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Title:	Policy and Procedure Regarding Appointments to the Li Ka Shing Knowledge Institute		
Program or Department:	Education	Document Type:	POLICY
Effective Date:	August 08,2013	Author	General Counsel
Last Revision:	June 20,2016	Reviewing Body:	Research Leadership Committee, Education Council, Chief Medical Officer, Medical Advisory Committee
Last Reviewed:	September 01,2015	Approving Body:	Research Leadership Committee and Education Council
Next Review Date:	June 18,2021	Document Number:	0410
Emergency Code:	n/a	Keywords:	appointment , lkski , research , education , scientist

Introduction

This Policy and Procedure is intended to govern the process for the issuance and management of appointments made to the Li Ka Shing Knowledge Institute, including appointments to the Keenan Research Centre (“**Research Appointments**”) and the Li Ka Shing International Healthcare Education Centre (“**Education Appointments**”).

Policy Statement

Criteria, categories, procedures and responsibilities for appointments to the LKSKI should be transparent, clear and responsible.

This Policy and Procedure is designed to ensure that appointments to the LKSKI are made and managed appropriately and responsibly.

Associated Procedure

PART A - Education Appointments to the Li Ka Shing International Healthcare Education Centre

Education Appointment Categories and Characteristics

1. LKSKI Education Research Scientist

An Education Research Scientist is an individual who has demonstrated accomplishment in educational research that:

- a) is high-quality;
- b) is publicly accessible;
- c) is peer-reviewed; and

- d) provides a platform upon which others can build.

Education Research Scientists generate knowledge that is disseminated to other educators and subsequently applied.

2. LKSKI Education Scholar/Leader

An Education Scholar/Leader is an individual:

- a) who has a leadership role in directing and coordinating education at an organizational or system level; and
- b) whose activity has a significant impact on education programming at SMH, the University of Toronto or other academic institutions; and
- c) for whom scholarship in education plays an important part in his or her career.

This category includes educators with roles in knowledge application and delivery, curriculum planning, program development, program evaluation, innovation and/or faculty development. Education Scholars/Leaders also act as key influencers within the external education community.

Education Appointment Procedures

1. Applications may be submitted electronically at any time to the Office of the Vice President, Education at education@smh.ca
2. Applications must include:
 - a) a letter of interest from the applicant; and
 - b) an up-to-date curriculum vitae and abbreviated teaching dossier (past three years), excluding raw teaching evaluations and/or examples of teaching materials
3. The LKSKI Education Appointments Committee consisting of the Vice President Education, Director of Fitzgerald Academy, Director of Centre for Faculty Development or designate, Director of Nursing Practice and Education and Director of Health Disciplines Practice and Education will review applications monthly.
4. Applicants can expect a written response within eight (8) weeks of the LKSKI Education Appointments Committee's receipt of the completed application.
5. The Vice President, Education is responsible for maintaining an up-to-date list of Education Appointments, including appointment expiry dates.

LKSKI Expectations of Education Appointees

All Education Appointees are expected to:

1. Contribute to LKSKI activities, i.e. rounds, workshops, committees, and attend LKSKI retreats;
2. Mentor peers/individuals with an interest in teaching, scholarship and/or education leadership;
3. Provide an annual summary of their education activities for inclusion in the LKSKI's annual report (template will be made available); and
4. Submit an updated CV/teaching dossier upon request or a minimum of every three years.

Education Appointment Benefits

1. A platform for networking with colleagues in the areas of teaching, education scholarship, education leadership and faculty development;

2. Mentoring, career development and the opportunity to enhance skills relating to teaching and learning through participation in LKSKI programs and access to educational resources;
3. Enhancing identity and recognition both locally and internationally;
4. Invitations to attend all LKSKI sponsored events as well as special members-only events; and
5. Ongoing members' needs assessment and programs to support organizational priorities.

PART B - Research Appointments to the Keenan Research Centre, LKSKI Research Appointment Categories and Characteristics

1. Scientist

A Scientist is an independent researcher who is Engaged By SMH and who devotes at least seventy percent (70%) of his or her time to research. Department Chiefs may receive a Scientist appointment for the duration of their term as chief upon application to and approval by the Vice President, Research.

2. Associate Scientist

An Associate Scientist is an independent researcher who is Engaged By SMH and who devotes between twenty-five percent (25%) and seventy percent (70%) of his or her time to research.

3. Scientist (Status-only)

A Scientist is a researcher who is Engaged By SMH and who devotes at least seventy percent (70%) of his or her time to research. The status-only designation indicates that the researcher does not receive salary support from the Research Administration Portfolio but that his or her salary is supported by a Scientist or Associate Scientist ("**Mentor**") Engaged By SMH. The Scientist (Status Only) appointment is dependent on the Mentor's engagement by SMH. In addition, researchers with the status only appointment do not have access to "Infrastructure Support", unless the support is approved by Vice President, Research.

