



INFORMATION FOR MEDICAL FACULTY APPOINTEES

Message from the Vice Dean Faculty Engagement:

Your acceptance of an ongoing medical faculty appointment in the College of Medicine is crucial to our mission. We rely on our faculty colleagues throughout the province to participate in delivering high quality educational experiences for our medical students and residents. We know that we cannot achieve our goal of providing excellent patient care without your contributions to the education of our future care providers. We appreciate your willingness to help and welcome you warmly to the College of Medicine. If you are receiving this information because your previous appointment was up for renewal, we thank you for your past contributions and hope that you will find continuing personal and professional satisfaction in this ongoing medical faculty reappointment. Please contact us with any concerns or questions, and please share with us any ideas you have for improving medical education.

- K. Ogle MD, CCFP, FCFP

NSID:

If you do not already have one, a Network Services ID (NSID) will be created and emailed to you. This NSID is a unique identifier allowing you access to U of S systems. A password which you will set, accompanies your NSID and must be used to log on to any of the systems outlined below. Should you forget your password, it can be reset by calling the ICT Service Desk (U of S Information and Communications Technology) at either 306-966-2222 or toll-free at 1-800-966-4817 or by email at servicedesk@usask.ca.

Online Health Sciences Library:

If you do not already have access, The Leslie & Irene Dubé Health Sciences Library will send you a registration form required to initiate your access to the online library. Your NSID, along with your password, are used to log into the [Library](#). From the library website you can access the most recent medical evidence, download certain articles, read online journals, order books or ask questions in the library's interactive system.

Email Address:

If you do not already have one, a 'usask' email address will be set up and will be used by the College of Medicine (CoM) and University for all communication to you. **If you prefer to use another email address as your primary email**, then we ask that you follow these [easy, quick steps](#) to forward to your primary email address any communications we send to your usask address. We cannot maintain accurate and reliable lists of constantly changing personal email address preferences. We rely primarily on email communication for all College matters and some of this information, including information about payment for academic services, will be very important for you to read.



on the U of S Website:

Your NSID will also grant personal access to the U of S PAWS system which provides links to other University services and content relevant to you. The PAWS log-in is in the upper right-hand corner of the U of S webpage www.usask.ca. You can access your secure email account here, any files you have stored on Cabinet (see website for details), University announcements, library off-campus resources, University telephone directories, etc.

Research at the U of S:

Your ongoing medical faculty appointment with the U of S grants you eligibility to conduct independent research for the CoM, subject to the requirements of various funding agencies and any applicable requirements of the College of Graduate and Postdoctoral Studies. It is important to note that requirements for grant-holding vary by funding agency and the Vice Dean Research Office in the CoM will work with you to maximize your eligibility. Further information regarding research in the CoM can be found at: <http://medicine.usask.ca/research.php>. If you have any questions, please do not hesitate to contact that office.



Other Important Medical Faculty Information:

- The University's board of governors has formally approved the [Policy for Medical Faculty](#). Please read this policy and contact us if you have any questions. The policy establishes the academic rights, freedoms and responsibilities associated with your appointment to faculty. By accepting a faculty appointment, you accept your responsibility to abide by all applicable University policies, rules, guidelines and procedures.
- With your acceptance of a Medical Faculty appointment, it is understood that you will comply with applicable College and/or departmental requirements. Your attendance at certain meetings, participation on certain committees, or completion of certain teacher training activities will be occasionally requested. You will be offered department-based periodic appointment reviews to assess the nature and quality of your academic contributions and your progress towards promotion. It is the University's expectation that you participate fully in this process.
- The governance procedures for the relationship between Medical Faculty appointees and the CoM will always be subject to revision for the purpose of continual improvement. We will work with the Provost's office and our clinical partners to develop effective and meaningful updates to any procedures affecting Medical Faculty. The most current version of the Procedures for Medical Faculty can be found [here](#). You will note in the Policy that the Provost must approve any future procedural revisions involving appointments, titles, review processes, and career advancement. The University must approve any suggested changes to the Policy.

Payment for academic activities:

The CoM has modified its payment procedures and is developing contracts or academic service agreements for certain types of academic contributions. Your medical faculty appointment formally grants you an academic title and rank but does not establish an employment relationship with the CoM/University or any other legal relationship beyond what is provided in your services agreement. Depending upon the type of service you provide, you may be asked to sign a services agreement with the College and that agreement will address your legal relationship with the College, your academic deliverables, and the remuneration you will receive for those services.

Although not necessarily included in your services agreement, all medical faculty are expected to adhere to the accepted standards of the profession, including but not limited to those involving medical competence and professional behavior.

Normally, various departmental or College teaching coordinators will discuss your teaching assignments with you prior to engaging in any teaching activity. It is your responsibility to ensure that you or the applicable departmental administrative personnel have submitted your teaching activity records to the College on a monthly basis. The exact practice in this regard varies by department. You may be asked to confirm your teaching activity at the end of each fiscal year, so you should track this information personally.

Payments for teaching are issued at four-month intervals during the fiscal year. It would be advisable that you inform your tax consultant of any payments received for teaching from the University of Saskatchewan.

Contact Information – College of Medicine:

For further information or queries regarding any of the above, please do not hesitate to contact Dr. K. Ogle, Vice Dean Faculty Engagement or Carla Zorn, Faculty Engagement Administrative Coordinator, at:

Email: medicine.teaching@usask.ca
Toll Free Phone Number: 1-888-966-6896
Direct Phone Number to CoM Faculty Engagement Office: 306-966-6896 or 306-966-1378
Website: <http://medicine.usask.ca/>
Fax to CoM Faculty Engagement Office: 306-966-6164

Note: activation of any University services provided to faculty will occur following receipt of your faculty appointment acceptance form.