

# **THE SCHOOL OF AUDIOLOGY AND SPEECH SCIENCES**

## **POLICY ON CLINICAL FACULTY APPOINTMENTS**



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## I. INTRODUCTON AND RECOGNITION OF THE IMPORTANCE OF CLINICAL FACULTY

This document describes the role of Clinical Faculty members in the School of Audiology and Speech Sciences (hereafter “School”), and provides criteria and procedures established by the School for the appointment, reappointment, and promotion of Clinical Faculty (CF). These criteria and procedures are in accordance with those developed within the Faculty of Medicine (FoM) (see: Policy on Clinical Faculty Appointments, UBC Faculty of Medicine, July 2015). The purpose of this policy is to ensure fairness and uniformity in the process of clinical appointments, reappointments and promotions in the School.

Clinical Faculty members educate and inspire our learners, and are the role models for the next generation of healthcare professionals. They often also make significant contributions in administration, professional development, and translational and clinical research. Clinical Faculty members hold formal, non-tenure-track clinical appointments with the University of British Columbia in the Faculty of Medicine, but are primarily employed by agencies, institutions, or practices other than the University. Faculty appointments for those who teach and assess UBC learners are required to meet accreditation requirements. Most Clinical Faculty are involved directly in clinical instruction, but others may have indirect instructional roles and/or supervise student research and/or participate in the research programs of the School’s laboratories. In all cases, the School acknowledges the essential nature of the contribution made by Clinical Faculty to the School’s educational and scientific mission.

Individuals with faculty appointments are covered by UBC insurance, thereby avoiding potential liability issues for both the individual and UBC. Clinical Faculty members are subject to all [UBC](#) and [Faculty of Medicine Policies](#), as amended from time to time, and are responsible for familiarizing themselves and complying with the content of these Policies. In particular, all Clinical Faculty members are expected to be aware of and abide by the [Professional Standards for Learners and Faculty Members in the Faculties of Medicine and Dentistry at the University of British Columbia](#). If Clinical Faculty members have questions regarding School/Program policies, they should contact the School Director.

The School of Audiology and Speech Sciences affirms that:

- Clinical Faculty are an integral part of the School, critical to the achievement of the School’s mission, and highly valued contributors to its programs in Audiology and Speech-Language Pathology;
- Clinical Faculty appointments are achieved and maintained through excellence in teaching, scholarly activity, and service;
- Clinical Faculty provide students with essential role models of professional involvement, commitment, and clinical practice;
- Through Clinical Faculty appointments and promotions, the School supports professionals who provide positive clinical experiences for students, administer programs that provide such experiences, participate in the administrative functions of the School, conduct and/or supervise clinically oriented research, or engage in some combination of these activities, thereby showing their commitment to the education and the scientific advancement of future generations of professionals.

Clinical Faculty members are represented in several ways within the School of Audiology and Speech Sciences and the Faculty of Medicine, including:

- A representative from Audiology and a representative from Speech-Language Pathology, nominated and elected by Clinical Faculty, who each attend regularly scheduled School meetings;
- A representative, nominated and elected by Clinical Faculty, who attends regularly scheduled meetings of the Clinical Faculty Affairs Committee within the Faculty of Medicine. This representative is from either Audiology or Speech-Language Pathology;
- At least two representatives from Audiology and two representatives from Speech-Language Pathology, each at the rank of Clinical Assistant Professor or higher, who are members of the Clinical Faculty Appointments and Promotions Committee within the School;
- One elected representative at the rank of Clinical Professor who is eligible to sit on the FoM's University Clinical Faculty Appointment and Promotion Committee (UCFAPC).

#### Benefits of a Clinical Faculty Appointment

Advantages of a Clinical Faculty appointment include:

- the opportunity to teach enthusiastic learners who can invigorate and sustain your clinical and academic interests;
- association and collaboration with others in the School and throughout UBC;
- the infrastructure and resources to facilitate research focused on improving patient care, patient outcomes and professional practice;
- a variety of personal benefits, and academic and research services and resources (see Appendix A).

UBC Card: This is UBC's official identification document. The UBC card can be used for UBC Library services, UBC Bookstore and campus partner's e-Money purchases, Food Services' dining convenience and discounts, reduced or free admission to various UBC attractions and facilities (UBC Museum of Anthropology, UBC Aquatic Centre, fitness facilities, etc.) and travel benefits.

