

## 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 inventions

### **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)