

LAUNCHING YOUR ACADEMIC CAREER IN MEDICINE

The Academic Planning Document (APD)

Completion of an **Academic Planning Document (APD)** is required for all full-time appointments to the Department of Medicine at the University of Toronto. Part-time clinical faculty appointees for which 50% or more professional time will be committed to academic activities may also be requested to complete an APD.

APD Objectives:

The intent of the APD is to provide a means for reflection on what a new recruit wishes to accomplish in their academic career – both in the short and longer term. In so doing, the department and hospital leadership (Chair, PIC, hospital division head, DDD) can ensure that resources and support are in place to enable the faculty member to achieve these goals.

The APD is not so much a contractual agreement as a ‘planning document’ for the recruit and key stakeholders. We recognize that even the best laid plans may change! Opportunities may arise that just cannot be missed; alternatively, some things that were anticipated just may not work out. For this reason, new faculty members are expected to arrange to meet with their formal mentor at least three-four times per year, and with all relevant stakeholders (PIC, DDD, hospital division head, other stakeholders, including possible one or more external stakeholders for clinician-scientists) annually, for the first five years of their appointment. At these meetings, the APD will be reviewed to ensure it still makes sense and to identify barriers/threats to successful achievement of the goals laid out. If substantive changes are made, a revised APD should be submitted so that it is available at the time of Continuing Faculty Appointment Review, which occurs three – five years from the initial appointment.

The APD requires careful reflection on the following:

- Academic position description and allocation of professional time
- Overarching career goals?
- Short term career goals.
 - What does the recruit hope to have accomplished by their Continuing Faculty Appointment Review (CFAR) at three years post appointment?
- Key stakeholders – individuals who need to support the recruit to insure success?
 - Are key stakeholders (individuals to whom the recruit will report, including but not limited to PIC, DDD, hospital division head, and research institute lead) committed to ensuring the recruit attains their goals?

- Strategies for ensuring success?
 - What are the resources necessary (opportunities to acquire new knowledge or skills, salary support, clinical resources, administrative support, etc.) to ensure the plan laid out is achievable? Are they available?
 - Does the faculty member have potential collaborators/colleagues with similar interests with whom to develop their career?
 - Are the career goals aligned around a common theme/clear focus as opposed to unconnected projects or activities?
- Name and commitment of formal mentor?

Requirements of the APD:

1. Selection of the [Academic Position Description](#) that best aligns with the recruit's passions, training, and career goals.
2. Elucidation of the specifics regarding each of: clinical activities, formal and informal teaching activities, and focus of scholarly activities, to ensure they align with expectations of the chosen Academic Position Description.
3. Identification of a formal mentor. The divisional mentor is sufficient to serve this role at recruitment; this individual will work with the recruit to identify a longer-term 'best fit' for this role – to be named by the end of year one. It is expected that mentees will arrange to meet with their formal mentor at least three - four times annually.
4. Signatures of all relevant stakeholders, including but not limited to the hospital PIC/chief of medicine, DDD, hospital division head and formal mentor. For all clinician-scientist recruits, the signature of the affiliated research institute (e.g. hospital research institute, extra-departmental unit, hospital-based research program) is also required.

Additional required documents at appointment:

1. Indication that the recruit has read and agrees to comply with faculty policies regarding code of conduct/professionalism, industry relationships, conflict of interest, and ethical conduct of research (scholarly work); and
2. Completion and submission of a Disclosure of Relationships statement.

Department of Medicine Academic Planning Document

Required for all full-time clinical faculty recruits and part-time clinical faculty recruits where 50% or more professional time will be devoted to academic activities (teaching, education, scholarship)

Date:

Name of Faculty Member:

Hospital:

Clinical Division:

Proposed Rank:

Proposed Academic Position Description:

The remainder of this document must comply with the expectations for the proposed academic position description

Please briefly explain why you have chosen an academic career in medicine.

Proposed Time Spent in Clinical Activities

It is understood that there is substantial variability in the total hours per week that faculty members spend engaged in academic activities. We also recognize that the level of stress or demand on the faculty member will differ depending on the nature of their clinical and academic activities. However, the goal of laying out how a new faculty member will spend their time is to ensure that the proposed allocation of time aligns with, and is consistent with, their short term and longer term academic and personal goals.

For the purposes of this document, please make the following assumptions:

- one half day (ambulatory clinic; in-patient attending; consult service) = four - five hours
- one week is comprised of 14 half days (including weekends)
- one week = 40-60 hours; one year = 44-48 weeks
- one ER shift = eight hours

PLEASE COMPLETE ALL THAT APPLY

Clinical Activity	Number	% of this time that will be spent with trainees (Informal Teaching)
Half day ambulatory clinics per week (each half day = four - five hours)		
Weeks per year senior in-patient attending as <i>most responsible physician</i>		
Weeks per year senior in-patient attending on a consult service		
ER shifts		
Half days of procedural time, e.g. endoscopy, cardiac cath, echo, etc.		
Other clinical activities (specify):		

Proposed FORMAL Teaching /Education Activities: (teaching outside of clinical care)

PLEASE COMPLETE ALL THAT APPLY

Level of Teaching	Specify proposed activities
Pre-MD	
MD pre-clerkship	
MD-clerkship	
Residency	
Fellowship (post residency completion)	
Graduate (e.g. Master's and PhD students)	
Continuing Education	

Formal Mentor: Divisional mentor or _____

Note: additional mentors may be desired for specific activities including clinical care, and will be facilitated through the formal mentor.

Signatures

I have reviewed, approved, and commit to the success of this academic plan.

Faculty Member:

Physician in Chief of Medicine:

Departmental Division Head:

Hospital Division Head:

Formal Mentor:

Other key stakeholder (e.g. research institute lead)

FOR DEPARTMENTAL OFFICE USE ONLY

Department Appointment Committee Recommendation

Approve

Approve with minor revisions – specify:

Requires major revisions and re-review:

Disclosure of Relationships form received – YES/NO

Chair's Approval