Connections with the School: Clinical Faculty members receive Minutes of the School meetings, and invitations to guest lectures and colloquia.

Professional Development: Clinical Faculty members have access to the Faculty development program and the Clinical Educator Development program at the School. The Centre for Teaching, Learning and Technology (CTLT) also offers a variety of programs including ongoing development programs for faculty members at different stages in their careers. CTLT provides information on current research on teaching and learning theories and methods. [www.ctlt.ubc.ca](http://www.ctlt.ubc.ca)

The Faculty of Medicine Faculty Development offers programs aimed at enhancing skills in teaching and learning, assessment and evaluation, leadership and educational research. [www.facdev.med.ubc.ca](http://www.facdev.med.ubc.ca)

Continuing Competency Credits: Supervision and mentoring of students during clinical training is recognized by regulators and professional associations as an educational endeavour and can be counted toward the continuing education requirements for maintaining licensure (e.g. College of Speech and Hearing Health Professionals of BC) and/or certification (Speech- Language and Audiology Canada, SAC).

Acknowledgement of Achievement: As Clinical Faculty, you may choose to indicate the designation in your title and may refer to the designation (e.g. Clinical Instructor, School of Audiology and Speech Sciences, UBC) when applying for research grants or submitting other proposals for funding.

## **II. DESCRIPTION OF CLINICAL FACULTY**

### **A. Definition of Clinical Faculty**

Clinical Faculty members are health professionals engaged primarily in the practice of their professions outside UBC. Clinical faculty appointments are recommended by the School of Audiology and Speech Sciences and the Faculty of Medicine for the purpose of participating in the academic programs of the School, and have been approved by the UBC Board of Governors. While teaching is the principal contribution of Clinical Faculty, administration and research are encouraged and recognized.

There are two broad categories of Clinical Faculty:

(1) Clinicians governed by the Health Professions Act (RSBC 1996): Individuals who are practicing in their profession, and are licensed and in good standing with the College of Speech and Hearing Health Professionals of BC (CSHHPBC).

(2) Clinicians licensed and practicing in another province: If learners are sent to other provinces for clinical placements, the supervisors of the placements are licensed and in good standing with their respective provincial governing body.

Individuals who retire while holding a Clinical Faculty appointment may retain their appointments for as long as they continue to make academic contributions. Those who are no longer licensed with CSHHPBC or provincial governing body may only deliver teaching without patient care.

### **B. Description of Ranks**

#### **1. Clinical Instructor:**

Initial appointments are typically at this rank and are normally held for 3 to 5 years. Reappointments may be granted for 10 years and are renewable. A candidate for appointment at this rank will meet the following criteria:

- a. Has practiced as a speech-language pathologist (SLP) or an audiologist (AUD) for a minimum of one year, but preferably two years;
- b. Has demonstrated competence in clinical practice and a willingness to relate his/her practice to teaching;
- c. Demonstrates an interest in, and a promising beginning to, teaching.

#### **2. Clinical Assistant Professor:**

Appointments at this rank may be made for up to 10 years, renewable. A candidate for promotion to this rank will meet all of the following criteria: (Please refer to Table 1 for credit description)

- a. Has held the rank as Clinical Instructor for a minimum of 3 years;

- b. Has accumulated a minimum of 12 credits over the past 7 years, of which:
  - At least 9 credits must be from supervising UBC students in major externships;
  - Additional credits may come from activities listed in Table 1.
- c. Has demonstrated the ability to be an effective teacher;
- d. Has demonstrated competence in clinical practice and a willingness to relate his/her practice to teaching;
- e. Has made an effort to learn about teaching techniques;
- f. Has contributed to the administration and/or service activities of his or her agency, professional organization, the School, FoM or UBC.

### 3. Clinical Associate Professor:

Appointments at this rank may be made for up to 10 years, renewable. A candidate for promotion to this rank will meet all of the following criteria:

- a. Has held the rank of Clinical Assistant Professor for a minimum of 5 years.
- b. Has accumulated a minimum of 20 credits over the past 5 years, of which
  - At least 12 credits must be from supervising UBC students in major externships;
  - Additional credits may come from activities listed in Table 1.
- c. Has achieved excellence in supervision as determined by, for example, consistently good formal teaching evaluations from students;
- d. Has gained a reputation as a highly competent clinician;
- e. Has contributed to the administration and/or service activities of his or her agency, professional organization, FoM or UBC;

A candidate for appointment at this rank will also meet one or more of the following criteria:

- f. Has developed expertise within his/her own field which may include an area of special professional skill;
- g. Has taken an active, prominent role in provincial and/or national professional organizations;
- h. Has been called upon to speak at professional society meetings, in continuing professional educational programs, or at other institutions.

