

Faculty Appointment and Reappointment

Approval Authority: Senate

Established On: 2011-06-22

Amendments: 2012-11-30, 2014-05-09, 2015-05-08, 2020-01-23

Category: Academic

1.0 POLICY STATEMENT

This document establishes the policy of the Northern Ontario School of Medicine University ("NOSM U") regarding the appointment and reappointment of Faculty for faculty members outside of the OPSEU Unit 1 bargaining unit. Such faculty members are found in all three academic divisions of NOSM U, hereinafter referred to as the "University."

This policy has been implemented to ensure fairness in the process of recommending appointments and reappointments.

2.0 SCOPE

The granting of an appointment, including academic rank, to NOSM U faculty members by Lakehead University and/or Laurentian University is not intended to imply and does not include the conferring of employment status or membership in the bargaining unit of either University.

Accordingly, this policy applies to NOSM U faculty members who were not employees of either Lakehead University or Laurentian University at the time of their appointment to NOSM U and, therefore, were not members of the Lakehead University Faculty Association or the Laurentian University Faculty Association.

The policies outlined below do not apply to Lakehead University faculty members or Laurentian University faculty members appointed to NOSM U under the secondment agreement or alternative work assignment agreement.

Upon approval by the appropriate University or Universities, in accordance with their rules and procedures, NOSM U faculty members will be granted an appointment at Lakehead University and/or Laurentian University at the same academic rank as their NOSM U appointment.

According to their policies, NOSM U faculty members will receive a letter of appointment from the relevant University or Universities.

For those faculty initially appointed at NOSM U, the faculty appointment at Lakehead University and/or Laurentian University is contingent upon the NOSM U faculty members' appointment. Should the faculty appointment at NOSM U terminate, the University appointment or appointments will terminate automatically simultaneously.

In pursuing its objectives and purposes, NOSM U subscribes to the principles of academic freedom and protecting research integrity, which are articulated in the Academic Freedom and Integrity of Research Policy (Board Policy Manual November 29, 2013).

The University is an open environment for the pursuit of scholarly work. Academic freedom and critical inquiry depend on communicating the findings and results of intellectual investigation. The University shall not interfere with a faculty member's freedom to publish the results of scholarly inquiry and research except for limitations imposed by duly constituted research ethics boards.

The University shall expect and encourage each faculty member to participate in and contribute new ideas to promote its objectives. Furthermore, it shall respect the right of each Faculty member to disagree with academic or administrative decisions. However, criticism of or advocacy of changes in the school's policies, programs or administrative practices should be in the proper academic tradition of reasonable discussion.

Faculty members have the right to freedom of expression, including the right to criticize the government of the day, the administration of the School, the Physician Clinical Teachers Association ("PCTA") and/or the NOSM University Faculty and Staff Association ("NUFSA").

NOSM U faculty members must comply with the relevant policies, rules and regulations of NOSM U and of either or both Lakehead University and Laurentian University and declare any real or potential conflict of interest.

NOSM U and its affiliated hospitals are committed to the highest ethical conduct and public accountability standards in research and clinical practice. NOSM U respects the hospitals' role in overseeing the rights and responsibilities of their staff, including those who hold academic appointments at NOSM U. NOSM U acknowledges the fiduciary obligation of the hospitals with respect to the protection of patients and the maintenance of the highest ethical and clinical standards pursuant to each hospital's mission and values. Accordingly, NOSM U faculty members working part-time or full-time in hospitals must familiarize themselves with NOSM U and hospital policies. They are further expected to follow the policy in effect at the institution where the work is being carried out.

NOSM U faculty members who believe that doing so puts them in substantive conflict with the policy of the other institution should consult the appropriate officials and seek clarification of their responsibilities. Academic freedom cannot override the policies of affiliated hospitals with respect to the care of patients or the obligations of NOSM U faculty members as Members of the College of Physicians and Surgeons of Ontario and other relevant colleges.

3.0 POLICY TERMS/PROCEDURES and ROLES AND RESPONSIBILITIES

The appointment categories are used for administrative purposes within The University only and are not published in the academic calendar.

