

Complete Policy Title

**Policy for Referees – Clinician Educator Faculty**

Policy Number (if applicable):

**SPS B9**

Approved by

**Senate  
Board of Governors**

Date of Most Recent Approval

**December 14, 2011  
December 15, 2011  
(effective January 1, 2012)**

Date of Original Approval(s)

February 23, 2004

Supersedes/Amends Policy dated

- February 23, 2004

Responsible Executive

**Dean and Vice President (Faculty of Health  
Sciences)**

Policy Specific Enquiries

[Dean and Vice President \(Faculty of Health  
Sciences\)](#)

General Policy Enquiries

[Policy \(University Secretariat\)](#)

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**FORMAT:** *If you require this document in an accessible format, please email [policy@mcmaster.ca](mailto:policy@mcmaster.ca).*

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1. Within the Faculty of Health Sciences, there are faculty members with significant clinical responsibilities, many of whom will be reviewed as Clinician Educators.
2. These faculty members are recognized under *Appendix A of the McMaster University Revised Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion*,<sup>1</sup> which states:

*A necessary but not sufficient condition for the awarding of tenure and/or promotion in the Faculty of Health Sciences is effective participation in, and contribution to, the education program(s) of the Faculty and the candidate's teaching ability shall be assessed in the appropriate context(s). In the majority of cases, it shall be expected also, as is spelled out in the main body of this document, that the candidate has demonstrated a commitment to high-quality scholarship and is making the results of this work available in the public domain for peer review. There will be many cases where scholarship will be judged by effective performance of academically oriented clinical activities. These scholarly activities will serve as the second major criterion for the awarding of CAWAR, tenure and/or promotion. These cases shall be identified clearly in the submissions to the various committees through their designation as Clinician Educators.*

3. It is generally accepted that an assessment by other clinician educators working in the same or closely related specialty area, is often the best way of determining the quality of clinical scholarly work. **If you have any connection with the candidate, please indicate the nature of the connection, and explain how your participation does not constitute a conflict of interest.**
4. The candidate must demonstrate a commitment to excellence in clinical service, which is relevant and contributes to the academic mission of the Faculty of Health Sciences and the University. Excellence in clinical service will be evaluated on the basis of criteria, which reflect scholarly clinical work (not all criteria will be met by all candidates). These activities are listed in [SPS B3 Clinical Activities Portfolio](#).
5. A Clinician Educator candidate for CAWAR/tenure and promotion to Associate Professor shall have a good record as a teacher. The candidate will have a local reputation related to their clinical expertise and may have participated in dissemination of their scholarly work.
6. The timing of consideration for CAWAR/tenure and/or promotion at McMaster depends, to some extent, on the calibre of the candidate. In normal circumstances, for a person initially appointed to this University as a full-time Assistant Professor, consideration for CAWAR/tenure and promotion shall take place in the fifth year of the tenure-track or special appointment [III 28a.i]. Outstanding candidates may be considered for CAWAR/tenure and promotion to Associate Professor in their fourth year [28d.i]. Similarly, candidates who have had relevant experience at another university or institution may be considered before the fifth year, but not before the second year at McMaster [28.d.ii].
7. For promotion to the rank of Professor a tenured faculty member will possess a high degree of intellectual maturity evidenced by the depth and scope of scholarly activities. This activity will be sustained over a

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<sup>1</sup> All section and clause references contained in box brackets [ ] refer to the [Tenure and Promotion Policy](#).

period of years and establishes their clinical expertise and reputation as a leader in their specialty area. [III 23] They should be known for their clinical expertise and must have participated in dissemination of their scholarly work. Barring exceptional circumstances, for promotion to the rank of Professor, a tenured or CAWAR faculty member normally shall have spent at least six years in the Associate Professor rank [III 33, 34].

8. You are asked to include brief answers to each of the questions listed below. Please feel free to make any other comments related to the Candidate's Clinical Scholarly Activities which you believe may assist the University in arriving at a decision.
  - a) Based on the activities listed in SPS B3, do you feel that the candidate has demonstrated a commitment to excellence in clinical service and contributes to the academic mission of the Faculty?
  - b) What would you say is the general quality of the candidate's work?
  - c) To what degree is the candidate's work original and creative? How significant is it as a contribution in his or her specialty area and more generally?
  - d) Do you know of any contribution the candidate made to the development of his/her field in Canada or elsewhere, e.g., through activities in learned societies, organizing conferences, governmental commissions and so forth? In your opinion how significant have these activities been?
  - e) Is the candidate's work of a sufficient quality to be acceptable for CAWAR, tenure, permanence and/or promotion in the context of the criteria detailed above? Please elaborate.
9. Your letter will be regarded as confidential and will be made available only to the Department and Faculty Committees on Tenure and Promotion and to the Senate Committee on Appointments. However, a faculty member who is reviewed as a Clinician Educator and who is unsuccessful in this process will be provided with unattributed copies of the originals of any internal or external letters of reference either by the Department Chair or the Chair of the Senate Committee on Appointments. Preparing an "unattributed copy" means removing the letterhead and the author's name; it also entails an obligation, on the part of the appropriate Chair, to go through the text and remove references which would directly or indirectly reveal the name of the writer.