### 4. Clinical Professor:

Appointments at this rank are normally held for 10 years, renewable. A candidate for promotion to this rank will meet some or all of the following criteria:

- a. Has a minimum of 5 years in rank as a UBC Clinical Associate Professor;
- b. Has demonstrated skills as an enthusiastic, effective and devoted leader in the educational program, and has continually stimulated students and taught them with excellence as assessed by formal review and demonstrated through student evaluations and peer review;
- c. Is recognized by his/her peers as being an outstanding clinician who has made documented, significant contributions to professional practice in his/her work setting, agency or professional organization, FoM or UBC (evidence of meeting this criterion can be provided through letters from employers, publications or other methods);
- d. Has provided leadership in provincial, national or international professional organizations;
- e. Has demonstrated distinguished service and/or leadership in committee, administrative or policy-making decisions in his/her work setting, university, or professional organization;
- f. Has provided more than 50 hours of academic contributions over a two-year period, which may or may not include direct supervision of students in externships.

## 5. Clinical Emeritus:

Individuals holding Clinical Faculty appointments may be eligible for emeritus status at the time of retirement/resignation from active University service if they are recommended by the School and the Dean of the FoM, and meet all of the following criteria:

- a. Has completed a minimum of 15 years of continuous service;
- b. Holds the rank of Clinical Associate Professor or Clinical Professor, or has demonstrated an acceptable scholarly record, as determined by the School and the FoM according to established University procedures for equivalent level appointments;
- c. Has been performing service that is strongly identified with the University and deemed worthy of continuing recognition.

## Special Categories of Clinical Faculty appointments:

I. Clinical Faculty with a Research Focus - An initial appointment as a Clinical Assistant Professor may be awarded, with no obligation for externship supervision, to speech-language pathologists or audiologists involved in clinical research, or to researchers from other professions or disciplines who are studying topics pertinent to communication, swallowing, and balance disorders. A candidate for appointment as a Clinical Assistant Professor under this category will meet all of the following criteria:

- a. A Ph.D. or equivalent degree.
- b. Evidence of independent research activity pertinent to communication, swallowing, and balance disorders, e.g. peer-reviewed publications or other published work, research projects underway, etc.
- c. Invitation by a Faculty member who is director of one of the School's research laboratories to participate in the programs and activities of that lab.

II. Administrative Facilitator - An initial appointment as a Clinical Instructor or reappointment (at rank if already a CF), with no obligation for externship supervision, may be awarded to speech-language pathologists or audiologists who are involved in coordinating and facilitating externships for UBC students in their facilities. Typically, this person does not directly supervise students and holds an administrative position; e.g. Department Head, Program Lead, etc. A candidate for appointment or reappointment to this rank will meet all of the following criteria:

- a. Coordinates and facilitates clinical placements for UBC students in our School on an annual basis;
- b. Functions as a liaison between the School and the Facility;
- c. Encourages and facilitates staff to become clinical educators for UBC students, and provides appropriate support.

**TABLE 1**

DESCRIPTION OF ACTIVITY	CREDIT
Major Externship	3 credits
Major Externship (short – 22 days or less)	2 credits
Minor Externship	1 credit
Clinical Module	1 credit
Teaching a course in the School. An additional credit will be assigned when course syllabus and content is newly developed by the clinical faculty member.	1, 2, or 3 credits (based on course credit assignment)*
Invited/guest lecture of 1 to 2 hours/topic at the School of Audiology and Speech Sciences	.5 credit per topic*
Lab facilitation/teaching (per different lab topic)	.5 credit per lab topic*
Facilitator for UBC Health and School Interprofessional sessions (e.g. iEthics, Advanced Communication Skills, etc)	.5 credit
Professional development targeting clinical teaching skills	0.5 credit
School Committee work	1 credit per year
Other Clinical education activities (e.g participation in focus groups, etc)	0.2 credit
Contribution to continuing education in the field; e.g presentation at a juried conference, workshop for clinicians	0.2 credit
Significant research contribution to the field; e.g. article in peer-reviewed journal as first/corresponding/senior author	1 credit
Significant research contribution to the field; e.g. article in peer-reviewed journal as co-author	0.5 credit

- Per course/lab per academic year

### III. GENERAL CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION OF CLINICAL FACULTY

Initial appointments are typically at the rank of Clinical Instructor. The following criteria are to assist in assessing and recognizing the various contributions of Clinical Faculty and to determine the appropriate rank for appointment, reappointment or promotion.

