



Title:	FACULTY OF MEDICINE POLICY ON CLINICAL FACULTY APPOINTMENTS
Approved:	Faculty Executive Committee – May 2, 2025
	All sections outside of Section III A&B (appointment, reappointment and promotion) are effective the date of approval. For the new criteria and procedures established in this Policy, they will apply to appointments and reappointments with effective date of January 1, 2026 and after; promotions with effective date of July 1, 2026 and after.
Approved By:	Faculty of Medicine (FoM) Faculty Executive, as delegated by the Dean of the FoM
Audience:	Faculty of Medicine
Purpose:	To establish standards for the appointment, reappointment, promotion and termination of Clinical Faculty Members within Faculty of Medicine.
Contact:	Dean’s Office, HR

I. INTRODUCTION AND RECOGNITION OF THE IMPORTANCE OF CLINICAL FACULTY

The University of British Columbia (“UBC”) recognizes that Clinical Faculty make significant contributions in the education of undergraduate, graduate and postgraduate learners, residents and fellows and are often engaged in research, academic administration and service at UBC. This Policy describes the appointment, reappointment and promotion of Clinical Faculty in the Faculty of Medicine (“FoM”), and is intended to support consistency in the application of these processes across FoM Departments and Schools.

The health care professionals who supervise and educate FoM learners in clinical and research settings require a faculty appointment for several reasons:

1. For those who teach and assess UBC learners, faculty appointments are necessary to meet most programs accreditation requirements;
2. Individuals with faculty appointments are covered by UBC insurance, thereby avoiding potential liability issues for both the individual and UBC;
3. For those individuals teaching in the MD Undergraduate and Postgraduate Programs, the UBC FoM [Clinical Faculty Compensation Terms for Teaching in the MD Undergraduate and Postgraduate Programs](#)¹ establish a contractual relationship for teaching.

Clinical Faculty appointments are considered term faculty appointments under [UBC Faculty Term Appointments Policy \(AP4\)](#)². Clinical Faculty are responsible for familiarizing themselves and complying

¹ <https://www.med.ubc.ca/clinical-faculty/appointment-policies/>

² <https://universitycounsel.ubc.ca/policies/faculty-term-appointments-policy/>



with the content of all [UBC Policies](#)³ and [FoM Policies](#)⁴ as amended from time to time. Clinical Faculty are expected to abide by the [Professional Standards for Learners and Faculty Members in the Faculties of Medicine and Dentistry at the University of British Columbia](#)⁵ and the [UBC Respectful Environment Statement](#).⁶ If Clinical Faculty have questions regarding policies, they should contact the relevant Department/Division/School/Program Head or Site Leader.

II. DESCRIPTION OF CLINICAL FACULTY

A. Definition of Clinical Faculty

Clinical Faculty are health professionals engaged mainly in the practice of their professions outside UBC. These appointments have been recommended by Departments/Schools and the FoM and have been approved by the UBC Board of Governors for the purpose of participating in academic activities. While teaching is the primary contribution of Clinical Faculty, service, including educational or academic leadership, and scholarly activities are encouraged and recognized.

There are two broad categories of health professionals eligible for Clinical Faculty appointments:

1. **Health professionals governed by the *Health Professions Act (RSBC 1996)*** – to be replaced as the Health Professions and Occupations Act (HPOA) on April 1, 2026: Individuals who are practicing in their profession and are licensed and in good standing with their respective British Columbia College. Genetic Counsellors are to be board certified and in good standing with either the Canadian Board of Genetic Counselling or the American Board of Genetic Counseling. In cases whereby learners have clinical placements in other provinces or territories supervised by UBC clinical faculty, these clinical faculty are licensed and in good standing with their respective provincial or territorial governing body. Those who retire from clinical practice may retain their appointments for as long as they continue to make academic contributions. Those retired physicians who are licensed by the College of Physicians and Surgeons of British Columbia (CPSBC) in the *Administrative* class of registration under section 2-20(1)(c) of the CPSBC bylaws may continue to teach undergraduate learners with simulated and/or volunteer patients. Clinical Faculty who are no longer licensed or certified with their respective College, Board, provincial or territorial governing body may only deliver teaching without patient care and cannot teach undergraduate learners with simulated and/or volunteer patients.

