

The ABC's of Promotion at McGill

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Disclosure of Conflict of Interest



Academic Activities

Three main categories:

- Teaching
- Research and other professional activities
- Administration (other contributions to the scholarly community)

Types of academic appointments

- Tenure Track: PhD or clinician scientist (GFT- U)
- CAS (contract academic staff)
 - CAS (clinical); formerly known as GFT(H)
 - CAS (research)
 - CAS (professional)
(effective, Sept 1, 2010)
- Full Time vs Part Time:
- Full-Time defined as not > 4 days/mo outside the University or affiliated institutions

Faculty of Medicine mandated annual review

- Meaningful evaluation
- Understand expectations
- Career development and mentoring
- Successful promotion
- Accountability: how to insure faculty fulfill their academic duties
- Ensure equity across departments
- Cultural change
- Accreditation requirement



Annual review process

- Annual review by Departmental Chair or designate:
- Annual academic activities report (self evaluation)
 - Clinician (tenure track; CAS)
 - Research scientist (PhD)
 - Professional schools
- Meeting with Chair or designate
- Benchmarking criteria
- Electronic evaluation – need to acknowledge!!!

**McGill University, Faculty of Medicine, Annual Performance Review
Clinical Faculty, Contract Academic Staff**

SUPERVISOR SUMMARY EVALUATION FORM

Reference Period: January 1, _____ to December 31, _____

NAME:	DEPARTMENT:
	DIVISION (if applicable):

	Highest					Lowest		N/A
	6	5	4	3	2	1		
Teaching:								
Quality of Teaching Classroom/ Clinical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Quantity of Teaching (Including Graduate Students)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clinical Contributions:								
Quality of Clinical Contributions (Good decision making and compassionate care)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Quantity of Clinical Contributions (Clinical load)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clinical Innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Reliability/ Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Administration:								
Hospital Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
University Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outside Organization (e.g. Conference planning, executive of professional bodies, advice to governments, community service)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professionalism and Collegiality:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Research:								
Quantity and Quality of Publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grants & Awards Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scientific & Scholarly Activities (e.g. grant panels, editorial or review activities, invitations to present research)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments/ Major Achievements:

Goals and objectives for the coming year:

** Professionalism and collegiality: A set of attitudes and behaviours that engender trust and promote respect of learners, colleagues, other health care professionals and patients.*

EXAMPLES OF BENCHMARKS

Teaching Quantity

- Number of hours of formal teaching to undergrad students, residents, grad students and fellows at McGill or in hospital setting (including small groups and OSCE)
- Number of hours of clinical supervision of students and residents;
- Number of hours of CME, numbers of presentations at rounds, hours of teaching in professional development courses
- Number of students or residents supervised in a research project
- Number of grad students and postdoctoral fellows supervised and contact hours

Clinical Innovation

- Development of new clinical procedures, programs or projects (e.g. for best patient management, quality assurance, other improvement initiatives .)
- Supervisor of a unique specialty unit (for CAS);
- Publication of clinical guidelines as a national or internationally recognized expert

EXAMPLES OF BENCHMARKS

Research: Grants and Awards

- PI of research contract or other industry grants
- Co-investigator on peer-reviewed grants
- PI or nominated PI on peer-reviewed operating grants
- PI on infrastructure grant
- Competitive external salary award
- National and International awards

Administrative Contributions: University Administration

- Number of Faculty/University committees in which participates
- Serves as Pro-Dean of examinations
- Serves as member or chair of a Faculty/University committee
- Administrative position at the Faculty (eg Associate Dean) or University level (eg vice-Principal)
- Chairs University department

Find a mentor

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- Go to your division chief, department chair, colleagues
- Plan outlined in LOO
- Formal Mentoring process: Faculty of Medicine Strategic plan

Promotion

- Faculty Lecturer
- Assistant Professor
- Associate Professor
- Full Professor

- McGill University Guidelines

- Departmental and Faculty committees

<http://www.mcgill.ca/medicine-academic/promotion/>

Contact: departmental administrator

Promotion (CAS)

3 domains of academic duties

i) **teaching** (graduate and undergraduate classes and supervision of individual student programs)

ii) **research and other original scholarly activities, and professional activities, including professional or clinical innovation**

(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 For CAS (clinical/professional) this could include introduction and/or establishment of novel clinical techniques or programs)

iii) **other contribution to the University and scholarly communities.**

At most, two of the three academic duties shall be stipulated as expectations for promotion (except to Full Professor)

Promotion (CAS)

- a) **Faculty Lecturer to Assistant Professor CAS (clinical/research/professional) F/T**
excellence should be demonstrated in one of the three categories with reasonable performance in a second;
- b)) **Faculty Lecturer to Assistant Professor CAS (clinical/research/professional) P/T**
excellence should be demonstrated in one of the three categories;
- c) **Assistant to Associate Professor CAS (clinical/research/professional) F/T**
Excellence should be demonstrated in two of the three categories;
- d) **Assistant to Associate Professor (clinical/research/professional) P/T**
excellence should be demonstrated in one of the three categories, with reasonable performance in a second;