#### A. Clinical Competence

Maintenance of clinical competence as professionally mandated is required of all Clinical Faculty. The level of clinical expertise required increases with rank, culminating with clinical excellence at the rank of Clinical Professor. Clinical Faculty members are encouraged to document the development of special interests and expertise.

#### B. Teaching

The criteria for assessing performance in teaching are applied more rigorously as experience and rank increase. Evaluations completed by learners (e.g. Student Feedback to Clinical Educator form) and peers should be used to assess competence in teaching.

### C. Administration

Each Clinical Faculty member may contribute to the administrative activities of their agency (e.g. health authority, school district, etc), professional organizations, FoM, and UBC. Greater participation in this sphere is typical as Clinical Faculty progress in rank. Participation in administrative activities will contribute to, but not be necessary for, appointment, reappointment, or promotion.

### D. Research

Research activity is not necessary for appointment, reappointment, or promotion.

Research, as a primary investigator, or in collaborative studies will contribute to, but not be necessary for, appointment, reappointment and promotion. Research may include quality assurance activity. The documented development of new techniques and processes will be considered, particularly if those techniques have had a significant impact on the practice of other clinicians.

## **IV. PROCEDURES FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION OF CLINICAL FACULTY**

The system for appointment, reappointment and promotion of Clinical Faculty is designed to recognize the importance of their contribution to the mission of the School.

Clinical Faculty contribute to the School's programs through the supervision of students in clinical externships, other types of clinical education, scientific research and/or participation in the development of the clinical program. Evidence of excellence and ongoing contribution are taken into consideration in the selection of candidates for promotion. Criteria will become more stringent as a Clinical Faculty member progresses through the ranks.

Decisions regarding reappointments and promotions of Clinical Faculty will be made by the School's Clinical Faculty Appointments and Promotions Committee (CFAPC). This committee will be chaired by the School Director. The committee will consist of 4 to 6 Clinical Faculty members at the ranks of Clinical Assistant, Clinical Associate Professor and Clinical Professor who have been elected by the School's Clinical Faculty members for a term of up to 3 years, renewable. Its membership will consist of:

- Chair (*Director of School of Audiology and Speech Sciences; non-voting*)
- Academic Coordinator of Clinical Education (SLP) (*ex-officio; non-voting*)
- Academic Coordinator of Clinical Education (Audiology) (*ex-officio; non-voting*)
- Two or three Speech-Language Pathology Clinical Faculty
- Two or three Audiology Clinical Faculty

Members of the CFAPC who are eligible to vote on reappointment and promotion will be at or above the rank for which the candidate is being considered, whenever possible. Three of four clinical faculty represent a quorum. If an insufficient number of members are at the required rank, the Chair, in consultation with the committee, will appoint a more senior clinical faculty member from outside the School, within the Faculty of Medicine. The Committee will perform annual reviews of Clinical Faculty members and recommend reappointments, promotions and terminations.

Committee deliberations are carried out in confidence. The recommendations of the committee will be based upon a majority vote, typically by secret ballot.

Guidelines and criteria for appointment, reappointment and promotion of Clinical Faculty members were developed in accordance with the Faculty of Medicine criteria (July 21, 2015 policy) by a committee comprising both Clinical and University-based Faculty.

#### A. Appointment

All Clinical Faculty appointments are granted by the UBC Board of Governors subject to such terms as established by the FoM and, for appointees granted appropriate status by Citizenship and Immigration Canada.

##### 1. Clinical Instructor

The applicant will complete and provide the FoM Application for Clinical Faculty Appointment (non-MDs) and send to Clinical Program Assistant at SASS. The School Director will review the Application for Clinical Faculty Appointment and, if acceptable, will then make a recommendation to the Dean of FoM.

##### 2. Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors

The applicant will complete and provide the FoM Application for Clinical Faculty Appointment, the UBC “abbreviated” CV, (<http://med-fom-faculty.sites.olt.ubc.ca/files/2016/05/Faculty-of-Medicine-Abbreviated-CV-2012.doc>), and evidence of effective teaching, e.g., Student Feedback to Clinical Educator and Student Course Evaluation to the School Director.