2. **Health professionals not governed by the *Health Professions Act (RSBC 1996)*:** Departments/Schools may recommend a Clinical Faculty appointment for individuals whose primary employment is with a BC Health Authority (or similar public agency), and whose primary professional contributions directly support the delivery of patient care or on improving or sustaining the health of the population. These health professionals may maintain a Clinical Faculty appointment while employed and in good standing within their employer organization. Where applicable to their professions, they are also members in good standing with their respective professional organizations. Clinical Faculty appointed in this category may only deliver teaching without patient care. Health professionals in this category who retire from their regular employment with a Health

³ <https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/>

⁴ <https://mednet.med.ubc.ca/office-of-the-dean/governance/policies-guidelines/>

⁵ <https://med-fom-mednet.sites.olt.ubc.ca/files/2022/09/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf>

⁶ <https://hr.ubc.ca/working-ubc/workplace-experience/respectful-environment>



Authority (or similar public agency) may maintain their Clinical Faculty appointment as long as they continue to make academic contributions.

B. Criteria and Expectations of Clinical Faculty Ranks

Specific criteria, expectations, and appropriate length of appointments for each rank for appointment, reappointment, and promotion are listed in *Appendix A*. Examples of academic activities in the FoM that support faculty engagement and fulfillment of Clinical Faculty expectations are described in the [Guide to Academic Activities for Clinical Faculty in the Faculty of Medicine](#).⁷ In addition, the following expectations **are required** for all Clinical Faculty at any rank:

1. Maintenance of good standing with the respective provincial/territorial governing body of their health profession, professional organization or employer.
2. Demonstration of the highest professional standards, upholding the [Professional Standards for Learners and Faculty Members in the Faculties of Medicine and Dentistry at the University of British Columbia](#)⁸ and the [UBC Respectful Environment Statement](#).⁹
3. Commitment to supporting the [FoM's Strategic Plan](#)¹⁰, including advancing respectful environments, equity, diversity, inclusion, anti-racism, and anti-discrimination in academic, professional or community contexts, and the [FoM's response](#)¹¹ to the Truth and Reconciliation Commission of Canada Calls to Action.
4. Overall academic contributions within each rank are typically expected to be 50 hours over a two-year period.

III. PROCEDURES FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION OF CLINICAL FACULTY

Each Department/School is responsible for establishing a standing Clinical Appointment, Reappointment and Promotion (CARP) Committee to deliberate and make recommendations on the appointment, reappointment and promotion of Clinical Faculty. The Committee should consist of four (4) to eight (8) Clinical Faculty elected by Clinical Faculty for a term of up to three (3) years, (renewable). The Committee is chaired by the Department Head/School Director (Head/Director) or delegate who is non-voting. To be eligible to vote on appointments, members must be of a rank equal to or higher than that of the candidate. To be eligible to vote on reappointment and promotion, members must be of a rank higher than that of the candidate except for Clinical Professors where the rank must be equal. The voting majority (>50%) will constitute the recommendation of the CARP. Votes of individual Committee members are confidential. Members of the Committee should be reminded that confidentiality is expected of all those participating in the review.

⁷ <https://med-fom-mednet.sites.olt.ubc.ca/files/2025/01/Guide-to-Academic-Activities-for-Clinical-Faculty-in-the-Faculty-of-Medicine-3.docx>

⁸ <https://med-fom-mednet.sites.olt.ubc.ca/files/2022/09/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf>

⁹ <https://hr.ubc.ca/working-ubc/workplace-experience/respectful-environment>

¹⁰ https://stratplan.med.ubc.ca/files/2021/09/UBC_Faculty_of_Medicine_Strategic_Plan_20212026_Final.pdf

¹¹ <https://med-fom-faculty.sites.olt.ubc.ca/files/2021/07/FoM-Response-to-the-TRC-21-07-05-Final.pdf>



A. Appointment

Clinical Faculty appointments are granted by the UBC Board of Governors as per [UBC Board Appointments Policy \(AP3\)](#)¹² and are subject to the terms referenced in this FoM Policy. In addition, Clinical Faculty appointments for individuals who do not possess Canadian citizenship or permanent residency are subject to being granted appropriate status by Immigration, Refugees and Citizenship Canada.

