



Department of Family Medicine Policy

Policy Name:	Academic Appointments, Renewals and Performance Feedback
Application/ Scope:	Applicable to all Geographic Full Time (GFT) and Nil-Salaried Academic Appointments in the Department of Family Medicine
Approved Date & Approved By:	February 3, 2021 by Executive Management Committee
Review Date:	Five years from the approved date
Revised (Date):	April 22, 2024

1. BACKGROUND/ REASON FOR POLICY

Educational Program Accreditation Standards require that teachers have appropriate academic appointments, receive feedback on their performance and are provided opportunities for academic advancement. This policy is intended to communicate the approaches of the department in terms of determining academic initial appointment, terms of appointment, renewal, provision of feedback, performance appraisals and support for promotion.

2. DEFINITIONS

Academic Stream: The University of Manitoba has defined four streams for the appointment of faculty:

Professorial Stream: (Lecturer, Assistant Professor, Associate Professor, Full Professor) Faculty with an MD or PhD or equivalent relevant professional degree or experience and demonstrated commitment to education and scholarship. These would include faculty, who in addition to teaching engage in research/scholarly activity and/or academic leadership.

Instructor Stream: (Instructor I, Instructor II, Senior Instructor) Faculty with a Master's degree or equivalent relevant degree or experience and who are engaged in teaching and service.

Research/Professional Affiliate Stream: (Research Affiliate, Professional Affiliate) Faculty with PhD or equivalent qualifications and experience who are engaged primarily in research.

Clinical Teacher Stream: (Clinical Teacher, Senior Clinical Teacher) Faculty with an MD or other health professional qualifications (such as Masters of Physician Assistant Studies) who are focused on teaching in the clinical setting and classroom.

Promotion: Promotion is recognition of achievement that has been demonstrated over a period of time resulting the in attribution of a higher rank within an academic stream.



3. POLICY AND PROCEDURE STATEMENTS

3.1 Initial Appointment

3.1.1 New academic appointments in the Department of Family Medicine (whether nil-salaried or GFT) will be granted at the lowest rank:

In the case of individuals seeking appointments in the Professorial stream, the rank granted will be Lecturer.

In the case of individuals seeking appointments in the Instructor stream, the rank granted will be Instructor I.

In the case of individuals seeking appointments in the Clinical Teacher stream, the rank granted will be Clinical Teacher.

3.1.2 At the discretion of the Department Head and in consultation with the Office of Academic Affairs, a new appointment in the Professorial stream may be granted at the rank of Assistant Professor. Assignment of a higher rank at the initial appointment may be considered if an applicant has an appointment at a higher rank at another university or has additional training (i.e. an MD with a Masters degree).

3.1.3 The Department of Family Medicine provides academic appointments to healthcare professionals from Family Medicine. This includes Family Medicine physicians, Clinical Assistants, and individuals from the Masters of Physicians Assistant Program. All other individuals will be referred to their department of origin to obtain their appointment (i.e. Internal Medicine, Psychiatry, etc).

3.2 Length of Appointment

3.2.1 Nil-salary appointments shall generally be for a term of 5 years.

3.2.2 Geographic Full-Time (GFT) and University of Manitoba Faculty Association (UMFA) faculty shall be appointed on a continuing basis.

3.3 Renewal of Appointment

3.3.1 Renewals of appointments for instructors and clinical teachers shall be based on satisfactory teaching performance as exemplified by positive feedback/evaluations from learners.

3.3.2 Renewals of appointments for faculty in the professorial stream shall be based on satisfactory performance across multiple domains (teaching, research/scholarship, administrative service, and, when applicable, clinical service).



3.4 Change of Academic Appointment Stream

3.4.1 Over time, a faculty member's role and/or career aspirations may change. A faculty member's academic appointment stream may be modified (i.e., move from an appointment in the clinical teacher stream to one in the professorial stream). The Department Head, in consultation with the Office of Academic Affairs, would determine the rank in the new stream.

3.5 Learner Feedback

3.5.1 All learners on Department of Family Medicine hosted rotation will complete the Preceptor Feedback Forms/Faculty Evaluation Forms after completion of a required learning experience.