The Application for Clinical Faculty Appointment, the UBC “abbreviated” CV and evidence of effective teaching will be presented by the School Director to the CFAPC. Such applications or recommendations will be reviewed by the CFAPC, taking into consideration experience outside of Canada where appropriate. A majority vote will constitute a recommendation to the School Director. The CFAPC will vote electronically if a meeting cannot be scheduled within a reasonable time period. The Director will then make a recommendation to the Dean indicating the vote of the CFAPC.

When the appointment has been recommended by the School, the applicant will receive an offer letter from the School Director confirming that the appointment has been recommended to the Dean. The applicant will subsequently receive a letter from the Dean of the FoM confirming that the appointment has been recommended to UBC Board of Governors.

Once the Board of Governors confirms the appointment, the Board Notice of Appointment will be posted. The Board Notice of Appointment can be found in the “Faculty and Staff Self Service” application in the “my Personal Info” section. Clinical Faculty members are encouraged to create their own Campus Wide Login (CWL) with the information provided in the School’s offer letter, so that they can logon to UBC’s Enterprise Systems Portal which provides information about their status with the School. Please visit myCWL ( <https://www.myaccount.ubc.ca/myAccount/>) to create a new CWL.

##### 3. Clinical Associate Professor Emeritus and Clinical Professor Emeritus

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 School Director. The application requires the approval of the CFAPC, and a recommendation to the Senate Tributes Committee by the School Director and the Dean of the FoM. Senate, at its discretion, may decide under exceptional circumstances not to grant emeritus status or to revoke emeritus status from an individual.

#### **B. Review, Reappointment and Promotion**

Neither renewal of a Clinical Faculty Appointment nor promotion to a higher rank is automatic. Decisions regarding recommendations for reappointment or promotion will be made based on the criteria for the applicable rank and on a review of the Clinical Faculty member's activities. All Clinical Faculty are encouraged to maintain a curriculum vitae in an approved UBC format to document academic activities. All of this information will be taken into account in reaching a decision regarding recommendation to reappoint or promote in accordance with this policy.

A formal review is completed several months before the end of the term of the Clinical Faculty member's current appointment. A candidate for reappointment will meet all of the following:

- a. Has accumulated a minimum of 5 credits from supervising UBC students in minor or major externships
- b. Has demonstrated capability as a teacher (Satisfactory clinical teaching as determined by Student Course Evaluation, Student Feedback to Clinical Educator, peer evaluation and compliance with guidelines as outlined in the Clinical Externship Handbook)
- c. Has demonstrated competence in clinical practice and a willingness to relate his/her practice to teaching
- d. Has made an effort to learn about teaching techniques

Reviews and consideration for recommendation for promotion may take place at any time upon application by the Clinical Faculty member or upon the recommendation of the Director or, in any event, at the time reappointment is considered. In the event that reappointment or promotion is not recommended, the Clinical Faculty member can appeal the decision, following the process described on p. 8 of the Faculty of Medicine's Policy on Clinical Faculty Appointments.

#### **V. LEAVE OF ABSENCE**

Clinical Faculty members are eligible for a leave of absence (LoA) from clinical teaching/academic responsibilities as set out below:

1. A Clinical Faculty member requiring an extended medical, maternity or parental leave of absence should notify the School Director in writing with advance notice where possible.
2. If a Clinical Faculty member has held his/her appointment for three (3) years, he/she may apply for a LoA for other personal reasons. 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 School Director at least three (3) months in advance of the start date of the requested leave, unless waived by the School Director. The School Director will make a decision and notify the Clinical Faculty member in writing. Approvals will not be unreasonably withheld.

Clinical Faculty members approved for a LoA will continue to hold their current Clinical Faculty appointment for the duration of the term. Where a LoA exceeds the current appointment term, consideration for recommendation for reappointment and promotion will generally be deferred until the Clinical Faculty member returns from leave and pursuant to the terms of this Policy. In some circumstances, at the discretion of the School Director, a recommendation for reappointment and/or promotion may be made notwithstanding that the Clinical Faculty member remains on LoA.