Clinical Faculty are appointed to the Department/School most closely aligned with their area of training and practice. An initial appointment as Clinical Faculty can be at any rank, providing the criteria and expectations of that rank are met at the time of application (*Appendix A*) and where applicable, recognizing the highest rank held by the applicant at a previous academic institution. Locums are required to have a Clinical Faculty appointment if they are involved in teaching. Locums can be appointed/reappointed for shorter periods (minimum one (1) year) to allow for more frequent review on the continued need for a Clinical Faculty appointment.

Appointment at the rank of Clinical Instructor will be reviewed and recommended by Head/Director directly to the Dean. Appointment at any other rank requires review and vote by the CARP Committee. A majority (>50%) vote constitutes a recommendation to the Head/Director. The Head/Director provides their own recommendation to the Dean, including the vote and recommendation of the CARP Committee, for the Dean's consideration.

Where there is discrepancy between the recommendation for appointment by the CARP Committee and the Head/Director, the FoM Clinical Appointment, Reappointment and Promotion (FCARP) Committee will review the application and provide a recommendation to the Dean, for their final review and decision.

In situations where the Head/Director either does not recommend appointment or recommends appointment at a rank lower than one held at a previous academic institution, the applicant may request review of the application by the FCARP Committee (refer to *section C*) with final decision on the appointment and rank by the Dean.

Streamlined Process

A streamlined process may be utilized in circumstances where the teaching need is immediate. Streamlined applications are reviewed at the rank of Clinical Instructor with Head/Director's recommendation directly to the Dean. Initial appointments are one (1) year in length only. Promotion to a higher rank can happen at any time and follow the Department/School's normal process for promotion reviews.

B. Reappointment and Promotion

Recommendations and decisions regarding reappointment or promotion are based on a review of the Clinical Faculty's contributions to the FoM and UBC relative to the criteria for the applicable rank (*Appendix A*). Clinical Faculty are expected to maintain an up-to-date record of their academic activities using the [FoM abbreviated curriculum vitae](#)¹³. The Head/Director or designate is responsible for providing Clinical Faculty with regular feedback, including eligibility, criteria, and expectations for reappointment/promotion.

¹² <https://universitycounsel.ubc.ca/policies/board-appointments-policy/>

¹³ <https://mednet.med.ubc.ca/hiring-faculty/clinical-faculty-appointments-and-promotions/>



Reappointment

Within the last year of their appointment term, Clinical Faculty are to: (i) confirm their intention to seek reappointment; (ii) confirm their academic contributions for the past term for review, as per criteria for reappointment (*Appendix A*), and; (iii) confirm their continued commitment to comply with all [UBC Policies¹⁴](#) and [FoM Policies¹⁵](#).

Reappointment at any rank may be recommended by the Head/Director to the Dean directly without review by the CARP Committee as long as they meet the reappointment criteria (*Appendix A*). If non-reappointment is being considered, outside of a resignation, the CARP Committee must be consulted in the review and recommendation process. In such cases, the Head/Director informs the Clinical Faculty of the concerns in writing and provides an opportunity for the member to respond to those concerns for consideration by the CARP Committee before proceeding to a vote and recommendation. A one-year appointment extension may be granted by the Head/Director to provide the individual with an opportunity to meet the criteria for reappointment. When there is a discrepancy between the CARP Committee and the Head/Director on the recommendation for reappointment, the reappointment package moves to the FCARP Committee to review with final decision by the Dean.

If reappointment is not recommended by the CARP Committee and the Head/Director, a rationale must be provided in writing to the Clinical Faculty member. The individual may request review of the recommendation against reappointment by the FCARP Committee. If the reappointment is under review at the FCARP Committee, the individual's appointment will be maintained until final decision by the Dean.