4. Project Investigator

A Project Investigator is a physician at SMH who conducts research at or under the auspices of SMH and who devotes less than twenty-five (25%) of his or her time to research.

5. Affiliate Scientist

An Affiliate Scientist is an independent researcher not Engaged By SMH who works closely with one or more Scientists, and whose contributions to SMH are felt to warrant a formal appointment. An Affiliate Scientist appointment does not, in and of itself, confer on appointees any right or rights to compensation, infrastructure support, or any use of or access to SMH or LKSKI resources or facilities. Any such rights granted by SMH must be the subject to a separate agreement and written approval of the Vice President, Research.

6. Collaborator:

A Collaborator is an individual who is not an independent researcher and who is not Engaged By SMH but who works closely with one or more Scientists, and whose contributions to SMH are felt to warrant a formal appointment. A Collaborator Appointment does not, in and of itself, confer on appointees any right or rights to compensation, infrastructure support, or any use of or access to SMH or LKSKI resources or facilities. Any such rights granted by SMH must be the subject to written approval of the Vice President, Research.

7. Emeritus Scientists (Status-Only)

An Emeritus Scientist is a researcher who has retired from research and has served research for a period of not less than ten years. An Emeritus Scientist appointment does not, in and of itself, confer on appointees any right or rights to compensation, infrastructure support, or any use of or access to SMH

or LKSKI resources or facilities. Any such rights granted by SMH must be the subject to written approval from of the Vice President, Research.

Research Appointment Procedures

1. Appointment requests will be submitted to the Director of the Keenan Research Centre for Biomedical Science (KRCBS) or Executive Director of the LKSKI.
2. The Vice President Research, Executive Director of the LKSKI, and the Director of the KRCBS (“LKSKI Research Appointments Committee”) will review applications as they are submitted.
3. Applicants can expect a written response within eight (8) weeks of receipt of the completed application.
4. The Vice President Research is responsible for providing the written responses to applicants and for maintaining an up-to-date list of Research Appointments, including appointment expiry dates.

Expectations of Research Appointees

All Research Appointees are expected to acknowledge the Keenan Research Centre for Biomedical Science and/or the Li Ka Shing Knowledge Institute of St. Michael’s Hospital in all public disseminations of information, including but not limited to papers, publications, presentations, in the format as outlined in their appointment letter.

Affiliate Scientist Appointees are also expected to be available to provide the LKSKI Research Appointments Committee or others at SMH with advice and collaboration on projects that fall within their area of expertise.

Research Appointees who are Engaged By SMH are expected to regularly attend research activities, including retreats, faculty meetings and educational rounds as well as provide appropriate administrative or scientific services, if requested, such as sitting on the research ethics board, membership on research committees or research-related hospital committees, providing mentorship to others in research or providing scientific reviews to research committees.

PART C - Terms and Conditions Governing All LKSKI Education and Research Appointments

The following Terms and Conditions govern all LKSKI Appointments, including Education and Research Appointments:

1. The initial term of all Education and Research Appointments shall not exceed five (5) years.
2. Education Appointments may be renewed at the exclusive discretion of the LKSKI Education Appointments Committee. Research Appointments may be renewed at the exclusive discretion of the LKSKI Research Re-Appointments Committee. Any failure or refusal to reappoint does not constitute dismissal as reappointment is neither promised nor guaranteed.
3. Education Appointments may be suspended or terminated at any time at the exclusive discretion of the Vice President, Education. Research Appointments may be suspended or terminated at any time at the exclusive discretion of the Vice President, Research.
4. All LKSKI Appointees must comply with SMH’s Policies and Procedures, including SMH’s Intellectual Property Policy, Privacy Policy, Code of Conduct Policy, and its Mission and Values.
5. Personal information provided by applicants for Education and Research Appointments shall be used and/or disclosed, as necessary, to assess appointment eligibility. Responsibility for the use and disclosure of personal information shall rest with the Vice President, Education for Education Appointments and with the Executive Director, LKSKI for Research Appointments.

Definitions

“LKSKI” means the Li Ka Shing Knowledge Institute;

“SMH” means St. Michael’s Hospital;

“Engaged By”- means a) employed by St. Michael’s Hospital b) formally appointed to a clinical department at St. Michael’s Hospital and/or c) otherwise contractually supported by St. Michael’s Hospital.

“Infrastructure Support” means any non-salary support from the Institution (e.g. Independent Research Space, Start-up funding etc.). This definition of Infrastructure support shall exclude administrative services offered by the Office of Research Administration and the Research Ethics Board.

Revision Number

01

Contact

General Counsel

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