

# Guide to Clinical (MD) Part-time and Adjunct Appointments at University of Toronto

This summary guide will help physicians, community affiliate hospitals and University Departments understand and manage clinical (MD) part-time and adjunct faculty appointments at University of Toronto (UofT). It covers common but not unusual scenarios which are described in the reference documents.<sup>1</sup> While applying generally to all clinical faculty appointment categories, it does not describe in detail the arrangements of clinical full-time faculty, their practice plans and hospital relationships.

The term “Clinical (MD)” is used at UofT and in many universities to denote faculty members who are licensed physicians. “Preceptor” means a University-appointed community physician who is paid to teach clinical clerks and residents, in the course of providing clinical care.

This guide has two sections: **I. BACKGROUND** and **II. INITIATING CLINICAL PART-TIME AND ADJUNCT APPOINTMENTS**. The background section covers key policies and principles, which the reader must understand to start appointments effectively.

## I. BACKGROUND

### Physician faculty (“clinical faculty”) at UofT - the covering policy

At UofT, physicians work under many policies that apply to all University appointees.<sup>2</sup> But when it comes to academic appointments, which define physicians’ relationships with the University, University policy separates licensed physicians from others. The Clinical (MD) Faculty Policy<sup>3</sup> and Procedures Manual,<sup>4</sup> the key sources, show that

- only clinical academic faculty are “clinical full-time,” “clinical part-time” or “clinical adjunct”
- pay source(s) and levels are not related to appointment category or rank
- most clinical full-time faculty are in practice plans

The “Procedures Manual” and other sources detail the rationale and rules for clinical faculty.<sup>5</sup> The Clinical (MD) Faculty Procedures Manual has served academic physicians, the University and hospitals well. For example, dispute resolution clauses in the Procedures Manual have guided process in difficult situations.

### Clinical faculty appointments at UofT have four attributes

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<sup>1</sup> E.g. you will read about 3 appointment categories, not a rare 4<sup>th</sup>, “Visiting Clinical Professor”

<sup>2</sup> E.g. restricting hiring close relatives, and penalizing research misconduct

<sup>3</sup> [Clinical \(MD\) Faculty Policy](#)

<sup>4</sup> [Clinical \(MD\) Faculty Procedures Manual](#)

<sup>5</sup> along with other regulations that protect patients, learners and clinical faculty, such as those of government, CPSO, hospital and other organizations.

A clinical faculty appointment at UofT has at least three, and sometimes four key features:

- University Clinical **Department**<sup>6</sup>
- Appointment **Category**: clinical full-time, clinical part-time or clinical adjunct
- **Rank**: lecturer, assistant professor, associate professor or full professor
- **Academic Job Description**:<sup>7</sup> only for clinical **full-time** or clinical **part-time** faculty

### Department

**Above all, a clinical academic appointment requires a signed agreement (Chair's offer letter) between the physician candidate appointee and the Chair of a University Department.**<sup>8</sup> The Faculty of Medicine or University of Toronto cannot appoint a physician without a University Department.

Generally, a University Department grants appointments by these principles:

1. The Department Chair decides to offer the appointment, its category and rank
2. Appointment privileges confer responsibilities and expectations
3. Appointees must demonstrate professional attributes as role models
4. Appointees have rights according to their degree of academic engagement
5. Departments appoint physicians in their own disciplines, irrespective of the learners' disciplines
6. Physicians teaching core<sup>9</sup> programs require University appointments
7. Physicians who evaluate learners require University appointments

The responsibilities and expectations of clinical faculty include providing a CPSO Certificate of Professional Conduct at initial appointment (a copy from the Hospital's file is acceptable, see below); and self-reporting adverse CPSO events when they occur.<sup>10</sup>

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<sup>6</sup> The University Departments are Anaesthesia, Family and Community Medicine, Laboratory Medicine and Pathobiology, Medical Imaging, Medicine, Obstetrics/Gynaecology, Ophthalmology and Vision Sciences, Otolaryngology – Head and Neck Surgery, Paediatrics, Psychiatry, Radiation Oncology, Surgery. These official names may differ from the department names in hospitals.

<sup>7</sup> Such as clinician-teacher or clinician-scientist

<sup>8</sup> Though a hospital department chief or other leader may discuss or support a University appointment, only the Chair's signed offer letter, co-signed by the appointee, is official.

<sup>9</sup> as opposed to elective; defined by the Undergraduate and Postgraduate Education Deans

<sup>10</sup> From the [Clinical \(MD\) Faculty Procedures Manual](#): *Self-Report(ing) of Professional Conduct* is required of all clinical faculty members. It involves ...reporting to their *University Chair* ...[any conviction or finding of] criminal offence ...academic misconduct, incompetence, negligence or any form of professional misconduct by a court or the CPSO... within seven working days of his or her receipt of notification or knowledge of the conviction or ...finding. If this conviction or finding is historical (i.e. more than seven days) and regardless of the jurisdiction in which it was made, the *clinical faculty* member is expected to report it to the *University Chair*..."