NOSM U faculty members will belong to one of the following appointment categories listed below:

- Joint Appointments
- Stipendiary Appointments
- Visiting Faculty
- Professor Emeritus
- Professor Honorarius
- Cross Appointments
- Cross Appointments within Divisions/Sections
- Senior Academic Administrators

3.1 Joint Appointments

Joint appointments are appointments in which NOSM U and another organization share the salary and benefits of the appointee, and the work responsibilities are proportioned accordingly.

3.2 Stipendiary Appointments

Initial Stipendiary Appointments, based on academic need, are appointments for one to five years and carry no implication of renewal or continuation beyond the stated term. NOSM U will review and renew expiring appointments based on NOSM U's academic needs.

3.3 Visiting Faculty

Visiting faculty members are clinical professionals who have a primary appointment at another Canadian Medical School and who spend less than 50% of their time providing clinical service in Northern Ontario, either as locums or visiting specialists. In recognition of accreditation requirements that faculty members must supervise learners, these individuals, upon application to NOSM U and after confirmation of their status at their institution and with the CPSO or other regulated health professional body, will be recognized as visiting faculty members. This recognition is based on the Distributed Medical Education Committee of the Council of Ontario Faculties of Medicine (DME-COFM).

3.4 Professor Emeritus

This refers to the Professor, Associate Professor or Librarian Emeritus Policy approved by NOSM U.

3.5 Professor Honorarius

This refers to the Professor or Associate Professor Honorarius Policy approved by NOSM U.

3.6 Cross-Appointments

NOSM U faculty members may be involved in the academic activities of a university department or school through a cross-appointment. The Lakehead, Laurentian, and NOSM U Relationship Agreement outlines a protocol for reciprocal recognition of faculty members contributing to multiple university departments or schools. The procedure for seeking such an appointment is described in the protocol.

3.7 Cross-Appointments within Divisions/Sections

There are occasions when the interests and capabilities of a faculty member coincide with the requirements and goals of more than one Division or Section.

Where sound academic reasons exist, a faculty member may receive a subsequent appointment in the University such that she/he holds associated appointments in two Sections or Divisions. This is intended to facilitate the extensive involvement of a faculty member in a broad range of activities.

The Dean, upon recommendation by the Division Head, will formally offer a cross-appointment to the faculty member in writing according to the terms and conditions agreed upon. The faculty member shall indicate consent by signing this offer. This letter would specify the division or section into which the individual was primarily appointed, in which the faculty member holds residual rights, and to which she/he would return should the need for the cross-appointment change. This offer shall be based on discussions with the faculty members, the Division Head and the Section Chairs as appropriate. The cross-appointment letter must result in agreement among all participants on the following matters:

- That the appointment does not exceed five years.
- Procedures for evaluating the faculty member for promotion in rank.
- The degree of involvement in section activities, including instruction and committee involvement, in both sections and/or divisions.
- The responsible Division Head shall maintain the faculty members' files. The file may include information about a faculty member's performance and evaluation. The faculty members will receive evaluations from both sections and/or divisions.
- Reporting relationship, including whom the faculty member reports to directly.

Copies of the cross-appointment letter will be forwarded to the Dean, Division Head and the Section Chairs as required.

3.8 Senior Academic Administrators

A Senior Academic Administrator is an individual who the Board appoints in an academic leadership position, including the Senior Associate Dean and Associate Dean and any other position of equivalent rank and responsibility. Senior Academic Administrators who are appointed from outside the University will be offered an appointment according to their qualifications. A Senior Academic Administrator may have an appointment for up to five years.

4.0 ROLES AND RESPONSIBILITIES

4.1 Criteria for Determining Rank at Time of Appointment

4.1.1 Human and Medical Sciences Faculty Appointments

Human and Medical Sciences faculty members at NOSM U provide substantial contributions to the education of learners. NOSM U recognizes the importance of these faculty members and their role in teaching, research and academic administration.

