

APPENDIX r

Academic Duties for Contract Academic Staff: Specific Examples

1. Teaching

Participation and contributions (either spontaneous or on request), with satisfactory reports from students, peers, coordinators and departmental chair(s), in some or all of the following areas:

- a. undergraduate and graduate courses: lectures and small group sessions (number and quality, peer and student evaluations) laboratories, examinations assignments, reports, term papers, student research projects, etc.
- b. curriculum development and teaching initiatives
- c. course or unit coordination
- d. program coordination
- e. supervision and teaching in clinical settings of undergraduate students, clinical fellows and residents (quality:



evaluation by external peers. The criteria below can be used as examples of performance areas:

- a. ability to obtain salary awards and operating research grants from peer reviewed external agencies/bodies grants value, number, caliber of granting institutions, duration, renewal history
- b. Publication of papers in scholarly journals (number may vary with the field and the nature of research). Each article cited for consideration by an evaluation committee should have had a substantial amount of the actual research and documentation done subsequent to the assistant professor's first appointment at McGill.
- c. publication record (quality and quantity) since the McGill appointment as first or senior author; full papers in high quality journals; originality; substance scientific merit and importance, journal standings, authorship, collaboration, number of authors, with graduate students, contribution to multi authored papers
- d. introduction and/or establishment of novel clinical techniques or programs (eg. new surgical procedure)
- e. continuing peer reviewed funding for research
- f. invitations from national and/or international institutions to present lectures, seminars, symposia, workshops and other evidence of peer recognition, scientific meetings, published abstracts
- g. review of scientific manuscripts for well respected journals
- h. establishment of an independent, funded research program
- i. leadership, recognition by national and international scholarly bodies
- j. membership on editorial boards or ad hoc review for scientific journals: number, journal standing)
- k. invited publications, editorships
- l. patents and inventions

3. Other Contributions

Appropriate and positive contributions to the academic administration of the department or hospital to the professional and academic o s p i t a