3.5.2 All teaching faculty will expect to be assessed by learners.

3.5.3 In accordance with College of Medicine policy, the DFM shall aim to protect learners' anonymity, faculty will receive individualized reports when:

- A minimum of three (3) learners have evaluated them at a minimum of every two (2) years.
- If three (3) learner evaluations are not available for faculty within two (2) years, then the Department Head shall review available evaluations and, if available learner evaluations are positive, will release them to the faculty.
- In instances where there is an insufficient number of evaluations, alternative means to protect resident anonymity such as combining/collating faculty evaluations or obtaining evaluation information from other sources may be considered.

3.5.4 In accordance with College of Medicine policy, the DFM shall utilize learner feedback during the renewal of academic appointments as part of the internal process of a Preceptor File Review.

3.6 Performance Appraisal

Performance appraisal aims to support faculty in their personal and professional development across their multiple roles: clinical, teaching, scholarship, research & QI, and leadership roles.

Both regional health authorities and University of Manitoba's Max Rady College of Medicine have policy stipulating that all members of the medical staff/faculty will undergo regular performance evaluation. Rather than separate processes, when feasible, performance appraisal activities are aligned into a single process.

The frequency and responsibility for carrying out performance appraisals for faculty in a non-



leadership role shall be as follows:

Group	Frequency	Leader
Professorial Stream		
- GFT	Annual	Site Medical Lead alternating with Department Head every other year
- Nil Salaried	Minimum every 5 years prior to renewal of academic appointment	Site Medical Lead or Department Head
- UMFA	Annual	Department Head or delegate
Clinical or Instructor Stream	Renewal based on learner feedback during Preceptor File Review (no Performance Conversation)	

The frequency and responsibility for carrying out performance appraisals for faculty in leadership roles shall be as follows:

Group	Frequency	Leader
Department Head	Annual	Dean
Associate Head Section Head	Annual	Department Head
Faculty Development Director MPAS Director Postgrad Director Research Director Undergrad Director	Annual	Department Head (with input from relevant College or Medicine Associate Deans)
Associate/Assistant Director	Annual	Relevant Director
Enhanced Skills Program Directors	Every 2 Years	Enhanced Skills Program Director +/- PG Program Director
Education, QI, and/or Site Lead	Every 2 Years	Postgrad Director +/- Department Head
Postgrad Leads	Every 2 Years	Postgrad Director
Undergrad Leads	Every 2 Years	Undergrad Director

3.7 Academic Promotion

The purpose of promotion in the Faculty of Health Sciences (FHS) is to foster and reward excellence in all academic endeavors: teaching, research and service. All DFM faculty are supported and encouraged to apply for promotion.

Academic Promotion processes shall occur in accordance with the Max Rady College of Medicine Procedures.

4. REVIEW AND EFFECT ON PREVIOUS STATEMENTS



4.1 The Review Date for this Policy and Procedure is five (5) years from the date it is approved by the Executive Management Committee, Department of Family Medicine.

4.2 If this document is revised or repealed, any documents shall be reviewed as soon as possible to ensure that they comply with the revised document or are in term revised or repealed.

4.3 This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document.

5. POLICY CONTACT

Please contact the Department of Family Medicine Administrative Office at DFMFINANCE@umanitoba.ca with questions regarding this document.

6. REFERENCES

6.1 Career Development and Performance Feedback policy, Max Rady College of Medicine

<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies>

6.2 Nil salaried Academic Appointment Guidelines, Max Rady College of Medicine

<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies>

6.3 Rady Faculty of Health Sciences Promotion Information

https://entrada.radyfhs.umanitoba.ca/community/family_medicine:faculty_development/promotion_tenure

6.4 Evaluation of Faculty by Residents Policy, Max Rady College of Medicine PGME

https://entrada.radyfhs.umanitoba.ca/community/family_medicine:policiesprocedures_guidelines?section=view-folder&id=3551

6.5 Preceptor File Review Policy

https://entrada.radyfhs.umanitoba.ca/community/family_medicine:policiesprocedures_guidelines?section=view-folder&id=3550