### Appointment Category

The Clinical Faculty Procedures Manual defines and describes the appointment categories of clinical faculty, as follows:<sup>11</sup>

#### Clinical Full-time:

- Active staff usually at fully-affiliated or community affiliate teaching Hospital
- Belongs to practice plan that supports academic work financially
- Academic work including teaching in patient care > 80% of professional time
- Successful 3-year review leads to automatic appointment renewal
- May grieve against a University official or academic freedom
- Has an academic job description

#### Clinical Part-time:

- Practice usually outside of a fully-affiliated teaching Hospital
- Not usually in a practice plan
- Academic work 20% to less than 80% of professional time
- One year renewable; Department Chair may terminate
- May grieve against a University official, not academic freedom<sup>12</sup>
- Has an academic job description

#### Clinical Adjunct

- Practice outside of a fully-affiliated teaching Hospital
- Not in a practice plan
- Academic work < 20% of professional time
- Department Chair decides term and renewal; may terminate
- May not grieve a University official or academic freedom
- Does not need an academic job description

Before 2010, many teachers at community affiliates had been appointed as Clinical Adjuncts.<sup>13</sup> We expect that the degree of academic involvement of community preceptors will change that pattern, with a larger percentage being appointed in the Clinical Part-time category.

### Rank

Generally, a community preceptor or other clinical part-time or adjunct faculty will be appointed at lecturer, and, irrespective of appointment category, be eligible for promotion based on scholarly achievement including teaching performance. Having a Master's degree and recent publications or curriculum development may support but does not guarantee assistant professor rank, especially without substantial recent scholarly work. The Chair must seek peer review by the Department Appointments Committee, and rank is judged further at the decanal level.

The Centre for Faculty Development (CFD, [www.cfd.med.utoronto.ca](http://www.cfd.med.utoronto.ca)) is a key resource for faculty members who wish to access learning for their roles as teachers and educators. The CFD provides numerous learning

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<sup>11</sup> With increasing academic work, rights and responsibilities grow, such as rights to grieve and receive automatic appointment renewal, and responsibilities to undergo 3-year review and join practice plans

<sup>12</sup> Exceptions may allow right to grieve academic freedom

<sup>13</sup> Department of Family and Community Medicine and some specialty Departments excepted

opportunities for all levels of teaching experience and excellence, including strategies to prepare for promotion. University appointees participate in the CFD's centrally offered programs at no charge. The CFD's programs are highly rated; many faculty learners return for more advanced learning opportunities. All programs provide continuing education credits.

#### Rank and category differ

Rank recognizes past scholarly achievement including teaching, is uni-directional from lecturer through full professor (no demotion), and gets harder at higher rank. Getting promoted takes much effort.

Category recognizes the amount of involvement in academic work, is bi-directional (clinical adjunct to part-time then back to adjunct is possible) and is considered neither promotion nor demotion. Moving from clinical adjunct to part-time is not a promotion, it is an increase in time commitment and academic engagement. Changing category is simpler than promotion. The exception is clinical full-time which involves probation, three-year review and membership in a practice plan in most cases.

#### Academic Job Description

Physicians holding clinical full-time and part-time appointments must have academic job descriptions which state the academic work agreed to by the physician, University department Chair and usually, the hospital department chief. Most preceptors at community affiliate hospitals are clinician-teachers. The University Departments have templates for this purpose.

#### Fictitious Example:

Dr. Green, an anesthesiologist at two community affiliate hospitals, was just appointed as a clinical part-time lecturer with a job description as a clinician-teacher. Dr. Green wonders what titles she should use when signing professional correspondence.

By convention, Dr. Green would state her name, rank, Department and University; not her University category and academic job description: "Dr. Anne Green, Lecturer, Department of Anesthesia, University of Toronto." Dr. Green may insert or omit Hospital and other positions according to her preference eg "Lecturer, Department of Anesthesia, Trillium Health Centre and University of Toronto" or "Active Staff, Trillium Health Centre, Lecturer, Department of Anesthesia, University of Toronto." The University strongly encourages faculty to include University affiliations in professional signatures, especially on academic publications. However, it may not be appropriate to state University affiliation for matters unrelated to the physician's role in the University.

#### Clinical Faculty appointments and financial compensation

As a general rule, a clinical faculty appointment does not come with financial compensation from the University except in specific situations (eg Education Director). As of April 1, 2011, certain eligible community preceptors may be given clinical faculty appointments that provide for financial compensation under funding arrangements that may be term-limited. Preceptors cannot be compensated for precepting without such an appointment.

