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**Procedure:** **Clinical Academic Colleagues CAC & Adjunct Appointment Process**

Approver: Office of the Chair - Assistant Chair

Approval Date: November 20, 2023

Administrative Responsibility: Office of the Chair - Academic HR

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## 1. Introduction

CAC/Adjunct appointments are teaching and/or research appointments. These appointments are required for a physician who will have medical students and/or resident physicians with them while on service, and/or for a physician who will be involve in research within your division.

Grant Administration - [UAPPOL Eligibility to Apply for and Hold Research Funding Policy](#)

All researchers applying for grants need to adhere to the [UAPPOL Eligibility to Apply for and Hold Research Funding Policy](#). This policy outlines all the different job descriptions researchers may have with their appointment with the University of Alberta. This policy was last updated in November 2011. As such, the DoM Office of Research, adhering to the policies and procedures set out by the VP Research, will have to check the eligibility of any individuals listed as PI, co-PI, co-applicant, and co-investigator, etc. In the past, if an individual was ineligible, the DoM Office of Research would contact that individuals' Division Director requesting their eligibility and if approved, the Chair would sign an eligibility exemption form to accompany the grant to the RSO.

It is recommended by the Faculty that Adjunct academic colleagues apply for research funding through their primary department.

## 2. Procedure

1. The Division Director will provide the **physician letter template** for the appointment request to the physician.
2. The physician will complete and submit the letter to the Division Director for review along with a copy of their CV.
3. The Division Director will review the physician's letter and request additional information if required. Once complete the Division Director will draft the letter to the Chair using the **Division Director letter template**, which should include the following:
  - i. Nature and extent of the CAC and Adjunct academic staff member's involvement in teaching and/or research.
  - ii. The mutual benefits of the proposed arrangement.
  - iii. A description of the proposed working relationship between the candidate and division in the Department of Medicine.
  - iv. A clear outline of the duties to be performed by the CAC/Adjunct academic colleague including a list of goals and expectations, which will be evaluated annually.

- v. Academic Rank is determined by the Faculty and Department Chair by review of the Physician's CV. Please review "Description of Academic Ranks" in the [FoMD Appointment and Promotion Procedure for Clinical Academic Colleagues](#).
- vi. Term of the appointment (one, three- or five-year renewable term). Please note the term of appointment for the academic rank of Clinical Lecturer is one or three year.
- vii. The eligibility to apply and/or hold research funding is determined by the criteria in the the [UofA Policies and Procedures On-Line \(UAPPOL\)](#).
  - If the CAC/Adjunct academic colleague is teaching only and meets the criteria as per the [UofA Policies and Procedures On-Line \(UAPPOL\)](#) please choose **No**.
  - If the CAC/Adjunct academic colleague are teaching and applying for research funding (grants) ensure the applicant meets the criteria as per the [UofA Policies and Procedures On-Line \(UAPPOL\)](#), please choose **Yes**.

It is preferred by the Faculty that Adjunct academic colleagues apply for research funding through their primary department and the primary department is responsible for over expenditures. Please choose not eligible if the Adjunct Faculty member can obtain eligibility through their primary department or if there is, no research duties attached to this appointment.

If any physician submits a grant to the DoM Office of Research and is not eligible to apply and hold, the DoM Office of Research will contact the PI of the grant to advise. In turn, the physician will either:

- a. Need to be removed from the grant
  - b. Listed as a collaborator instead or
  - c. Request eligibility to apply and hold research funding to the Division Director as per the procedure above
- viii. Submit letters and CV, to the Department of Medicine (DoM) Administration for review.

### **3. Review by the Office of the Chair**

1. The Department of Medicine (DoM) Administration will review the documentation to ensure all items are included
2. If any documentation is missing, DoM Administration will follow up with the Division Director
3. If all documentation is included, DoM Administration will proceed with appointment
4. The Department Chair will review and approve
5. The request will be submitted through the FoMD SharePoint site for review and approval through the Vice-Dean, Faculty Affairs Office.

### **4. Letter of Appointment**

1. Once the Vice-Dean, Faculty Affairs approves the requests through the Sharepoint Site the system will generate an appointment letter and sent out to the individual for signature to the email address provided.
2. The SharePoint site will automatically send an email to the individual every two weeks until the individual signs the appointment letter and returns it to the Dean's Office.

3. Upon receipt of the signed Letters of Appointment, the Dean's Office will then forward on to Shared Services to upload into HCM university system.
  - The individual will use the Letter of Appointment to apply for eligibility status through the VP Research via the RSO. This process takes time and will not be accomplished the day before the grant deadline.
4. The Letter of Appointment will be kept on file should anyone need to refer to the contract and supporting documentation.

## 5. **Privileges**

Although Clinical Academic Colleagues do not have the same rights and privileges as academic staff, The University of Alberta, Faculty of Medicine & Dentistry and the Department of Medicine value their relationships with clinical faculty and recognize the indispensable contributions they make to the academic mission through the domains of education, research, clinical activity and leadership.

We support our faculty members in achieving success through numerous workshops, processes, materials and other resources. In recognition of our clinical faculty's dedication to the Faculty of Medicine & Dentistry, they enjoy a variety of benefits and resources from the University of Alberta which can be found on the on the Department of Medicine website under [Clinical Staff](#) for Clinical Faculty Promotions.

Privileges extended to CAC/Adjunct Academic Colleagues on the effective date of the appointment as per the [UAPPOL Policies & Procedure for Clinical Academic Colleagues](#) as follows:

1. Issuance of a University ONECard
  - i. Library privileges deemed appropriate by the chief librarian to that status.
  - ii. Access to Physical Education facilities upon payment of an annual user fee.
2. Entitlement to a secondary computing ID to be used for University purposes.
3. Eligible to University parking with rates as defined by the *Parking Services Fee Structure*.
4. Eligibility for membership in the Faculty Club.
5. Listing in the University Calendar.

## 6. **Templates**

1. Physician letter to the Division Director – template
2. Division Director letter to the Chair - template
3. Appointment and Promotion Criteria

## 7. **Related Links**

1. [University of Alberta Policies & Procedures Online \(UAPPOL\)](#)
2. [Recruitment Policy \(Appendix A\) Definitions and Categories of Academic Staff](#)
3. [Academic Colleagues Policy](#)
4. [Adjunct Academic colleagues Procedure](#)
5. [Clinical Academic colleagues Procedure](#)
6. [Eligibility to Apply for and Hold Research Funding Policy](#)