Timeline: generally 6th year at a given rank

FULL PROFESSOR (CAS)



Promotion to Full Professor CAS (Clinical) (Research) (Professional)

CAS candidates for promotion to Full Professor shall establish:

- (i) a record of highly significant contributions in one or more of the areas of:
 - (a) research and other original scholarly activities as evidenced by international recognition by peers;
 - (b) **professional 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;** and/or
 - (c) sustained creative activity as exemplified by external peer and public recognition, appropriate awards and prizes, invited performances, stagings and exhibitions; and
- (ii) an outstanding teaching record; and
- (iii) a consistent and reasonable record of other contributions to the University and scholarly communities.

The candidate must have achieved national and international recognition for scholarship in the field

Curriculum Vitae

CV template on Academic Affairs website

Document things!



Teaching Portfolio

Teaching Statement (between 5-10 pages)

Four main categories should be summarized:

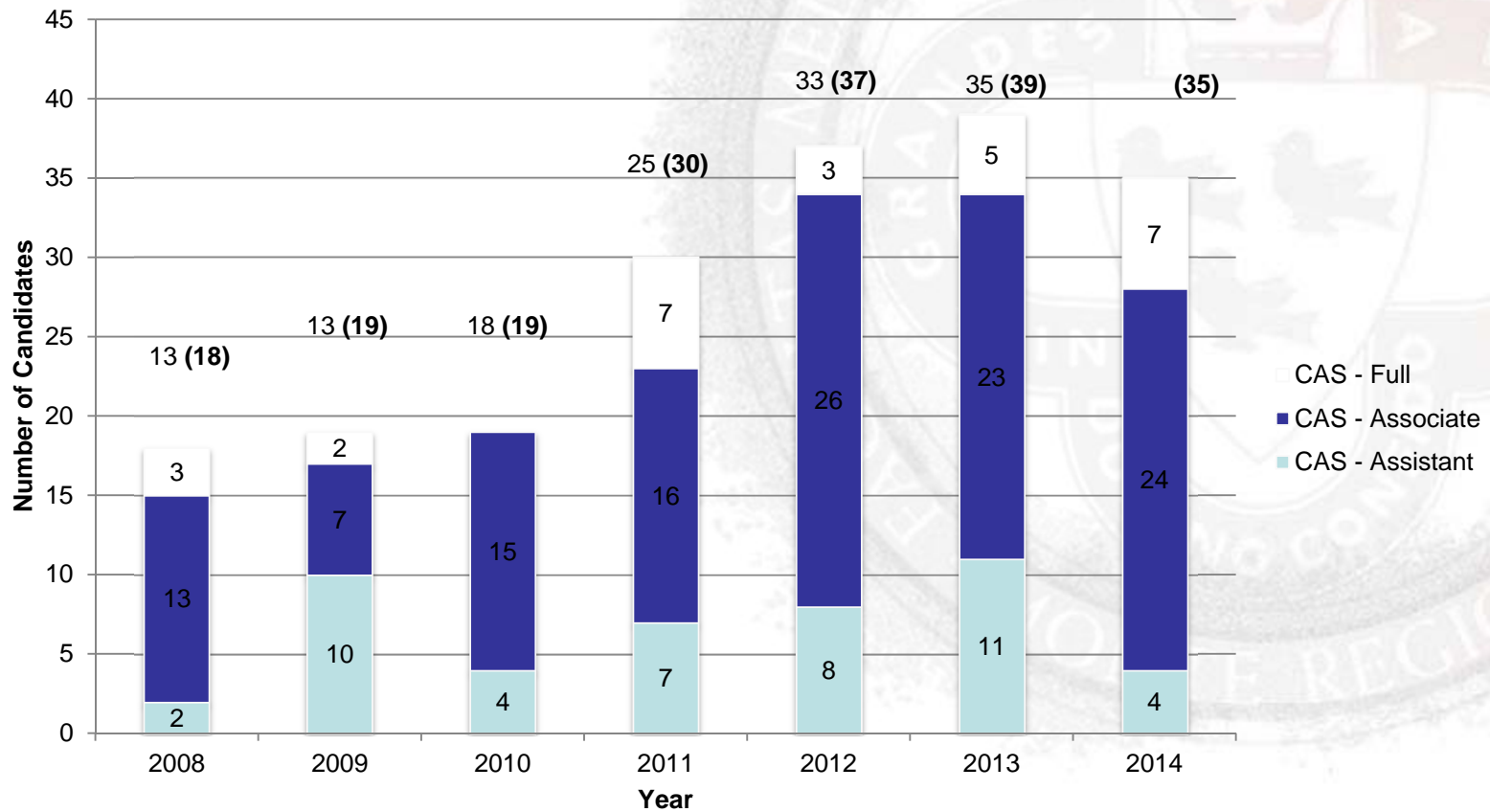
- 1) teaching approach or philosophy,
- 2) teaching responsibilities,
- 3) evidence of teaching effectiveness, and
- 4) teaching development and educational leadership