Re-appointments of preceptors as clinical faculty will be made at the discretion of the University Department Chair according to the Policy for Clinical Faculty and the Procedures. For preceptors who have been compensated under an appointment, re-appointment will not necessarily mean continuation of compensation; decisions regarding compensation are made separately.

## II. INITIATING CLINICAL PART-TIME AND ADJUNCT APPOINTMENTS

The description below provides a typical stepwise order, in detail first, then in summary. The order may vary, as, for example,

### Initiating the appointment:

Any party may initiate a request for a clinical faculty appointment. Sometimes the physician candidate and University Department Chair agree in principle to the appointment and its category before it goes through the Hospital steps. That is seen in the “typical steps” below.

### At the Hospital:

The physician candidate and Hospital CEO delegate (eg Hospital Chief, Education Director or VP – each Hospital must choose) assemble the following package of documents to submit to the University Department:

1. Appointment application form: Please see Appendix 1. The form is accompanied by a checklist that shows the other steps in the process.
2. CPSO Certificate of Professional Conduct; a copy from the Hospital’s file is sufficient.<sup>14</sup>
3. Curriculum vitae or résumé: It may be brief, but must describe chronologically medical training, qualifications and work. The Standard Faculty of Medicine CV (Appendix 2) is preferred, but a condensed version (Appendix 3) or the physician’s current format will be accepted. Please be aware that the Standard Faculty of Medicine CV is strongly recommended when applying for promotion.
4. Recommendation letter from Hospital Chief or University or Hospital Education Director. Please see template, Appendix 4.

### In the University Department

The University Department prepares for submission to the Faculty of Medicine Human Resources (HR) Department:

1. Academic job description (Appendix 5)
2. Draft Letter of Offer for academic appointment

### In the Faculty of Medicine

The Faculty HR Department reviews the appointment application package for accuracy and completeness with the Vice Dean, for final approval on behalf of the Dean.

Typical steps:

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<sup>14</sup> From the [Clinical \(MD\) Faculty Procedures Manual](#): “All *clinical faculty* are required to obtain the *Certificate* at the time of their first University appointment. If the *clinical faculty* member has already obtained such a *Certificate* for the purposes of hospital credentialing, a photocopy of the document from the hospital is acceptable.”

1. Hospital Chief, Chair, Academy Director/Residency Director, other education leader or physician candidate initiates appointment request
2. Chair, with input from Department Appointments Committee, determines category and rank at this point or later
3. Chair, Chief set academic job description at this point or later (most will be clinician-teacher)
4. Physician candidate, with Hospital CEO delegate, completes and assembles application, CV/résumé, recommendation letter, and CPSO Certificate of Professional Conduct, collectively referred to as “Hospital Package”
5. Hospital CEO delegate submits Hospital Package to University Department
6. Department Appointments Committee reviews Hospital Package, advises Chair to appoint, category and rank.
7. Chair decides approval, category, rank
8. Chair submits to the Dean: Hospital Package, academic job description, and draft offer letter, collectively referred to as “Appointment Application”, to Faculty Human Resources (HR) Office
9. Faculty HR office reviews Appointment Application with Vice Dean
10. Vice Dean approves on behalf of the Dean: appointment, rank, category
11. University Department Business Officer enters new physician appointee bio into Human Resources Information System
12. Chair and appointee sign Chair’s offer letter

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Appendix 1: [Application form and checklist for clinical part-time and adjunct applicants](#)

Appendix 2: [Standard Faculty of Medicine CV template](#)

Appendix 3: [Condensed CV template](#)

Appendix 4: [Recommendation letter template](#)

Appendix 5: [Academic Job description template](#)

**Appendix 1: Application form and Checklist for Clinical Part-time and Adjunct Applicants**  
(DRAFT)



Application for

**Clinical (MD) Initial Academic Appointment Application: Part-time or Adjunct**

**CANDIDATE INFORMATION**  
*(to be completed by Candidate)*

Applicant Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Independent Practice Certificate (CPSO license):  Yes \_\_\_\_\_  
Registration # \_\_\_\_\_ Expiry Date \_\_\_\_\_

No, (state current or pending license): \_\_\_\_\_

**HOSPITAL APPOINTMENT INFORMATION**  
*(to be completed by CEO or delegate)*

Applicant's appointment at: \_\_\_\_\_ is  Confirmed  Pending  No appointment  
*(Name of Hospital)*

Applicant's hospital appointment category is: \_\_\_\_\_  
*(e.g. Active Staff, Courtesy Staff, etc.)*