The appropriate Division Head shall determine the academic rank at the time of initial appointment and shall consider the appointee's qualifications, experience and achievements. Appointments will be based on academic need, and the Division Head may request and consider the recommendation from division faculty colleagues as to the appointment. The Division Head will make recommendations to the Dean. The Dean's decision will consider the recommendation of the Division Head. The faculty appointment letter from the Dean will indicate the appropriate faculty rank.

Upon appointment, these NOSM U faculty will have one of the following academic ranks: Lecturer, Assistant Professor, Associate Professor, or Professor and the following general rules will apply:

1. Lecturer

For appointment at the rank of Lecturer, a person shall:

- Hold an M.D. degree (or another second-entry health professional degree), or
- Hold a Master's degree, or
- Hold a Baccalaureate degree and an appropriate professional designation and
- Have professional experience, which allows the individual to make a contribution to NOSM U.

2. Assistant Professor

For appointment to the rank of Assistant Professor, a person shall:

- Hold a Ph.D. or an equivalent degree or a combination of credentials together equivalent to the doctorate and
- Have a record of scholarly achievement, and
- Have shown evidence of the ability to teach or the potential to do so at the university level.

3. Associate Professor

For appointment at, or promotion to the rank of Associate Professor, a person shall:

- Hold a Ph.D. or an equivalent degree or a combination of credentials and a record of scholarly achievement together deemed equivalent to the doctorate and
- Have normally had at least five years of experience at the rank of Assistant Professor or equivalent: exceptional achievement, while an Assistant Professor could reduce this experience requirement to four years and
- Have disseminated the results of scholarly activity of sufficient quality and significance for the discipline in question to warrant the appointment or promotion and
- Have demonstrated good performance as a teacher over a period of time.

In exceptional cases, an especially strong performance as a teacher may compensate for a somewhat lesser performance as a scholar, and vice versa, provided in either case that the quantity and quality of administration and service to the academic community is satisfactory.

4. Professor

For appointment to the rank of Professor, a person shall:

- Hold the Ph.D. or an equivalent degree, or a combination of credentials and a record of scholarly achievement together deemed equivalent to the doctorate and
- Have normally had at least five years' experience at the rank of Associate Professor or equivalent, though exceptional achievement while an Associate Professor may reduce this experience requirement to four years and
- Have demonstrated a good performance as a teacher over a period of time and at a wide range of levels and
- Have, since being ranked as Associate Professor, disseminated the results of scholarly activity of sufficient quality and significance for the discipline in question to establish the Member as an authority in his/her field and to warrant the appointment.

In exceptional cases, clearly, outstanding qualities as a teacher may compensate for a somewhat lesser performance as a scholar and vice versa so that the standard for the rank of Professor may be met by having carried out and disseminated scholarship since reaching the rank of Associate Professor, provided that in either case the quantity and quality of administration and service to the academic community has been satisfactory over an extended period of years.

4.1.2 Clinical Sciences Faculty Appointments

Clinical faculty members are normally licensed healthcare professionals who hold an appointment at the School within the Clinical Sciences Division. Clinical faculty members normally hold an M.D. degree or another health professional degree or possess professional experience, allowing the individual to contribute to NOSM U.

Clinical faculty members at NOSM U provide substantial contributions to the education of learners. NOSM U recognizes the importance of clinical faculty and their role in teaching and providing excellent clinical care. In recognition of the centrality of clinical teaching to undergraduate and postgraduate programs, the appointment of clinicians to NOSM U's faculty recognizes the historic and honoured tradition of the clinician as a teacher.

The appropriate Division Head shall determine the academic rank in consultation with the Section Chair and shall consider the appointee's qualifications, experience and achievements. The Division Head will make recommendations to the Dean. The Dean's decision will consider the recommendation of the Division Head. The faculty appointment letter from the Dean will indicate the appropriate faculty rank.

Upon appointment, the NOSM U clinical faculty appointee should be aware of the following general rules:

1. Clinical Lecturer ** shall normally be the initial academic rank of NOSM U clinical faculty who have the majority of the following:
 - Teaching:
 - Have taught or indicated an interest in teaching and
 - Have indicated an interest in attending faculty development sessions.
 - Clinical:
 - Have demonstrated competence in clinical practice and a willingness to relate their practice to teaching.
 - Governance:
 - Have indicated a willingness to participate in committee and working group activities.
 - Scholarly Activity:

- Have indicated a willingness to develop research skills.

