

 <p style="text-align: center;">POLICY</p>	Policy No: S-202006.47	Approval Date: June 24, 2020 Most Recent Revision:
	Approving Authority: Provost and Vice-President Academic	Executive Responsible: Provost and Vice-President Academic
Title: <p style="text-align: center;">Affiliate Faculty Appointments</p>		
Background & Purpose: This policy establishes standards for the appointment, reappointment, promotion and termination of Affiliate Faculty Members in the Division of Medical Sciences at the University of Northern British Columbia (UNBC) as well as their rights, roles and responsibilities.		

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1.0 SCOPE AND INTERPRETATION

This Policy applies to individuals with primary faculty appointments at the University of British Columbia (UBC) Faculty of Medicine who are assigned by the Dean of the UBC Faculty of Medicine to undertake teaching, research and service for the Northern Medical Program and UBC Health Professions Degree Programs offered through the Division of Medical Sciences at the University of Northern British Columbia (UNBC), and who are appointed as Affiliate Faculty in the Division of Medical Sciences at UNBC in accordance with this Policy.

2.0 DEFINITIONS

- 2.1 Affiliate Faculty Members** are individuals with primary faculty appointments in the UBC Faculty of Medicine who undertake teaching, research and service for the Northern Medical Program and Health Professions Degree Programs offered through the Division of Medical Sciences at UNBC.
- 2.2 Division of Medical Sciences** is an academic administrative unit created to house the UBC MD Undergraduate Program (Northern Medical Program), UBC Health Professions Degree Programs and UBC/UNBC joint Health Profession Degree Programs offered through UNBC.
- 2.3 Health Professions Degree Programs** include UBC and UBC/UNBC joint programs offered through UNBC such as the Master of Physical Therapy - North and the Master of Occupational Therapy – North Programs.
- 2.4 Northern Medical Program (NMP)** is a distributed site of UBC's Faculty of Medicine MD Undergraduate Program, delivered in partnership with UNBC. The NMP is focused on training physicians from and for northern and rural communities in alignment with the social accountability principle of the UBC Faculty of Medicine strategic plan.

3.0 POLICY STATEMENT

- 3.1** The Dean of the UBC Faculty of Medicine has the authority to assign all teaching duties for faculty in the UBC Northern Medical Program (NMP) and Faculty of Medicine Health Professions Degree Programs. The Dean may delegate this authority to the UNBC Head of the Division of Medical Sciences/UBC Regional Associate Dean, Northern BC and the UBC Department Heads for Health Professions Programs.
- 3.2** Affiliate Faculty Members are required to hold a primary faculty appointment at UBC and, upon their assignment of teaching, research or service in the NMP or Health Professions Degree Programs offered through the UNBC, Division of Medical Sciences, are appointed as Affiliate Faculty Members in the UNBC, Division of Medical Sciences.
- 3.3** The primary appointment of an Affiliate Faculty Member is the governing appointment for the determination of rank, term, salary, benefits, collective bargaining affiliation and other employment conditions of the Affiliate Faculty Member. Affiliate Faculty Members are not covered by any employment or collective agreement at UNBC and are not accorded any rights in these areas at UNBC.

- 3.4** Affiliate Faculty Members are governed by all policies and principles relevant to their roles in teaching, research and service for the Faculty of Medicine at UBC, and by the relevant policies and procedures of UNBC.

4.0 APPOINTMENT AND REAPPOINTMENT OF AFFILIATE FACULTY MEMBERS

- 4.1** Appointment of Affiliate Faculty Members is subject to approval by UNBC's Provost and Vice-President, Academic. Affiliate Faculty Members are subject to an annual review by the Head of the Division of Medical Sciences. The length of the appointment or reappointment of an Affiliate Faculty Member at UNBC is tied to the term of their primary appointment at UBC.

- 4.2** Affiliate Faculty Members are appointed or re-appointed to an Affiliate Faculty rank at UNBC corresponding with the rank of their primary appointment at UBC.

5.0 PROMOTION OF AFFILIATE FACULTY MEMBERS

- 5.1** A formal review of the teaching and service contributions of an Affiliate Faculty Member to the NMP or Health Professions Degree Programs in the UNBC Division of Medical Sciences is requested and included in Promotion and Tenure discussions at UBC.

- 5.2** Upon the promotion of an Affiliate Faculty Member by UBC, the UNBC Division of Medical Sciences processes a promotion of the Affiliate Faculty Member's appointment. The new rank of the Affiliate Faculty Member at UNBC corresponds to the rank of their primary appointment at UBC.

6.0 TERMINATION OF APPOINTMENT FOR AFFILIATE FACULTY MEMBERS

The following factors lead to the termination of the appointment of an Affiliate Faculty Member:

- 6.1** termination of the primary faculty appointment at UBC;
- 6.2** voluntary termination of the Affiliate Faculty appointment by the Affiliate Faculty Member;
- 6.3** cessation or significant diminishment of the teaching and research activities undertaken by the Affiliate Faculty Member in the NMP or Health Professions Degree Programs of the UBC Faculty of Medicine at UNBC;
- 6.4** refusal to comply with policies and principles that apply to teaching and research activities in the NMP or Health Professions Degree Programs;
- 6.4** refusal to comply with the policies and principles of UNBC, including those that apply specifically to the Division of Medical Sciences and that apply to conducting research at UNBC; and
- 6.5** unprofessional or unethical conduct.