Appendices:

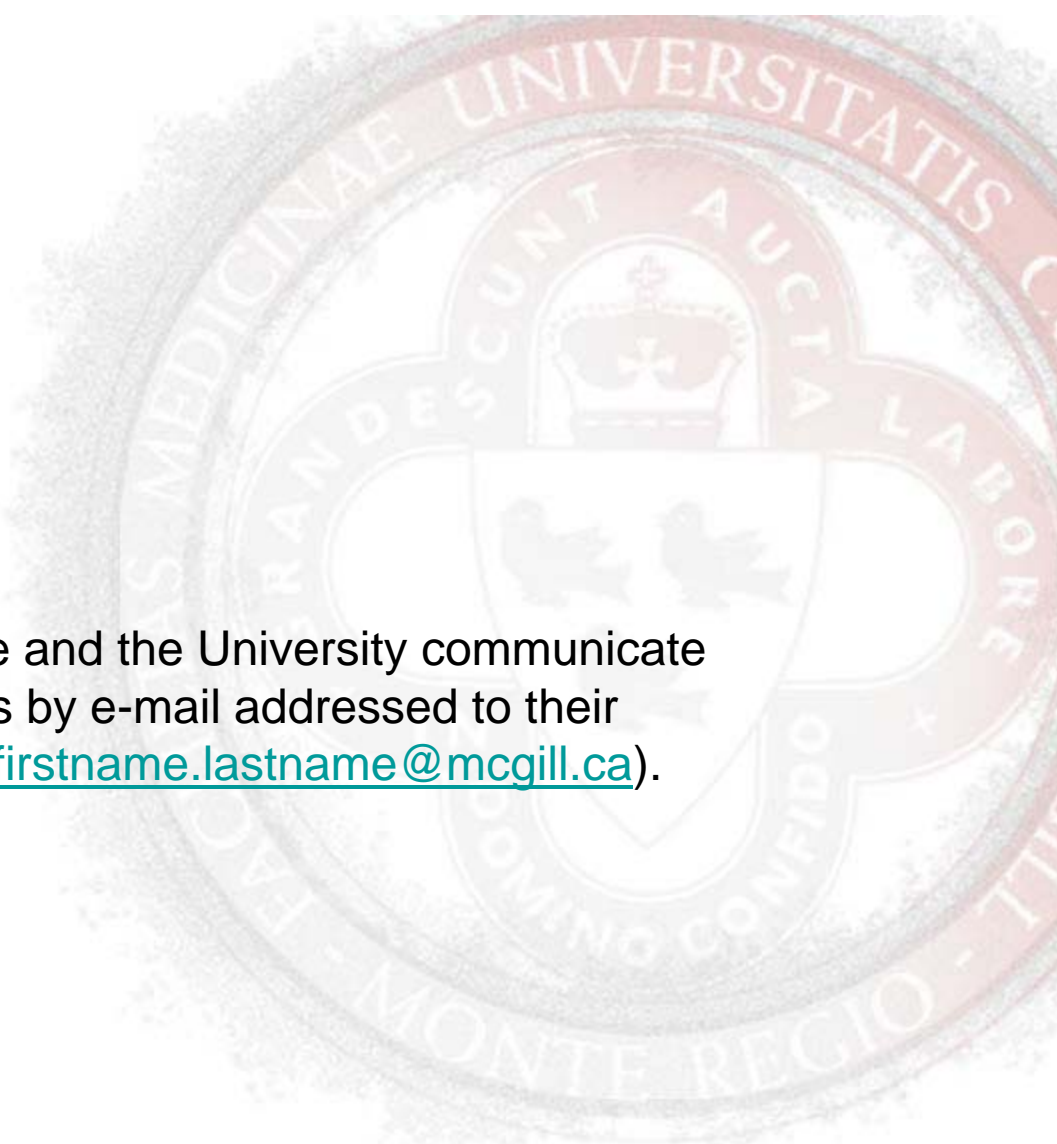


<http://www.mcgill.ca/medicine-academic/teaching/>

CAS Applications for Promotions 2008-2014 Faculty of Medicine



Success rate ('08-'10 vs '11-'13): 78 vs 88%; 44 vs 93



The Faculty of Medicine and the University communicate with its faculty members by e-mail addressed to their McGill e-mail address (firstname.lastname@mcgill.ca).