

Medical Faculty Appointment Review

Medical Faculty to complete and sign this form and send to Provincial Department Head (or delegate) for comments and signature. Medical Faculty or the PDH may initiate a meeting to review the contents of this form. Reviews are an accreditation requirement.

Name: Department: Date:

Roles/ Contracts with College of Medicine (if applicable):

Teaching

Please outline teaching activities since your last review (i.e., UGME, PGME, CME, other):

Teaching evaluations received: Medical Student Resident Peer

Evaluation highlights:

Concerns identified:

Plans to enhance strengths and address concerns in the coming year (e.g., [Faculty Development](#) programs):

Research/ Quality Improvement

Please outline research/QI related activities since your last review, or attach your CV or other documentation:

Clinical

Please outline key clinical contributions since your last review:

Administration

Please describe your participation in administrative work (department, college, university, SHA) since your last review:

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Goals and Development Opportunities

How would you like to contribute in the next 1-2 years? What are your goals?

How can we support your progress?

See the appropriate [Promotion Checklist](#) for guidance regarding advancing your academic career (i.e., promotion from Assistant to Associate to Full Professor). Please note areas that need to be developed to prepare for promotion:

Please highlight programs/courses you have participated in since your last review (e.g., [Continuing Medical Education](#), [Faculty Development](#)):

General Comments

Note any additional highlights/ contributions or issues/ challenges related to your work:

To be completed by Provincial Department Head/ Delegate.

Summary and recommendations:

Provincial Department Head (or Delegate) Signature

Medical Faculty Signature

Note: Department will send a copy of the completed review form to the Medical Faculty.

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Appendix A: Preparing for your review

As outlined in the [Procedures Manual for Medical Faculty](#), in addition to being a requirement of your ongoing academic appointment, periodic appointment reviews are an important opportunity to reflect on:

- academic contributions and potential adjustments
- accomplishments since the previous review
- challenges and concerns related to your appointment
- goals and development opportunities
- academic career development

In order to provide a comprehensive view of your work since the previous review, you are asked to submit the attached Medical Faculty Appointment Review form. Below you will find suggestions regarding activities to highlight on this form (this is not an exhaustive list). Your department may ask for additional documentation, including but not limited to: an updated Curriculum Vitae (CV) (highlighting new items); UGME and PGME teaching evaluations; and/or peer evaluations. You will find guidance regarding preparation of your CV [here](#) and sample peer evaluation forms [here](#).

Teaching:

- number of medical students/ clerks and residents that rotated through with you
- presentations, lectures, seminars or in-services you delivered to physicians or allied health professionals
- incorporating evidence from published scholarly work or recent research into teaching activities
- use of innovative teaching methods or technologies when appropriate
- incorporating peer and student feedback into teaching practices
- involvement in preparation for the Royal College exam
- involvement in OSCEs

Research/Quality Improvement:

- peer reviewed publications
- national and international presentations
- funding applied for or obtained
- research supervision
- participation as a reviewer in a regional/national/international peer-review program
- service on an editorial board of a scholarly or scientific journal

Clinical

- application of new scientific knowledge in the clinical context
- participation in clinical quality improvement activities
- participation in developing new clinical programs, therapies, treatment methods, investigations
- contributions to the development of standards and indicators of patient/client care

Administration:

- contributions to departmental, inter-departmental, college, university or SHA committees or projects
- contributions related to specific leadership role(s)
- contributions to academic programming
- participation in CaRMS interviews