Promotion

Review for promotion is optional for Clinical Faculty, contingent upon meeting the criteria for promotion. It is not based on years in the current rank. When reviewing applications for promotion, CARP Committees should place primary emphasis on assessing contributions made by the Clinical Faculty since the time of their last promotion (i.e. while at their present rank). As per the *University Act*, all clinical faculty promotions are recommended by the President through the Dean. All applications for promotion are reviewed by the CARP Committee, with the majority (>50%) vote constituting a recommendation to the Head/Director. The Head/Director provides their own recommendation to the Dean along with the vote and recommendation of the CARP Committee.

If the review by the CARP Committee raises concerns about promotion relative to the criteria, the CARP Committee does not proceed to vote and the Head/Director provides the Clinical Faculty member with concerns raised by the CARP Committee in writing and an opportunity for the Clinical Faculty member to either (i) respond to those concerns before their file moves forward to a vote and recommendation by the CARP or (ii) request that the promotion review be stopped. Clinical Faculty may request that the promotion review be stopped at any stage of the process. The Clinical Faculty member can then request promotion again a minimum of one year later, if they can demonstrate that they have responded to the concerns raised previously.

Promotions to the rank of Clinical Professor require the FCARP Committee to review and make a recommendation to the Dean. For promotions to the rank of Clinical Assistant or Associate Professor, only

¹⁴ <https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/>

¹⁵ <https://mednet.med.ubc.ca/office-of-the-dean/governance/policies-guidelines/>



cases where there is discrepancy between the recommendation of the CARP Committee and the Head/Director move to the FCARP Committee for review.

The Dean's recommendation regarding all levels of promotion is forwarded to the President's Office twice a year for review and approval, as per the *University Act*. The Dean will notify Clinical Faculty when a decision is made.

C. FoM Clinical Appointment, Reappointment and Promotion (FCARP) Committee

The purpose of this Committee is to make recommendations to the Dean on those Clinical Faculty appointments, reappointments and promotions that have been referred to the Committee for review, as outlined in this Policy. The Committee makes recommendations to the Dean regarding:

1. Promotion to the rank of Clinical Professor;
2. Appointment, reappointment and promotion where there is a discrepancy between the CARP Committee recommendation and the recommendation of the Head/Director; and
3. Upon request of the Clinical Faculty member when the Department/School recommendation is against appointment, reappointment or promotion, or at the time of appointment where the Department/School recommendation is for an initial appointment at a rank lower than was held by the applicant at their previous academic institution.

IV. LEAVE OF ABSENCE

Clinical Faculty are eligible for a leave of absence (LOA) from academic responsibilities as set out below:

1. Clinical Faculty requiring an extended medical, compassionate, maternity, parental, or adoption leave of absence should notify the Head/Director in writing with advance notice where possible.
2. Clinical Faculty may apply for a LOA for other personal reasons not specified in item 1. A LOA can be for a period of up to one (1) year, with the possibility of an extension up to a maximum of two (2) years in total. A written request should be made to the Head/Director at least three (3) months before the requested leave start date, unless waived by the Head/Director. The Head/Director will notify the Clinical Faculty member of their decision in writing. Approvals will not be unreasonably withheld.

Clinical Faculty approved for a LOA will continue to hold their Clinical Faculty appointment for the duration of their current term. Where a LOA exceeds the current appointment term, consideration for recommendation for reappointment will generally be deferred until the Clinical Faculty member returns from leave and pursuant to the terms of this Policy.



V. TERMINATION OF APPOINTMENT

UBC may terminate the Clinical Faculty appointment with or without cause in accordance with the procedures in the [UBC Faculty Term Appointments Without Review \(AP4\)](#)¹⁶ and the [UBC Board Appointments Policy \(AP3\)](#).¹⁷ Reasons which may include but not limited to suspension or cancellation of license to practice or employment with the Health Authority (or similar public agency), and/or breaches of [UBC Policies](#)¹⁸ and/or [FoM Policies](#)¹⁹.

