shall continue unless terminated by one of the following:
(a) There is a change in your academic rank in which case this Agreement is terminated and you will enter into a new written Agreement.

(b) Either party may terminate this Agreement for any reason by providing the other with written notice. The reasonableness of the length of such notice of termination may depend upon the nature of the circumstances at the time of the termination.

(c) The University may, at its sole discretion, revoke your academic appointment and terminate this Agreement immediately and without notice upon the occurrence of any one of the following: (i) you are the subject of a complaint before the hospital’s medical advisory committee; or (ii) The hospital restricts, suspends or cancels your medical staff privileges; or (iii) you fail to observe and perform your obligations pursuant to this Agreement after written notice of such failure and a reasonable opportunity to correct the failure.

10. This Agreement represents and the appendices attached to it form the entire agreement between you and the University in respect of your academic appointment. By signing below, you are agreeing to the terms set out above and in Appendix A or B (where applicable).

Dr. ___________________________ Date ___________________________
Division Head

______________________________ Date ___________________________
Department Chair

______________________________ Date ___________________________
Dean or Vice Dean Professional Affairs
APPENDIX “A” to the Agreement with (insert name of physician, career path name, academic rank)

ACADEMIC APPOINTMENT DUTIES

1. Teaching/education: (insert the area of focus in teaching)
   percentage of professional effort: ________%
   examples of activities and scholarship:

2. Clinical Care: (insert area of focus in clinical care)
   percentage of professional effort: ________%
   examples of activities and scholarship:

3. Research: (insert area of focus in research)
   percentage of professional effort: ________%
   examples of activities and scholarship:

4. Administration (insert area of focus in administration)
   percentage of professional effort: ________%
   examples of activities:

SOURCES OF INCOME

1. Practice Plan: (insert name of practice plan)
   percentage of professional income: ________%
   (insert any other relevant information)

2. External funding organization: (insert name of funding organization)
   percentage of professional income: ________%
   (insert any other relevant information)

3. Hospital stipend: (insert name of hospital)
   percentage of professional income: ________%

4. Clinical earnings (OHIP): (insert source of clinical earnings if other than OHIP)
   percentage of professional income: ________%
   (insert any other relevant information)

5. Other professional income:
   percentage of professional income: ________%
   (specify source and insert any other relevant information)
APPENDIX “B” to the Agreement with (insert name of physician), academic rank of LECTURER

ACADEMIC APPOINTMENT DUTIES

1. In the outpatient and/or inpatient setting, the provision of clinical supervision for medical students in the undergraduate medical education program and / or medical residents in the postgraduate medical education program.

2. Periodic facilitation of teaching sessions medical students and/or residents at the clinical practice location (for example, academic half-days, lectures, case-based learning)

3. Participation in any of the following at the Faculty of Medicine:
   a) lectures
   b) case-based learning tutor
   c) physician skills development (clinical skills) tutor
   d) back to basic lectures
   e) small group facilitation for various topics
   f) OSCE examiner

SOURCES OF INCOME

This is a voluntary position and as such, Dr. ____________________ will derive no income from this appointment. Some specific contributions to education may be recognized with a stipend from the Faculty; Dr. ____________________ will be eligible for such Faculty stipends, as are all other Faculty members. Any stipend received is without University fringe benefits or tenure. Stipends associated with departmental practice plans are available only to members of those specific practice plans.