7.0 SUSPENSION OF APPOINTMENT

During any suspension of the primary appointment at UBC, the appointment of the Affiliate Faculty Member at UNBC is also suspended.

8.0 RIGHTS, ROLE AND RESPONSIBILITIES OF THE DIVISION OF MEDICAL SCIENCES, UNBC

- 8.1** The primary role of the UNBC Division of Medical Sciences under this Policy is to participate with UBC Faculty of Medicine as a collaborative partner in the delivery of MD undergraduate education (NMP) and Health Professions Degree Programs at the UNBC site, at UHNBC and at regional teaching sites within the Northern Health region in a geographically distributed program. The UNBC Division of Medical Sciences administers these degrees in partnership with UBC and, through its policies and procedures, implements the necessary supervision, evaluation, and oversight of its Affiliate Faculty Members.
- 8.2** For Affiliate Faculty Members who hold research funds at UNBC, UNBC will provide faculty with the necessary administrative services such as Finance, Purchasing, Human Resources, Contracts etc. to administer and report on funding held at UNBC according to UNBC policies and procedures.

9.0 RIGHTS, ROLE AND RESPONSIBILITIES OF AFFILIATE FACULTY MEMBERS

9.1 Rights

Affiliate Faculty Members have certain rights within their relationship with the UNBC Division of Medical Sciences. These include the right:

- 9.1.1** to attend Program/Division meetings and events and to receive all agendas, minutes and material for such meetings and events as they request;
- 9.1.2** to receive an annual evaluation of their teaching and service to the UBC Undergraduate Medical Education Program or Health Professions Degree Programs;
- 9.1.3** to receive appropriate faculty educational development to assist them in meeting their pedagogical responsibilities in the Undergraduate Medical Education Program or Health Professions Degree Programs;
- 9.1.4** to receive notice as early as practicable of the assignment of their teaching responsibilities and to receive clear direction in the nature and objectives of the teaching assignment;
- 9.1.5** to hold research funds awarded to them as principle or co-investigator at UNBC and to be given access to UNBC administrative services (Office of Research, Finance, Purchasing, Human Resources, Contracts etc.) required to apply for, administer and report on such funds;
- 9.1.6** to supervise UBC Faculty of Medicine or UNBC students engaged in research activities;
- 9.1.7** to supervise students enrolled in graduate programs at UNBC as primary supervisor, co-supervisor or graduate committee member;
- 9.1.8** to supervise post-doctoral fellows at UNBC.

9.2 Role

- 9.2.1** The primary role of an Affiliate Faculty Member is participation in and commitment to teaching and service to support the UBC Faculty of Medicine Health Professions Degree Programs and the NMP which are administered through the UNBC Division of Medical Sciences.
- 9.2.2** Affiliate Faculty Members may also serve in other roles related to university activities within the UNBC Division of Medical Sciences.
- 9.2.3** Affiliate Faculty Members may contribute to the research environment at UNBC through supervision of UNBC graduate students and research personnel and administration of research funds.

9.3 Responsibilities

- 9.3.1** Responsibilities of Affiliate Faculty Members include the following:
- i.** teaching of NMP and Health Professions Degree Program students and residents in university, hospital and community settings as agreed to in the letter of offer with clear teaching, educational mission and leadership expectations and performance standards for the UBC Faculty of Medicine;
 - ii.** mentoring students;
 - iii.** participation in assessment and evaluation of teaching, programs, students, and faculty;
 - iv.** reporting on activities performed to fulfill teaching, faculty and professional development, and administration responsibilities;
 - v.** continuing development of the particular skills that apply to their role as Affiliate Faculty Members within the UBC Undergraduate Medical Education Program and Health Professions degree programs, such as teaching and administration as determined by an objective evaluation;
 - vi.** maintenance, by the Affiliate Faculty Member, of their curriculum vitae and teaching dossier;
 - vii.** participation in any remedial faculty educational development activities when requested; and
 - viii.** attend Program/Division meetings at least annually.
- 9.3.2** Responsibilities of Affiliate Faculty Members may include the following:
- i.** supervision of UBC Faculty of Medicine or UNBC students engaged in research activities;
 - ii.** supervision of students enrolled in graduate programs at UNBC as primary supervisor, co-supervisor or graduate committee member;
 - iii.** supervision of post-doctoral fellows at UNBC;
 - iv.** supervision of UBC residents enrolled in a UBC postgraduate residency program engaged in clinical or research activities;
 - v.** mentoring learners (undergraduate medical students, health professional students, postgraduate residents, undergraduate students, graduate students and research trainees);
 - vi.** participation in organizing and/or teaching continuing professional education activities in university and non-university settings;

vii. administrative roles for the UNBC, Division of Medical Sciences or UNBC.

10.0 AMENDMENT, MODIFICATION AND TERMINATION OF POLICY

This policy may be amended, modified or terminated by the UNBC Provost and Vice-President Academic, on the recommendation of the Head of the UNBC, Division of Medical Sciences, and in consultation with the Dean, UBC Faculty of Medicine.