Once the two-year term is complete, the faculty member can make a request to enter the academic stream and have an appropriate rank recommendation from the Section Chair and Division Head.

Clinical lecturers will have access to faculty development initiatives and library services.

** Excludes academic licensees

2. Assistant Professor shall normally be the academic rank of NOSM U clinical faculty who practice at least 50% of the time in northern Ontario, have provided an academic contribution at an accredited academic institution, and who have the majority of the following:

- Teaching:
 - Developed teaching strategies by participation in faculty development or other means and
 - Have provided clear and useful teaching sessions, and
 - Demonstrated skill as a teacher.
- Clinical:
 - Demonstrated competence in clinical practice and a willingness to relate their practice to teaching and
 - Are members of appropriate professional organizations.
- Governance:
 - Participated in hospital or professional organization administrative and/or service activities and

- Participated in committee and working group activities.
 - Scholarly Activity:
 - Participated in research, and
- Strong performance in two of the four areas can offset less performance in other areas.
3. Associate Professor shall normally be the academic rank of NOSM U clinical faculty who practice at least 50% of the time in northern Ontario and have had at least five years of experience at the rank of Assistant Professor and who have the majority of the following:
- Teaching:
 - Regularly attended and contributed to faculty development sessions and
 - Shown themselves to be excellent teachers by formal evaluation.
 - Clinical:
 - Developed expertise within their field, which may include an area of special professional skill and
 - The reputation of being highly competent clinicians.
 - Governance:
 - Been called upon to speak at professional society meetings, in continuing professional educational programs and at other institutions, and
 - Taken an active, prominent role in provincial and national professional organizations and
 - Participated in the University, hospitals or professional organizations' administrative and/or service activities and

- Actively participate in committee and working group activities.
- Scholarly Activity:
 - Are actively participating in research.

Success in three of the four areas can offset less performance in other areas.

4. Professor shall normally be practicing 50% of the time in northern Ontario and be the initial academic rank of NOSM U clinical faculty who have normally had at least five years of experience at the rank of Associate Professor or equivalent and who have the majority of the following:
 - Teaching:
 - Have contributed to and led faculty development initiatives and
 - Have shown themselves to be enthusiastic, effective, and engaged leaders in an educational program and have performed well as a teacher.
 - Clinical:
 - Are recognized by their peers as being outstanding practitioners who have made documented, significant contributions to professional and or administrative practice in the University, hospital or professional organizations', and
 - Have developed expertise within their field, which may include an area of special professional skill and
 - Have the reputation of being highly competent clinicians who have been called upon to speak at professional society meetings, in continuing professional

educational programs and at other institutions.

- Governance:
 - Have taken an active and prominent role, including leadership in provincial and national professional organizations and
 - Have demonstrated distinguished service and/or related leadership in committee, administrative or policy-making decisions in the University, hospital, or other professional organizations and
 - Have provided leadership to the University, hospitals or professional organizations' administrative and/or service activities.
- Scholarly Activity:
 - In addition to the above criteria, since the assignment of rank to Associate Professor, the applicant must have disseminated the results of research and scholarly activity of sufficient quality and significance for the discipline in question to establish the individual as an authority in his/her field and to warrant the appointment and
 - Are actively participating in research.

4.2 Faculty Reappointments

Reappointments range from one to five years in length. An appointment may be reviewed sooner than at the specified interval if the individual cannot fulfill the terms of the appointment.

Individuals eligible for reappointment as of July 1 will be identified on the basis of need and academic involvement by the Division Head and Section

Chairs, if applicable, may provide faculty colleagues in the division/section an opportunity to make recommendations to them on appointments and renewals. Faculty members may be asked to provide additional information regarding their contributions to the University from the time of appointment. The Division Head will then make a recommendation to the Dean. The Dean's decision will consider the recommendation of the Division Head. The faculty reappointment letter from the Dean will indicate the appropriate reappointment term.