Hospital CEO or Delegate: \_\_\_\_\_; for questions contact: \_\_\_\_\_  
*(Signature) (email and phone number)*

**UNIVERSITY APPOINTMENT INFORMATION**  
*(to be completed by University Department Chair or delegate)*

Department: \_\_\_\_\_ Division *(if applicable)* \_\_\_\_\_

Start Date of Appointment: \_\_\_\_\_

Category:  Clinical Adjunct  Clinical Part-time

Rank:  Lecturer  Assistant Professor  Associate Professor  Full Professor

Participates in a Conforming Practice Plan:  Yes  No  Practice Plan Equivalent (may include salary)

Academic Job Description *(required for clinical part-time; at the discretion of the Department Chair for clinical adjunct):*

Clinician-Teacher  Clinician-Educator  Clinician-Administrator  Other: \_\_\_\_\_

**APPROVALS**

This application has been reviewed by the Department Appointment Committee (DAC)

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Vice Dean, Clinical Affairs

\_\_\_\_\_  
Date

Revised: 28-Jan-11

Document Check List

Clinical (MD) Academic Appointment: Part-time or Adjunct

PART-TIME APPOINTMENT	
Required Documents	Responsibility of
<input type="checkbox"/> A. Application for Clinical (MD) Academic Appointment	Physician Candidate, Hospital CEO/delegate, University Chair
<input type="checkbox"/> B. Curriculum Vitae	Physician Candidate
<input type="checkbox"/> C. Certificate of Professional Conduct ( <i>photocopy acceptable</i> )	Physician Candidate
<input type="checkbox"/> D. Recommendation Letter	Hospital Chief or Education Program Director
<input type="checkbox"/> E. Academic Job Description	University Chair, Hospital Chief, Physician Candidate
<input type="checkbox"/> F. Draft Letter of Offer for Academic Appointment	University Chair

ADJUNCT APPOINTMENT	
Required Documents	Responsibility of:
<input type="checkbox"/> A. Application for Clinical (MD) Academic Appointment	Physician Candidate, Hospital CEO/delegate, University Chair
<input type="checkbox"/> B. Curriculum Vitae	Physician Candidate
<input type="checkbox"/> C. Certificate of Professional Conduct ( <i>photocopy acceptable</i> )	Physician Candidate
<input type="checkbox"/> D. Recommendation Letter	Hospital Chief or Education Program Director
<input type="checkbox"/> E. Academic Job Description ( <i>required in some departments</i> )	University Chair, Hospital Chief, Physician Candidate
<input type="checkbox"/> F. Draft Letter of Offer for Academic Appointment	University Chair



**Appendix 2: Standard Faculty of Medicine CV Template – Click [here](#)**

## Appendix 3: Condensed CV Template

### CURRICULUM VITAE – please add pages for any section if needed

Name (first, middle, last) \_\_\_\_\_ Date of preparation \_\_\_\_\_

#### 1. Education

Undergraduate (MD or equivalent) Medical School /Degree obtained/year of graduation:

Residency program/University/year completed:

Other clinical training received (fellowships, other)/years:

Postgraduate research, education or other training received /ears:

Other diplomas, certifications, years achieved:

#### 2. Qualifications

MCC or equivalent/year:

CSPO/other practice licences held currently, first years obtained:

RCPSC, CFPC or other (post MD) certifications/years achieved:

#### 3. Clinical Practice appointments and experience: (List hospital, other clinical appointments, cross-appointments)

##### a. Current Appointment(s):

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

##### b. Previous Appointments:

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

#### 4. Administrative positions, activities:

##### a. Current:

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

b. Previous:

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

5. Honours, Awards: title(s)/reason/ year:

\_\_\_\_\_  
\_\_\_\_\_

6. Professional Affiliations, other Activities

Professional Associations/year started: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other Professional Activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Other: Please describe any experiences, accomplishments, interests that may be relevant to your preceptor role:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ***Appendix 4: Recommendation Letter Template (DRAFT)***

### **Letter of Recommendation**

(To be prepared by Hospital Department Chief or Education Program Director or Academy Director)

[Date]

Dr. [First Name] [Last Name]  
Department of [Dept. Name] if appropriate  
Address 1  
Address 2

Dear Dr. [University Dept Chair]:

**Re: [Name physician candidate for appointment]**

I am pleased to recommend Dr. [Name] for an appointment to the Department of [Name University Department], University of Toronto.

I have known Dr. [Name] for approximately [duration], as [state how you know candidate]. I have/have not read Dr. [Name]'s CV.

To my knowledge, Dr. [Name] is an ethical, competent physician who would be an appropriate role model for learners.

I am confident that Dr. [Name] will be a valuable addition to the Department of [Name].

Sincerely,

<Signature>

