Appendix – Academic Plan for Full Time Clinical Faculty

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***LAUNCHING YOUR ACADEMIC CAREER IN MEDICINE***

**The Academic Plan**

Completion of an **Academic Plan (AP)** is required for all full-time appointments to the Department of Medicine at the University of Toronto. Part- time clinical faculty appointees may also be requested to complete an AP.

**Objectives of the Academic Planning Process**:

The intent of the academic planning process is to provide a means for reflection on what a new recruit wishes to accomplish in their academic career – both in the short and longer term. In so doing, the department and hospital leadership (Chair, PIC, hospital division head, DDD) can ensure that resources and support are in place to enable the faculty member to achieve these goals.

The AP is not so much a contractual agreement as a ‘planning document’ for the recruit and key stakeholders. We recognize that even the best laid plans may change! Opportunities may arise that just cannot be missed; alternatively, some things that were anticipated just may not work out. For this reason, new faculty members are expected to arrange to meet with their formal mentor at least three-four times per year, and with all relevant stakeholders (PIC, DDD, hospital division head, other stakeholders, including possible one or more external stakeholders for clinician-scientists) annually, for the first five years of their appointment. At these meetings, the AP should be reviewed to ensure it still makes sense and to identify barriers/threats to successful achievement of the goals laid out. If substantive changes are made, a revised AP should be submitted so that it is available at the time of Continuing Faculty Appointment Review, which initially occurs three years from the initial appointment.

The AP requires careful reflection on the following:

* Academic position description
* Overarching (long-term) career goals
* Short term career goals (first three to five years)
* Key stakeholders – individuals who need to support the recruit to insure success
* Strategies for ensuring success
  + What are the resources necessary (opportunities to acquire new knowledge or skills, salary support, clinical resources, administrative support, etc.) to ensure the plan laid out is achievable? Are they available?
  + Does the faculty member have potential collaborators/colleagues with similar interests with whom to develop their career?
  + Are the career goals aligned around a common theme/clear focus as opposed to unconnected projects or activities?
* Name and commitment of formal mentor

**Requirements of the Academic Plan:**

1. Selection of the [Academic Position Description](http://live-deptmed.pantheonsite.io/academic-position-descriptions) that best aligns with the recruit’s passions, training, and career goals. Acknowledgement by the recruit of the expectations of faculty in the chosen APD with respect to formal and informal teaching, scholarship and administrative activities.
2. Elucidation of the specifics regarding clinical activities (to ensure alignment with APD).
3. Identification of a formal mentor. The divisional mentor is sufficient to serve this role at recruitment; this individual will work with the recruit to identify a longer-term ‘best fit’ for this role – to be named by the end of year one. It is expected that mentees will arrange to meet with their formal mentor at least three - four times annually.
4. Signatures of all relevant stakeholders, including but not limited to the hospital PIC/chief of medicine, DDD, hospital division head and formal mentor.
   1. For all clinician-scientist recruits, the signature of the affiliated research institute (e.g. hospital research institute, extra-departmental unit, hospital-based research program) is also required.

**Additional required documents at appointment:**

1. Indication that the recruit has read and agrees to comply with faculty policies regarding code of conduct/professionalism, industry relationships, conflict of interest, and ethical conduct of research (scholarly work); and
2. Completion and submission of a Disclosure of Relationships statement.

**Department of Medicine Academic Plan**

*Required for all full-time clinical faculty recruits and part-time clinical faculty recruits as requested by the DoM appointments committee*

**Date:**

**Name of Faculty Member:**

**Hospital:**

**Clinical Division:**

**Proposed Rank:**

**Proposed Academic Position Description:**

***The remainder of this document must comply with the expectations for the proposed academic position description.***

**Please briefly explain why you have chosen an academic career in medicine.**

Open text

**Proposed Time Spent in Clinical Activities**

It is understood that there is substantial variability in the total hours per week that faculty members spend engaged in academic activities. We also recognize that the level of stress or demand on the faculty member will differ depending on the nature of their clinical and academic activities. However, the goal of laying out how a new faculty member will spend their time is to ensure that the proposed allocation of time aligns with, and is consistent with, their short term and longer term academic and personal goals.

For the purposes of this document, please make the following assumptions:

* one half day (ambulatory clinic; in-patient attending; consult service) = four - five hours
* one week is comprised of 14 half days (including weekends)
* one week = 40-60 hours; one year = 44-48 weeks
* one ER shift = eight hours

**Scholarly Activities**

**Please provide 3-5 realistic and measurable goals for all categories that apply.**

|  |  |  |
| --- | --- | --- |
|  | **Short Term Goals (3-5 years)** | **Long Term Goals** |
| **Creative Professional Activity** |  |  |
| **Research (all types)** |  |  |
| **Teaching & Education** |  |  |

**Clinical Activities**

|  |  |
| --- | --- |
| **Types of clinical activities** | ***Estimated* number and frequency of the activity** |
| Half day ambulatory clinics per week (each half day = four - five hours) |  |
| Weeks per year senior in-patient attending as *most responsible physician* |  |
| Weeks per year senior in-patient attending on a consult service |  |
| Emergency Medicine shifts |  |
| Half days of procedural time, e.g. endoscopy, cardiac catheterization, echocardiography, etc. |  |
| Other (specify), e.g. unique or highly specialized clinical focus |  |

**What resources** (opportunities to acquire new knowledge or skills, salary support, clinical resources, administrative support, etc.) are **necessary** to ensure your goals are achievable?

|  |  |
| --- | --- |
| **Please list required resources** | **Check if this resource been confirmed to be available** |
|  | [ ] |
|  | [ ] |
|  | [ ] |
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|  | [ ] |
|  | [ ] |

**Formal Mentor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Mentors** (if relevant):

**The following must be answered by all Clinician Scientists:**

* Have you been offered/have an appointment in your hospital research institute? Choose an item.
  + Research Institute you will be/are affiliated with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Specify which graduate department you will be seeking an appointment with in order to supervise graduate trainees? Choose an item.
  + If Other please indicate where: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures**

**I have reviewed, approved, and commit to the success of this academic plan.**

|  |  |
| --- | --- |
|  | **DATE** (all signatures must be dated) |
| **Faculty Member:** |  |
| **Physician in Chief of Medicine:** |  |
| **Departmental Division Head:** |  |
| **Hospital Division Head:** |  |
| **Formal Mentor:** |  |
| **Other key stakeholder (e.g. research institute lead)** |  |

**FOR DEPARTMENTAL OFFICE USE ONLY**

**Department Appointment Committee Recommendation**

Approve

Approve with minor revisions – specify:

Requires major revisions and re-review:

**Disclosure of Relationships form received** – [ ]

**Chair’s Approval**