The following are examples of the factors that will be considered regarding non-renewal of appointments:

- Voluntary non-renewal by an individual
- Diminished commitment to teaching activity
- Diminished administrative activity
- Diminished research activity
- Unprofessional or unethical conduct

Where diminished or absent commitment to teaching, research or administrative activities are a factor, the faculty member may be offered a one-year extension should they wish to maintain their appointment.

5.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to facultyaffairs@nosm.ca

6.0 RELATED DOCUMENTS

University Documents and Information

- Appendix 1: Faculty Appointment Requirements for Community Preceptors of Ontario Medical Schools
- Appendix 2: Medical School Responsibility for DME Locations
- Appendix 3: Community Placement Program affiliation and contact information

Legislation and Information

- Appendix 4: DME-COFM Ontario Medical School Clinical Rotation Principles and Practices for Faculty Appointment and Dispute Resolution

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- Approving Authority: Senate
- Responsible Officer: Associate Dean, Faculty Affairs
- Procedural Authority: Associate Dean, Faculty Affairs
- Procedural Officer: Director, Faculty Affairs

Review and Revision History

Review Period: As required.

Date for Next Review: July 2023

Development History – this section will be deleted when the policy is finalized and ready for review/approval

Date	Action
2011-06-22	Approved by the Board Executive Committee on behalf of the Board of Directors
2012-11-30	Amendment to 'Visiting Professors;' Approved by the Board of Directors
2014-05-09	Full revision of the Appointment, Reappointment and Promotions document; Two new policies created from one; Approved by Academic Council (2014-04-10) with minor amendments.
2015-05-08	Academic Council approved edits to Section 2.2 and 4.1 (old template); Board recommended edits to correct policy names in Sections 2.4 and 2.5 (old template).
2020-01-23	Revision to faculty categories.

Appendix 1: Faculty Appointment Requirements for Community Preceptors of Ontario Medical Schools (approved by COFM 2013-10-10)

Term Used to Describe Preceptor	Pre-Appointment Requirements	School Name	Required Forms	Requirements for Reappointment
<p>Assistant Clinical Professor (Adjunct)</p> <p>Non-adjuncts:</p> <ul style="list-style-type: none"> • Begins with Assistant Clinical Professor but could be Associate Clinical Professor or Clinical Professor • The appropriate academic rank shall be determined by the Department Chair at the time of initial appointment and shall take into account the appointee's qualifications, experience, and achievements. 	<p>In good standing with the CPSO</p> <p>Non-adjuncts:</p> <ul style="list-style-type: none"> • 3 letters of reference • Meetings with Departmental Representatives 	McMaster University	<p>Curriculum Vitae</p> <p>Non-adjuncts: Mutually Agreed Responsibilities (R4) Form</p> <p>Adjuncts: Application for Appointment</p>	<ul style="list-style-type: none"> • Review CI every 3 years • Completion of renewal form • In good standing with CPSO • Satisfactory student evaluations <p>Non-adjunct: Minimum 100 hours of teaching annually</p> <p>Adjunct: 150 hours of teaching/3 years</p>
Adjunct at the rank of Assistant Professor, Instructor or Lecturer	In good standing with CPSO	Queen's University	<p>Curriculum vitae</p> <p>Date of Birth</p> <p>Social Insurance Number</p> <p>Name of their Professional Corporation</p>	<p>On confirmation that the regional community preceptor is still taking students</p> <p>Satisfactory student evaluations</p> <p>Reviewed every 1 to 3 years</p>
Clinical teacher at the rank of Lecturer	<p>In good standing with the CPSO</p> <p>3 letters of reference from either current colleagues or prior colleagues</p>	University of Ottawa	<p>Curriculum Vitae</p> <p>Memorandum of Agreement</p> <p>Benefits Summary</p>	Reviewed every 5 years
<p>Begins with Lecturer but could be Assistant Professor, Associate Professor or Professor</p> <ul style="list-style-type: none"> • the appropriate academic rank shall be determined by the division head at the time of initial appointment and shall take into account the appointee's qualifications, experience and achievements. <p>NOSM faculty will have academic appointments at Lakehead University and/or Laurentian</p>	In good standing with the CPSO	Northern Ontario School of Medicine	<p>Application Form</p> <p>Curriculum Vitae</p> <p>Faculty Appointment References</p> <p>Statement of Clinical/Teaching Intent</p>	Reviewed every 3 years