VI. CLINICAL EMERITUS AND POST-RETIREMENT APPOINTMENT

Clinical Emeritus

Individuals holding Clinical Faculty appointments at certain ranks may be eligible for emeritus status at the time of retirement from active University service. Emeritus status is an honourable recognition of long service and contributions to the Faculty of Medicine that is granted for life. It is not automatic; each case is decided on its individual merit. The process may be initiated by the appropriate Head/Director and the Clinical Faculty member must meet the eligibility requirements as stated in the [Senate Emeritus Policy](#)²⁰. The application for clinical emeritus status requires the review and approval of the CARP Committee and recommendation by the Head/Director. Recommendations for emeritus status are forwarded by the Dean to the Senate Tributes Committee for approval. The Dean, at their discretion, may decide based on individual merit, not to recommend emeritus status to the Senate Tributes Committee. Senate, at its discretion, may decide under exceptional circumstances not to grant emeritus status or to revoke emeritus status from an individual.

Post-Retirement Appointments

Retired faculty members who have obtained emeritus status can be hired into a post-retirement appointment under [UBC Policy AP1 Retired Faculty Appointments](#)²¹. The appointment must provide a specific benefit for the unit or Faculty, and the University.

VII. CHANGES TO THIS DOCUMENT

This document may be amended, modified or terminated following approval of the Faculty Executive Committee.

¹⁶ <https://universitycounsel.ubc.ca/policies/faculty-term-appointments-policy/>

¹⁷ <https://universitycounsel.ubc.ca/policies/board-appointments-policy/>

¹⁸ <https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/>

¹⁹ <https://mednet.med.ubc.ca/office-of-the-dean/governance/policies-guidelines/>

²⁰ <https://senate.ubc.ca/vancouver/policies/emeritus-policy/>

²¹ <https://universitycounsel.ubc.ca/policies/retired-faculty-appointment-policy/>