## **VI. TERMINATION OF APPOINTMENT**

### **A. Suspension or Cancellation of License to Practice in British Columbia**

Clinical Faculty members are practicing health professionals, governed by the Health Professions Act (RSBC 1996) and licensed by the College of Speech and Hearing Health Professionals of BC. Suspension or cancellation of a Clinical Faculty member's license may, at the discretion of UBC, result in immediate termination of his/her Clinical Faculty appointment. For those who practice outside of British Columbia and are licensed by their respective provincial governing body, suspension or cancellation of a Clinical Faculty member's license may, at the discretion of UBC, result in immediate termination of his/her Clinical Faculty appointment. A health care professional whose Clinical Faculty appointment is so terminated, may re-apply for a Clinical Faculty appointment if the CSHHPBC or provincial governing body reinstates his/her full or provisional license to practice.

### **B. Breach of Other Terms of Appointment**

A Clinical Faculty member's appointment may only be terminated during the term by the UBC Board of Governors upon the recommendation of the UBC President if the Clinical Faculty member has breached the terms of the appointment or has failed to meet the required teaching obligations associated with the appointment.

If the School Director is considering termination of an appointment, the Clinical Faculty member will be advised in writing of the reasons and will be provided with an opportunity to respond and to present any additional information for consideration, including any mitigating circumstances. If the School Director then recommends termination of the appointment to the Dean, the Dean will consider the recommendation of the School Director and the response of the Clinical Faculty member. The Clinical Faculty member will be given an opportunity to meet with the Dean before he makes a final decision with respect to his recommendation to the President.

## **VII. CHANGES TO THIS DOCUMENT**

This document may be amended, modified or terminated following approval of the School's Clinical Faculty Appointments and Promotions Committee.

## Appendix A



FACULTY OF MEDICINE  
ADVANTAGES OF A CLINICAL FACULTY APPOINTMENT

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Clinical Faculty members are practicing health professionals. Over 6,000 Clinical Faculty members throughout British Columbia contribute to the vision of the Faculty of Medicine:

*Through knowledge, creating health*

Clinical Faculty members are crucial to our vision. They teach and inspire our learners and are the role models for the next generation of healthcare professionals. They often also make significant contributions in administration, professional development, and translational and clinical research.

Clinical Faculty members are encouraged to participate in the governance of the Faculty. They are invited to Full Faculty Meetings held twice per year and are eligible for membership on several Faculty Standing Committees. Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors are voting members of the Faculty as approved by our UBC Senate and are eligible to vote on all motions presented at these meetings, and to vote in the annual Faculty elections to fill vacancies on the Faculty's standing committees.

Advantages of a Clinical Faculty appointment include:

- the opportunity to teach enthusiastic learners who can invigorate and sustain your clinical and academic interests;
- association and collaboration with others in the Faculty of Medicine and throughout UBC, UNBC and UVic; and
- the infrastructure and resources to facilitate research focused on improving patient care, patient outcomes and professional practice

Benefits, services and resources are outlined below. Follow the links to find out more.