University at the same academic rank as their NOSM appointment.				
<p>Clinical Academic Faculty (Clinical Full-time, Part-time, and adjunct appointments)</p> <p>Rank: commensurate with experience and qualifications. Rank could be Lecturer, Associate Professor, etc.</p>	<p>In good standing with CPSO</p> <p>Recommendation Letter</p>	University of Toronto	<p>Appointment Application</p> <p>CPSO Certificate of Professional Conduct</p> <p>Curriculum Vitae</p> <p>Recommendation letter from Hospital Chief or University or Hospital Education Director</p>	<p>Subject to probation and review</p> <p>Clinical part-time renewal varies according to department (1-3 years)</p> <p>Clinical Adjunct: Department Chair term and CI renewal</p>
<p>Limited Duties Appointment</p> <ul style="list-style-type: none"> rank Adjunct Professor <p>Some Clinical Full time academics who would progress through ranks of Assistant Professor, Associate Professor and Professor</p> <p>*Current Conditions of Appointments document is being revised</p>	<p>Curriculum Vitae</p> <p>Letter of support from the discipline leader</p>	Western University	<p>Faculty Appointment Online Application Form</p> <p>Curriculum Vitae</p> <p>3 Letters of Support from one of the following:</p> <ul style="list-style-type: none"> Academic Director from own discipline Academic Director from other disciplines Assistant Dean, Rural & Regional Medicine Associate Dean, Windsor Program Assistant Dean, Faculty & Governmental Affairs - Windsor campus Schulich Faculty member Chief of Staff Former Chief of Staff or Program Director 	<p>Initial 3 year term recommended</p> <p>Reappointment application package is required (Faculty Reappointment Application Form, Updated CV, Statement of Expectations and Responsibilities).</p> <p>5 year term recommended</p>

Appendix 2: Medical School Responsibility for DME Locations (approved by COFM 2013-10-10)

City/Town/Township	Medical School with Primary Responsibility
Ajax	Toronto
Alexandria	Ottawa
Almonte	Ottawa
Arnprior	Ottawa
Atikokan	NOSM
Bancroft	Queen's
Barrie	Toronto
Barry's Bay	Ottawa
Belleville	Queen's
Blind River	NOSM
Bowmanville	Queen's
Bracebridge	NOSM
Brampton	McMaster
Brantford	McMaster
Brockville	Queen's
Bruce Mines	NOSM
Burk's Falls	NOSM
Cambridge	McMaster
Campbellford	Queen's
Carleton Place	Ottawa
Casselman	Ottawa
Centre Wellington	McMaster
Chapleau	NOSM
Chatham	Western
Chesley	Western
Clinton	Western
Cobourg	Queen's
Cochrane	NOSM
Collingwood	McMaster
Cornwall	Ottawa
Deep River	Ottawa
Dryden	NOSM
Durham	Western
Elliot Lake	NOSM
Embrun	Ottawa
Emo	NOSM
Englehart	NOSM

City/Town/Township	Medical School with Primary Responsibility
Espanola	NOSM
Exeter	Western
Fergus	McMaster
Fort Erie	McMaster
Fort Frances	NOSM
Georgetown	McMaster
Geraldton	NOSM
Goderich	Western
Grand Bend	Western
Grimsby	McMaster
Guelph	McMaster
Haldimand	McMaster
Hamilton	McMaster
Hanover	Western
Hawkesbury	Ottawa
Hearst	NOSM
Hornepayne	NOSM
Ignace	NOSM
Ingersoll	Western
Ingleside	Ottawa
Iroquois	Ottawa
Iroquois Falls	NOSM
Kanata	Ottawa
Kapuskasing	NOSM
Kawartha Lakes	Toronto
Kemptville	Ottawa
Kenora	NOSM
Kincardine	Western
Kingston	Queen's
Kirkland Lake	NOSM
Kitchener	McMaster
Lanark	Queen's
Leamington	Western
Lion's Head	Western
Listowel	Western
Little Current	NOSM
London	Western
Madoc	Queen's

