



**UNIVERSITY OF TORONTO**  
**FACULTY OF MEDICINE**

**Department of Family and Community Medicine**

**Status-Only Lecturer Appointment  
Guidelines  
for  
Health Care Professionals**

**January 2018**

## **1. Introduction**

The College of Family Physicians Canada (CFPC) defines Health Professional Educators (HPE) as any educators who are not physicians by training and teach family medicine to undergraduate, postgraduate and/or faculty development learners within the 17 academic departments of Family Medicine across Canada. This includes health professionals such as nurses, pharmacists, dietitians, social workers, and others who work and teach in affiliated primary care academic teaching units.

The Department of Family and Community Medicine (DFCM) at the University of Toronto recognizes the important contributions of HPEs in the training of medical students and residents in our Family Medicine program. Training future family physicians in effective interprofessional learning environments aligns with the direction of primary care reform across the country and the CFPC's vision for the Patient Medical Home (CFPC Position paper, Sept 2011).

The DFCM identified in its Strategic Plan 2015-2020 a priority to "integrate supports for health professional educators across all programs." As such, it is a DFCM priority to facilitate status only appointments for eligible HPEs. Faculty appointments enable HPEs to participate more fully in an academic unit's teaching and/or research program. It facilitates access to professional development, departmental supports and other resources to effectively integrate and optimize their academic roles. The purpose of the following guideline is to assist HPEs who are interested in and eligible for status-only appointments.



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Department of Family and Community Medicine

## **Contact Information:**

General Inquires:

Academic Appointments Administrator  
Department of Family and Community Medicine  
[dfcm.facultyappt@utoronto.ca](mailto:dfcm.facultyappt@utoronto.ca)

Department Chair:

Dr. Michael Kidd  
Professor & Chair  
Contact: Executive Assistant to the Chair  
[dfcm.chairsoffice@utoronto.ca](mailto:dfcm.chairsoffice@utoronto.ca)

Website: [dfcm.utoronto.ca](http://dfcm.utoronto.ca)

## **2. Applicable Policies and Guidelines**

The information provided in these Guidelines is in accordance with the following documents:

*Faculty of Medicine Status-Only Guidelines for the Appointment and Annual Review of Status-Only, Adjunct and Visiting Professors:*

[http://aca.med.utoronto.ca/sites/default/files/FoM%20Guidelines\\_Status-only-Appointments%20Nov%202013.pdf](http://aca.med.utoronto.ca/sites/default/files/FoM%20Guidelines_Status-only-Appointments%20Nov%202013.pdf)

*Academic Administrative Procedures Manual:*

*Other Appointments- Status-only appointments* <http://aapm.utoronto.ca/status-only-adjunct-and-visiting-professors>

*Faculty Appointments Advisory Committee (FAAC) Guidelines:*

[http://medicine.utoronto.ca/sites/default/files/FAAC%20Guidelines\\_Dec\\_2015.pdf](http://medicine.utoronto.ca/sites/default/files/FAAC%20Guidelines_Dec_2015.pdf)

## **3. Responsibilities and Privileges**

### **Responsibilities:**

Status-only faculty are expected to govern themselves in accordance with all applicable Faculty of Medicine and University of Toronto (U of T) policies including:

*Policies that Govern Teaching and Research:* <http://www.provost.utoronto.ca/policy.htm>

*Policy on the Code and Behaviour on Academic Matters:*

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf>

*Principles and Responsibilities Regarding Conduct and Research:*

<http://www.medicine.utoronto.ca/research/ethics-policies-and-guidelines>

*Policy on Conflict of Interest Academic Staff:*

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun221994.pdf>

Status-only faculty are expected to acknowledge their affiliation with the Department in their CV and in all publications and scholarly works resulting from their appointment.

Status-only faculty are bound by all University of Toronto policies governing academic conduct.

Status-only faculty are required to keep the Department of Family and Community Medicine apprised of any changes to their contact information during the term of their appointment, including, but not limited to, email address, home address, phone number, change in employment, parental leaves or other extended absences.

**Privileges:**

- U of T library privileges and e-mail, including access to electronic journals and other resources
- Access to academic development programs
- Access to the Centre for Faculty Development (CFD) workshops and services. Call 416-864-6060 or visit their website: <http://www.cfd.med.utoronto.ca/>
- Ongoing communication with the Department, such as the DFCM Newsletter and Listserv
- Recognition of academic ability for future career opportunities
- An opportunity for personal and professional growth
- TTC pass at a reduced rate <http://benefits.hrandedequity.utoronto.ca/other-benefits/#ttc>

**4. Overview of Status-only Appointments**

In accordance with University guidelines, individuals being considered for Status-only appointments should normally hold full-time employment arrangements with another institution with a job description that is appropriately academic (components of

research and/or teaching) in nature. Most often, Status-only appointments may be granted to qualified employees of affiliated hospitals, research institutions, agencies with collaborative agreements with the University of Toronto or other universities. Status-only appointments are non-salaried and normally receive no remuneration from the University of Toronto. Such appointments are made to allow a faculty member from another university or a qualified individual from an appropriate institution to participate more fully in an academic unit's teaching or research program.