PERSONAL BENEFITS	
<b>UBC Card</b> <a href="http://www.ubccard.ubc.ca">www.ubccard.ubc.ca</a>	The UBC card is UBC's official identification document. It can be used for UBC Library services, UBC Bookstore and campus partners' e-Money purchases, Food Services' dining convenience and discounts, reduced or free admission to various UBC attractions and facilities.
<b>Campus Wide Login (CWL)</b> <a href="http://www.it.ubc.ca/cwl/homelink.shtml">www.it.ubc.ca/cwl/homelink.shtml</a>	CWL is UBC's single sign-on authentication system designed to give you access to UBC's online applications using the same username and password. Initial access will include the Faculty and Staff Self-Services web portal and the Library.
<b>UBC Library</b> <a href="http://www.library.ubc.ca">www.library.ubc.ca</a>	Clinical Faculty members have full access to all materials and services. These include remote access to medical journals, access to library research workshops, online guides and tutorials on a variety of topics, and assistance from the staff and reference librarians. For individuals who do not wish to register for a CWL, a library card will be provided.
<b>Travel Discounts</b> <a href="http://www.supplymanagement.ubc.ca/travel">www.supplymanagement.ubc.ca/travel</a>	Government, University and Corporate rates are available for Canadian hotels and vehicle rentals, including ZipCar, Park N' Fly and YVR short-term and long-term parking.
<b>Reciprocal Parking Agreements</b> <a href="http://www.hr.ubc.ca/faculty-staff-resources/perks/">www.hr.ubc.ca/faculty-staff-resources/perks/</a>	UBC has reciprocal parking agreements with SFU and UVic. UBC Faculty and staff who have current parking permits may park in faculty/staff lots at these institutions, and SFU and UVic faculty and staff with current parking permits may park in faculty/staff lots at UBC.
<b>UBC Conferences &amp; Accommodation</b> <a href="http://www.ubconferences.com/accommodations/">www.ubconferences.com/accommodations/</a> <a href="http://www.okanagan.ubconferences.com/">www.okanagan.ubconferences.com/</a>	Various types of accommodation are available on the UBC Point Gray Campus and UBC Okanagan Campus. For UBC Point Gray information and reservations, call 604-822-1000, or toll free 888-822-1030 and request the campus rate. For UBC Okanagan information and reservations, call 1-250-807-8050, or toll free 1-888-318-8666 and request the campus rate.
<b>William A. Webber Medical Student &amp; Alumni Centre (MSAC)</b> <a href="http://www.alumni.med.ubc.ca">www.alumni.med.ubc.ca</a>	MSAC, located on the corner of 12th Avenue and Heather Street near Vancouver General Hospital, is a social and recreational facility for UBC medical students, residents, alumni, faculty and departments. Clinical Faculty may rent the two halls for meetings and receptions. Please see the website for rates and other rental information.
<b>UBC Bookstore Discounts</b> <a href="http://www.bookstore.ubc.ca/cpu/index.html">www.bookstore.ubc.ca/cpu/index.html</a>	With a UBC Card, you are eligible for discounts on computers.
<b>Apple</b> <a href="http://www.apple.ca">www.apple.ca</a>	Visit the Academic Store on-line for discounts on hardware and software.
<b>Retail Goods and Services</b>	Many companies offer government and educational discounts. Ask, and have your UBC Card with you.
<b>Office Plaque</b>	Office Plaques help recognize your contribution to teaching the next generation of health professions. Please e-mail <a href="mailto:ocfa.med@ubc.ca">ocfa.med@ubc.ca</a> to request delivery.
<b>Business Cards</b>	Business Cards with the UBC logo indicating your appointment and rank can be ordered through your department/school for a nominal charge.
<b>Vancouver Attractions</b> <a href="http://www.hr.ubc.ca/faculty-staff-resources/perks/">www.hr.ubc.ca/faculty-staff-resources/perks/</a>	Free admission to the UBC Museum of Anthropology, and reduced admission to the UBC Botanical Garden, Frederic Wood Theatre, TELUS Studio Theatre, other attractions and numerous fitness and recreation programs.
<b>Day Care</b> <a href="http://www.kidsandcompany.ca">www.kidsandcompany.ca</a>	UBC has a membership with Kids & Co., a Canadian child care company, which allows UBC faculty access to Kids & Co. child care spaces.
<b>Physical Activities</b> <a href="http://www.hr.ubc.ca/health/healthy-ubc-initiatives/recreational-opportunities/">www.hr.ubc.ca/health/healthy-ubc-initiatives/recreational-opportunities/</a>	Corporate discounts to gyms, fitness and yoga studios and personal training in Vancouver.
<b>Communication</b>	You will receive a copy of the monthly Faculty of Medicine electronic bulletin, 'The Link', which provides updates about the Faculty Executive meeting minutes, award deadlines and upcoming events.

## ACADEMIC SERVICES AND RESOURCES

### Faculty Development

Faculty of Medicine Faculty Development offers programs and services aimed at enhancing skills in teaching and learning, assessment and evaluation, leadership and educational research. Clinical Faculty members are eligible to apply for the annual [Faculty Development Initiatives Grant Program](#).  
Vancouver Fraser Medical Program & Other FOM Programs: [www.med.ubc.ca/faculty\\_staff/faculty\\_development.htm](http://www.med.ubc.ca/faculty_staff/faculty_development.htm)  
Island Medical Program: <http://imp.uvic.ca/faculty/faculty-development/index.php>  
Northern Medical Program: [www.unbc.ca/nmp/faculty/resources.html](http://www.unbc.ca/nmp/faculty/resources.html) Southern Medical Program: [www.smp.med.ubc.ca/](http://www.smp.med.ubc.ca/)

### Centre for Health Education Scholarship (CHES)

[www.ches.med.ubc.ca](http://www.ches.med.ubc.ca)

CHES is committed to enhancing health education scholarship by building capacity across the Faculty of Medicine through collaboration, team-building, mentorship of new faculty, successful funding applications, and other activities. Linked strongly to undergraduate and postgraduate activities, the Centre serves as a resource to help support best practice in terms of the delivery of the Faculty's educational programs including assessment. Departmental links provide a resource for departmentally based members who require support and advice. CHES hosts Research Rounds on the third Wednesday of each month, from 12:00-1:30 pm, with videoconference access to all distributed sites.