City/Town/Township	Medical School with Primary Responsibility
Manitoulin Island	NOSM
Manitouwadge	NOSM
Manotick	Ottawa
Matheson	NOSM
Mattawa	NOSM
Meaford	Western
Merrickville	Ottawa
Metcalfe	Ottawa
Midland	Toronto
Milton	McMaster
Mississauga	Toronto
Moose Factory	Queen's
Morrisburg	Ottawa
Mount Forest	McMaster
Napanee	Queen's
New Tecumseth	Toronto
Newbury	Western
Newmarket	Toronto
Niagara Falls	McMaster
Niagara-On-The-Lake	McMaster
Nipigon	NOSM
North Bay	NOSM
North Dundas	Ottawa
North Perth	Western
Oakville	McMaster
Orangeville	Toronto
Orillia	Toronto
Oshawa	Queen's
Ottawa	Ottawa
Owen Sound	Western
Pakenham	Ottawa
Palmerston	McMaster
Paris	McMaster
Parry Sound	NOSM
Peel	McMaster
Pembroke	Ottawa
Penetanguishene	McMaster
Perth	Queen's

City/Town/Township	Medical School with Primary Responsibility
Petawawa	Ottawa
Peterborough	Queen's
Petrolia	Western
Pickering	Toronto
Picton	Queen's
Port Colborne	McMaster
Port Perry	Queen's
Red Lake	NOSM
Renfrew	Ottawa
Russell	Ottawa
Sarnia	Western
Sault Ste. Marie	NOSM
Schreiber	NOSM
Seaforth	Western
Seeley's Bay	Queen's
Sharbot Lake	Queen's
Simcoe	McMaster
Sioux Lookout	NOSM
Smiths Falls	Queen's
Smooth Rock Falls	NOSM
South Mountain	Ottawa
Southampton	Western
St. Catharines	McMaster
St. Isidore	Ottawa
St. Marys	Western
St. Thomas	Western
Stirling	Queen's
Stratford	Western
Strathroy	Western
Sudbury	NOSM
Sydenham	Queen's
Tamw011h	Queen's
Temiskaming	NOSM
Terrace Bay	NOSM
Thessalon	NOSM
Thunder Bay	NOSM
Tillsonburg	Western
Timmons	NOSM

City/Town/Township	Medical School with Primary Responsibility
Tobermory	Western
Toronto	Toronto
Trent Hill's	Queen's
Trenton	Queen's
Tweed	Queen's
Verona	Queen's
Walkerton	Western
Warkworth	Queen's
Weiland	McMaster
Wellington	Queen's
West Nipissing	NOSM
Whitby	Toronto
Warton	Western
Winchester	Ottawa
Windsor	Western
Wingham	Western
Woodstock	Western

Appendix 3: Community Placement Program Affiliation and Contact Information

Community-Based Placement Program	Contact (Host/Home School)	Medical School Affiliation
Eastern Regional Medical Education Program (ERMEP)	Ottawa: Darquise Lacroix dme@uottawa.ca 613-562-5800 x8625 Dr. Chuck Su Director, Distributed Medical Education Faculty of Medicine, University of Ottawa www.uottawa.ca 613-562-5800 x8011 Queen's: Assistant Dean, Regional Education 613 533 6000 ext. 78452 http://meds.queensu.ca/regionaled	Faculty of Medicine, University of Ottawa Queen's University
McMaster Community and Rural Education (Mac-CARE)	Mac-CARE Director 905-525-9140 #22046 www.mac-care.ca	Michael G. DeGroote School of Medicine, McMaster University
Northern Ontario School of Medicine (NOSM)	NOSM Electives Unit electives@nosm.ca Jeannette Salmi Manager, Clinical Placement 705-662-7119	Northern Ontario School of Medicine (NOSM)
Office of Integrated Medical Education (OIME)	Wendy Kubasik Manager, Office of Integrated Medical Education Office of the Dean, Faculty of Medicine University of Toronto 416-978-3762	Faculty of Medicine, University of Toronto
Queen's Regional Education Network (Q-REN)	Assistant Dean, Regional Education 613-533-6000 x78452 https://meds.queensu.ca/academics/ regional_education	School of Medicine, Queen's University
Rural Ontario Medical Program (ROMP)	Mac-CARE Director 905-525-9140 x22046 www.mac-care.ca	Michael G. DeGroote School of Medicine, McMaster University
Southwestern Ontario Medical Education Network (SWOMEN)	Shamim Tejpar, Assistant Dean Rural and Regional Medicine 519-858-5152 x22146 Shamim.tejpar@schulich.uwo.ca	Schulich School of Medicine, Western University