Specific to the Faculty of Medicine, Status-only Lecturer appointments are generally made to individuals who have not completed their PhD but have the necessary academic background to participate in a department's teaching or occasionally research activities. Individuals appointed as Status-only Lecturer cannot be considered for promotion.

## **5. Appointment Criteria**

Health Professional Educators must be qualified (at minimum) at the Bachelor's level education and demonstrate a significant, meaningful and ongoing commitment to the Department of Family and Community Medicine (DFCM).

Health Professional Educators are primarily appointed to participate in the provision of teaching and education activities within DFCM.

Health Professional Educators must be registered in good standing with their provincial/national regulatory body. It is expected that individuals will be members of the appropriate provincial and/or national professional associations.

Health Professional Educators who hold an appointment at the University of Toronto as an Adjunct Lecturer are not eligible to hold a Status-only appointment.

### **Academic Contributions:**

Health Professional Educators must be able to demonstrate evidence of academic contribution in the categories of teaching, research and service.

Each category listed below is intended to capture the breadth of activities in which candidates for a Status-only Lecturer appointment may be engaged; they are not all-encompassing requirements for an appointment.

***Teaching – emphasis on teaching experience with Family Medicine residents, but can also include teaching other medical learners, and learners from your own discipline***

- Excellence in teaching as documented in trainee evaluations (specify number and type of trainees with an emphasis on Family Medicine resident learners)

- Individual or group teaching awards
- Innovations in techniques or concepts that have an important influence on the discipline's practice (e.g. Interprofessional Education)
- Classroom style lectures or presentations (e.g. Academic Half Day for residents)
- Small group facilitation (e.g. CBL)
- Curriculum planning or design and development of education offerings and/or educational materials
- Curriculum evaluation/review
- Participation at resident review meetings or other contributions to Family Medicine resident education
- Teaching colleagues (e.g. formal and informal faculty development)
- Clinical preceptorship or co-supervision of residents

***Research/Scholarship – participation in any aspect of an investigative study and/or academic dissemination of your work, within Family Medicine and/or your own discipline***

- Peer-reviewed publications
- Research funding or grants
- Other scholarly dissemination (reports, articles, reviews, etc) demonstrating advancement of knowledge or impact
- Posters, scholarly papers or invited presentations at scientific meetings or participating as a panel member at such meetings
- Research project involvement, especially as co-investigator or co-supervisor (for student work), including involvement in the planning of major research initiatives (e.g. advisory committee)
- Collaborative research with other faculty members
- Scholarly Quality Improvement initiatives (e.g. resident QI projects)
- Patents
- Involvement in the peer-review process for journals or conferences

***Service - Administrative or committee work within the University, hospital site, or professional societies/organizations related to candidate's discipline***

- E.g. Quality Steering Committee
- E.g. Professional Practice committees
- Involvement in conference organization committees
- Lead role in developing clinical policies, programs or initiatives
- Service to municipal, provincial, or federal governments or non-government organizations (e.g. family health team board member)

**6. Application process:**

Health Professional Educators can apply for a Status-only appointment online using:  
<https://documents.med.utoronto.ca/WebForms/nonclinical>

## **7. Appointment approval process:**

Initial appointments are submitted online and are reviewed by members of the Department of Family and Community Medicine Appointments Committee (DAC) who recommend granting of an appointment to the Department Chair. If the Chair supports the appointment, the Chair recommends approval to the Dean, Faculty of Medicine.

## **8. Duration of and Review of Appointment:**

Status-only appointments must be for a fixed term appointments, usually one to five years. Where possible, the appointments should end on June 30<sup>th</sup>. Status Only faculty in the DFCM are required to submit an electronic self-declared **annual activity report** each year of their term to ensure the continuation of their academic activity in the Department. Status Only faculty will be contacted by email with further instructions.

## **9. Appointment Renewals:**

In the final year of their term, status-only faculty are required to complete an electronic self-declared **activity report** if they wish to be re-appointed for a new term. Status Only faculty will be contacted by email with further instructions. The review Committee will consider the extent of contributions to determine if re-appointment will be offered for another term.

## **10. Termination of Appointment:**

A Status-only appointment automatically terminates on the expiry date, unless the appointment is being renewed. DFCM's DAC may recommend to the Chair and Dean, Faculty of Medicine, the termination of an appointment at any time if the terms of the appointment are not being fulfilled. Should an appointment be terminated, a letter will be sent to the individual holding the Status-only appointment.

Status-only faculty may voluntarily resign at any time should they be unable to meet the terms of appointment. A letter of resignation should be forwarded to the Chair of DFCM.

## **11. Remuneration:**

Status-only faculty members normally do not receive remuneration from the DFCM or the University of Toronto.