APPENDIX A: RANK CRITERIA

REQUIREMENTS FOR MAINTAINING CLINICAL FACULTY APPOINTMENT				
MANDATORY FOR ALL RANKS	<ol style="list-style-type: none"> 1. Maintenance of good standing with the respective provincial/territorial governing body of their health profession, professional organization or employer. 2. Demonstration of the highest professional standards, upholding the Professional Standards for Learners and Faculty Members in the Faculties of Medicine and Dentistry at the University of British Columbiaⁱ and the UBC Respectful Environment Statement.ⁱⁱ 3. Commitment to supporting the Faculty of Medicine's Strategic Planⁱⁱⁱ, including advancing respectful environments, equity, diversity, inclusion, anti-racism, and anti-discrimination in academic, professional or community contexts, and the Faculty of Medicine's response^{iv} to the Truth and Reconciliation Commission of Canada Calls to Action. 4. Overall academic contributions within each rank are typically expected to be 50 hours over a two-year period. 			
RANK CRITERIA FOR APPOINTMENT AND PROMOTION				
	CLINICAL INSTRUCTOR	CLINICAL ASSISTANT PROFESSOR	CLINICAL ASSOCIATE PROFESSOR	CLINICAL PROFESSOR
Appointment Length	Up to 5 years, renewable upon review; Streamlined: 1 year	Up to 5 years, renewable upon review	Up to 5 years, renewable upon review	Up to 7 years, renewable upon review
Overall Academic Activities	Demonstrates an interest in teaching and other academic contributions (service and scholarly activity).	Meet the mandatory criteria for Teaching/Educational Leadership (1). Academic head of unit may identify areas of focus and assign academic activities to meet the department/school/program/site/UBC's needs.	Meet the mandatory criteria for Teaching/Educational Leadership (1-2), PLUS the mandatory criteria for Service OR Scholarly Activity. Academic head of unit may identify areas of focus and assign academic contributions to meet the department/school/program/site/UBC's needs.	Meet all of the mandatory criteria for Teaching/Educational Leadership (1-4) OR for Service (1-3) (demonstrating depth of contribution in one specific area); OR , meet most of the criteria in at least two areas (demonstrating breadth of contribution beyond Clinical Associate Professor). Academic head of unit may identify areas of focus and assign academic contributions to meet the department/school/program/site/UBC's needs.
➤ Teaching/Educational Leadership		<ol style="list-style-type: none"> 1. Demonstrates, through objective evaluations of teaching, capability as a teacher. <ul style="list-style-type: none"> • <i>Supplementary:</i> Contributes to the mentorship of colleagues. 	<ol style="list-style-type: none"> 1. Demonstrates, through objective evaluations of teaching, strong and effective capability as a teacher; AND 2. Demonstrates commitment to continuous improvement in one's own teaching through the use of learner feedback, participating in professional development, educational opportunities, etc. <ul style="list-style-type: none"> • <i>Supplementary:</i> Contributes to the mentorship of colleagues; Contributes content to Continuing Professional Development and Faculty Development programs; • <i>Supplementary:</i> Leadership and significant contributions to curriculum, learning initiatives, teaching committees, or health education scholarship. 	<ol style="list-style-type: none"> 1. Demonstrates outstanding skills as an enthusiastic, effective teacher who creates a stimulating and supportive learning environment, demonstrated through objective teaching evaluations; 2. Provides instruction, mentorship and inspiration to colleagues; 3. Contributes to curriculum, programs, and/or professional development that is recognized by their peers; 4. Formal educational leadership responsibilities, leadership and significant contributions to curriculum, learning initiatives, teaching committees, or health education scholarship; <ul style="list-style-type: none"> • <i>Supplementary:</i> Leads/organizes Continuing Professional Development/Faculty Development programs.
➤ Service		<ul style="list-style-type: none"> • <i>Supplementary:</i> Contributes to work advancing equity, diversity and inclusion in academic, professional, or community contexts; Participates in administrative and/or service activities of their hospital, agency, professional organization, the FoM and/or UBC; Shares expertise at professional society meetings, in continuing professional educational programs or at other institutions. 	<ol style="list-style-type: none"> 1. Actively participates in roles and responsibilities with health authority, or with a provincial, territorial and/or national health related organization (e.g. participating on a specialty or advisory committee, or examination board; or as a member of an examination committee); AND 2. Contributes significantly to the administration and/or service activities of their hospital, agency, professional organization, the FoM and/or UBC. <ul style="list-style-type: none"> • <i>Supplementary:</i> Engages in activities or work related to advancing equity, diversity and inclusion in academic, professional, or community contexts. 	<ol style="list-style-type: none"> 1. Models inclusive practices in all areas of professional engagement (including in academic, clinical, and community environments), and makes contributions to advancing EDI, anti-racism and anti-discrimination; 2. Demonstrates exceptional impact in leadership for FoM/UBC, health authority, or for provincial or territorial, national or international professional organization; 3. Demonstrates exceptional impact in service to their hospital, agency, professional organization, the FoM, UBC, or community including leadership in committee, administrative or policy-making decisions.
➤ Scholarly Activity			<ol style="list-style-type: none"> 1. Participates in research as a primary investigator, co-investigator, collaborator, including non-traditional forms of scholarship such as non-peer-reviewed publications, or in knowledge translation activities; OR 2. Engages in health systems innovation and/or quality improvement. 	<ol style="list-style-type: none"> 1. Participates in research as a primary investigator, co-investigator or in collaborative studies, including non-traditional forms of scholarship such as non-peer-reviewed publications, or in knowledge translation activities; 2. Generates evidence in support of health systems innovation and/or quality improvement, patient safety and/or health care advocacy and/or health outcomes and/or clinical practices.

ⁱ <https://med-fom-mednet.sites.olt.ubc.ca/files/2022/09/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf>

ⁱⁱ <https://hr.ubc.ca/working-ubc/workplace-experience/respectful-environment>

ⁱⁱⁱ https://stratplan.med.ubc.ca/files/2021/09/UBC_Faculty_of_Medicine_Strategic_Plan_20212026_Final.pdf

^{iv} <https://med-fom-faculty.sites.olt.ubc.ca/files/2021/07/FoM-Response-to-the-TRC-21-07-05-Final.pdf>