Appendix 4: DME-COFM Ontario Medical School Clinical Rotation Principles and Practices for Faculty Appointment and Dispute Resolution

Distributed Medical Education (DME) in Ontario is the collaborative placement of medical learners from the six Ontario medical schools to clinical rotations in communities outside of the Academic Health Sciences Centres (AHSC). The Distributed Medical Education Committee of the Council of Ontario Faculties of Medicine (DME-COFM) has outlined the principles for collaborative distributed medical education across Ontario in a document entitled Collaboration in Ontario Distributed Medical Education. Further to this document, development of principles and practices unique to DME have been identified regarding faculty appointments of community preceptors, as well as a process for dispute resolution for both learners and preceptors.

Principles for Ontario DME Faculty Appointments and Dispute Resolution

Faculty Appointments: It has been agreed by the Deans of the six Ontario medical schools that, given the similarity of the requirements of faculty appointments (refer to Appendix 1) and the integrity of each school's appointment process, to reciprocally honour faculty appointments from other Ontario medical schools for assessment and grading of learners (both Undergraduate Medical Students and Postgraduate Residents) for any school's core or elective rotations. Therefore, an Ontario medical learner can be supervised by a preceptor with a faculty appointment from any Ontario medical school for core or elective rotations, provided the following processes are adhered to.

All Community preceptors are encouraged to hold an appointment with the medical school that is most closely affiliated with the community and/or community placement program having primary placement responsibility for their community (refer to Appendix 2), easing communication with respect to recruitment, retention, faculty appointment, faculty development and placement activities relating to that preceptor. When a preceptor supervises a learner from another medical school, the preceptor must be prepared to teach by knowing the learner's home medical school's objectives, curriculum and evaluation requirements.

The medical school where the community preceptor holds a faculty appointment is responsible for the faculty development of the preceptor. The faculty member is required to provide a teaching environment that complies with the policies of the medical school, the College of Physicians and Surgeons, the affiliation agreements of the teaching community hospitals and the laws of Ontario.

Dispute Resolution: Communication between the medical schools is essential, including the sharing of relevant information and documentation necessary to resolve any/all disputes. Complaints must be managed, and resolution provided by both the medical school responsible for addressing the learner's conduct, behaviour and academic performance and the medical school in which the preceptor holds their appointment. The policies and procedures of the host medical school, including adherence to the Human Rights Code and the Occupational Health and Safety Act, will be recognized for all clinical rotations.

Learner feedback: Learners are encouraged, if comfortable and appropriate, to address feedback directly with the preceptor as soon as possible following the event. The learner is expected to address the concern with the learner's medical school program at the earliest possible time. After the assessment of the learner's feedback, the learner's school representative will contact the host medical school via the DME placement program representatives (refer to Appendix 3), who will manage the feedback in accordance with the host medical school's policies and procedures.

Preceptor feedback: Faculty is encouraged to address feedback regarding a learner's performance directly and verbally with the visiting learner as soon as possible and provide corrective suggestions if deemed necessary. Preceptor feedback regarding a learner's performance (e.g., CanMEDS framework) will be directed, in writing, to the learner's medical school via the DME placement program representatives (refer to Appendix 3). If the performance issue is egregious, the concern should be directed to the learner's medical school as soon as possible.