

APPENDIX 2 -

Academic Duties for Contract Academic Staff: Specific Examples

1. Teaching

Participation and contributions (either spontaneous or on request), with satisfactory reports from students, peers, coordinators and departmental chair(s), in some or all of the following areas:

- a. undergraduate and graduate courses: lectures and small group sessions (number and quality, peer and student evaluations), laboratories, examinations, assignments, reports, term papers, student research projects, etc.
- b. curriculum development and teaching initiatives
- c. course or unit coordination
- d. program coordination
- e. supervision and teaching in clinical settings of undergraduate students, clinical fellows and residents (quality: peer and student/trainee evaluation)
- f. supervision of graduate students and postdoctoral fellows: M.Sc. and Ph.D. thesis supervision
- g. clinical teaching activities of the department or hospital: presentations at grand rounds, specialty rounds, resident supervision
- h. continuing education courses: primary organization of courses, lecturing, informative talks
- i. teaching and/or coaching in Faculty Development courses/seminars
- j. invited lectures and seminars

2. Research and other original scholarly activities, and professional activities, including professional or clinical innovation

Conduct of independent research and communication of the results of this research to the scholarly community. **Innovation that has an influence on the practice of the profession, and that is published, publicized or otherwise recognized in a way that makes possible its evaluation by external peers.** The criteria below can be used as examples of performance areas:

- a. ability to obtain salary awards and operating research grants from peer- reviewed external agencies/bodies: grants value, number, caliber of granting institutions, duration, renewal history
- b. Publication of papers in scholarly journals (number may vary with the field and the nature of research). Each article cited for consideration by an evaluation committee should have had a substantial amount of the actual research and documentation done subsequent to the assistant professor's first appointment at McGill.
- c. publication record (quality and quantity) since the McGill appointment as first or senior author; full papers in high-quality journals; originality; substance, scientific merit and importance, journal standings, authorship, collaboration, number of authors, with graduate students, contribution to multi-authored papers
- d. introduction and/or establishment of novel clinical techniques or programs (eg. new surgical procedure)
- e. continuing peer-reviewed funding for research
- f. invitations from national and/or international institutions to present lectures, seminars, symposia, workshops, and other evidence of peer- recognition, scientific meetings, published abstracts
- g. review of scientific manuscripts for well-respected journals
- h. establishment of an independent, funded research program
- i. leadership, recognition by national and international scholarly bodies
- j. membership on editorial boards or ad hoc review for scientific journals: number, journal standing)
- k. invited publications, editorships
- l. patents and invention

3. Other Contributions

Appropriate and positive contributions to the academic administration of the department or hospital or to the professional and academic activities of the discipline.

- a. Service/contribution on departmental, faculty or university committees (voluntary or on request); chairing such committees
- b. supervisory roles and/or professional services for granting agencies and professional societies
- c. review grant applications for external granting agencies or internal sources (ad hoc or grants panel member)
- d. involvement in scientific decision-making or science review process: service on a granting committee for a funding agency
- e. supervision of facilities and/or personnel
- f. membership, organization and participation in activities of professional societies; holding office in such societies
- g. organization of conferences (local, national and international)
- h. membership on hospital committees, including holding office or leadership roles; service functions in hospitals
- i. contribution to public education (lecturing, media)