### eHealth Strategy Office

[www.ehealth.med.ubc.ca](http://www.ehealth.med.ubc.ca)

The mission of the Faculty of Medicine eHealth Strategy Office is purpose driven eHealth - to explore how modern information and communication technologies (e.g. cell phone, iPods, Internet, etc.) can enable, enhance, and fulfill the academic mission of education, research, knowledge translation and community engagement in the context of health care.

### Centre for Teaching, Learning and Technology (CLTL)

[www.cltl.ubc.ca](http://www.cltl.ubc.ca)

CLTL is a UBC centre that offers a variety of programs to the UBC community, including an ongoing development program for faculty members at different stages in their careers. The program is meant to support you in your teaching and learning endeavors and to provide information on current research on teaching and learning theories and methods.

### MDs only: UBC Continuing Professional Development (UBC CPD)

[www.ubccpd.ca](http://www.ubccpd.ca)

Bringing together a unique combination of educational expertise, innovation, research and the use of technology, UBC CPD, a division of the Faculty of Medicine, is a leader in providing accredited high quality unbiased educational programming to support the identified Continuing Medical Education (CME) and CPD needs of physicians.

RESEARCH SERVICES AND RESOURCES	
<b>Ethics Approvals</b> <a href="http://www.ors.ubc.ca/contents/ethics">www.ors.ubc.ca/contents/ethics</a>	All research conducted at UBC facilities (including UBC's Clinical Academic Campuses) or undertaken by individuals appointed at UBC, that involves human subjects, animals or bio-hazardous materials must be reviewed and approved by a UBC sanctioned Research Ethics Board or Committee. You will require a UBC Card to register in RISE, the on-line ethics application. Courses, on-line training and guidance notes are available.
<b>Financial Services</b> <a href="http://www.finance.ubc.ca/research-trust">www.finance.ubc.ca/research-trust</a>	Research and Trust Accounting (RTA) ensures research funds are administered in compliance with funding agency, UBC, and accounting policies. RTA also maintains financial records, submits periodical financial reports as required, and provides assistance to researchers and departmental administrators with respect to research project funding issues. Administrative staff members in the departments and schools coordinate accounting activities and provide ongoing support.
<b>Industry Sponsored Research</b> <a href="http://www.uilo.ubc.ca/partnering.html">www.uilo.ubc.ca/partnering.html</a>	The University Industry Liaison Office (UILO) Sponsored Research Group negotiates and administers research agreements with industry, government and non-profit organizations for UBC and, in some cases, its Clinical Academic Campuses.
<b>Clinical Trial Administration</b>	Although UBC is a party to clinical trials conducted by Clinical Faculty members, clinical trials are generally negotiated and administered by the hospital or research institute where the research is being conducted. For direction please contact your departmental/school administrator.
<b>Grant Development</b> <a href="http://www.med.ubc.ca/research/">www.med.ubc.ca/research/</a>	Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors are eligible to hold operating grants and contract awards, but not salary-support or scholarship awards. Grant Development services provided by the Faculty of Medicine include editing and formatting to ensure that grant proposals adhere to agency guidelines and are organized to present a logically developed idea. Eligible Clinical Faculty may also have access to grant development services through Vancouver Coastal Health Research Institute, Child and Family Research Institute and Providence Health Care Research Institute.
<b>Technology Transfer</b> <a href="http://www.uilo.ubc.ca/advancing.html">www.uilo.ubc.ca/advancing.html</a>	The UILO Technology Transfer Group assists researchers at UBC and its Clinical Academic Campuses to maximize the impact of their research by helping to transform innovative discoveries into new tools, processes, products and treatments.
<b>Support Programs to Advance Research Capacity (SPARC)</b> <a href="http://www.sparc.ubc.ca/programs/sparc">www.sparc.ubc.ca/programs/sparc</a>	SPARC, formerly the Health Research Resource Office (HeRRO), provides expert support to UBC researchers in all disciplines who seek funding for innovative, team-based research initiatives. Services include internal review, strategic workshops, and brokering team development and partnerships with government, industry and consumer groups.

For assistance or to provide content updates please contact:

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