This document outlines the processes by which the Department undertakes periodic review of members who have, as part of their job description, a significant research component. This review has several purposes, among them: i) determination of how best to support and enhance research efforts by department members ii) assessment of members’ career development and how this might best be optimized iii) assessment of the appropriateness of existing departmental resource allocation for research and iv) determination of whether commitment of additional departmental resources is likely to enhance members’ research productivity and aid in meeting the Department’s research goals.

Research productivity will be adjudicated in the same manner as other Departments within the Faculty Medicine. Review will be therefore undertaken by a Research Review Committee of the Faculty of Medicine at least once every three years for Department members whose WRHA/UM/JOD contract contains at least 25% protected research commitment. Review can also be requested at any time by the Department Head, the Associate Head – Research and Academic Affairs, the Department member (whether or not the job description defines a 25% commitment to research) or by the committee itself.

Reviews of faculty with commitments <25% will be conducted within the Department by the Associate Head – Research and Academic Affairs, and the Department Head.

**PROCESS OF REVIEW**

**DOCUMENTATION**

At the time of undertaking a review, the committee will solicit the following documentation for subsequent consideration by the committee:

- Current Curriculum Vitae

- Grant Support & Current Submissions – to include copies of the summary pages of proposals, a list of current and recent funding, and copies of award letters from funding agencies.

- A list of all research trainees in the past 3 years distinguishing part-time and full-time trainees and indicating the funding source.
Copies of all publications, meeting abstracts and patent summaries within the last 3 years, including In Press and Submitted manuscripts, together with copies of letters from journals acknowledging acceptance for publication, or receipt of manuscript for review.

A written statement from the member, outlining current research activities and future plans. (synopsis format, 2 pages or less)

APMSS reported scheduled research/academic time.

At its discretion, the committee (or Department Head and Associate Head for internal reviews) may also solicit statements or reviews from colleagues within the Department or from outside expert reviewers.

**COMPOSITION OF THE REVIEW COMMITTEE**

The Faculty of Medicine Research Review Committee is comprised of funded researchers within the Faculty of Medicine with >25% protected research time and who have undergone review within the last 3 years.

An individual’s review committee will consist of at least 3 members of the Faculty of Medicine Research Review Committee and up to two other members appointed jointly by the Committee and the Department Head and Associate Head - Research. After successfully being reviewed, Department Members will become members of the Review Committee.

**GUIDELINES FOR RESEARCH REVIEW BY THE COMMITTEE**

Each file for review will be assessed independently by two (2) members of the Review Committee. Written assessments will be generated by the two reviewers, these assessments will then be discussed by the Review Committee, and a report and set of recommendations for action by the Department will be produced by the Chairperson for presentation to and approval by the Department Head and Department Executive (Head, Associate Heads and Administrative Director).
The focus of the assessment will be on the member’s research activity. For the purposes of this review, this will include peer-reviewed publications of original research, competitive grant funding, and training of full- or part-time research trainees (e.g., BSc(Med) or part-time resident or fellow research projects). In general, other research activities, such as participation in industry-funded clinical trials, but may on an individual basis. For example, in situations where faculty lead design and execution of a study, it may be considered. Activities of this nature would be pre-approved by the Department. Similarly, authorship of book chapters and reviews will not be considered in this review, since these are normally a by-product of past research success or seniority rather than ongoing research productivity.

General levels of productivity expectation for different levels of research commitment as described in the member’s job description are outlined as follows:

> 0% and < 25% - All members of the Department, as academic Faculty, are expected to participate to some extent in the scholarly activities of the Department. For largely clinical Faculty, such participation will normally include supervision or facilitation of student or resident clinical research projects, generation of case reports and reviews, participation in clinical trials with industry or other outside sponsorship, and participation in locally-generated and internally funded research projects and quality-improvement efforts. These activities will be review within the Department; however, for members whose activities have expanded to include competitively-funded research leading to peer-reviewed publication of original research, review by the Research Review Committee may be requested by the member, the Associate Head – Research and Academic Affairs, or by the Department Head.

25-50% - At this level of research commitment, expectations would include external funding for the support of the individuals research activities from at least local or regional funding agencies for a full-time technician, research associate or clinical research nurse, and supervision of one or more part-time research trainees such as residents/fellow projects or BSc(Med) students. Publication expectation would be in the 1 - 3/year range.
50-75% - Productivity for individuals with this level of research commitment (and normally with a commensurate level of University or external support) will be assessed in accordance with the specified level of commitment. Those at the higher end of this range would, in most cases, be expected to have a research program supported by national competitive funding organizations such as CIHR or one of the organ-system-based foundations, and possibly other sources of funding such as provincial funding agencies. At the higher end of this range there would be an expectation of having one or more full-time research trainees, or at least one EFT in part-time students or as principal supervisor for a clinical fellow in the research year of their program. Publication record would depend on the level of commitment, but would be in the range of 2 - 4 publications yearly, with 1 - 2 appearing in relatively high impact journals in each 2 year period.

75% + - At this level of research commitment, funding from one or more national agencies would be the expected target, along with possible additional funding from local sources; having one or more full-time research trainees would also be expected, generally with additional part-time trainees or supervision of clinical fellows in their research year. Publications, again depending on actual level of commitment, would be in the range of 3 - 5 publications/year with 1 or more in a high impact journal.

REPORTING OF THE RESEARCH REVIEW

Having received, discussed and approved the report of the review committee, the Department Head and Associate Head, Research will provide recommendations to the Department Executive, which will include an assessment of the level of research performance by the member as it relates to the expectations indicated in the job description, together with recommendations regarding continuation, reduction or increases in the level of Departmental support for the individual and the research program, a suggested interval before the next review, and, where possible, indications of how best to foster the member’s future research productivity or other career development where this would be in the individual’s and the Department’s best interest. The report will also form part of the member’s personal Departmental file, and will be made available to the Departmental Promotions and Tenure committee.

Approved By:

Anesthesia Program Council Meeting – January 17, 2011
DEPARTMENT OF ANESTHESIA
RESEARCH REVIEW

Name: ____________________________________________________________

Section: __________________________________________________________

Reviewer: _________________________________________________________

DOCUMENTATION:

Current Curriculum Vitae: □
Grant Support and Current Submissions: □
List of Research Trainees - last 3 Years: □
Copies of Publications, Abstracts, etc. – last 3 Years: □
Written Statement from Member: □

PRODUCTIVITY INDICATORS:

<table>
<thead>
<tr>
<th>Members’ Research EFT</th>
<th>&gt;0 &amp; &lt;25%</th>
<th>25 – 50%</th>
<th>50 – 75%</th>
<th>&gt; 75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding</td>
<td>Local / Regional funding to support technician, research associate or nurse</td>
<td>Local / Regional funding to support technician, research associate or nurse</td>
<td>National competitive funding or system based foundations</td>
<td>One or more national/international agencies with possible funding from local source</td>
</tr>
<tr>
<td>Supervision</td>
<td>One or more part-time research trainee(s) (i.e. resident/fellow, BSc Med Student)</td>
<td>One or more part-time research trainee(s) (i.e. resident/fellow, BSc Med Student)</td>
<td>Up to 2 research trainees or at least 1.0 EFT in part-time students or as a Principal Supervisor for clinical fellow</td>
<td>At least 2 research trainees along with additional part-time students/fellow</td>
</tr>
<tr>
<td>Publication*</td>
<td>Up to 1 – 2 per year</td>
<td>1 – 3 per year</td>
<td>2 – 4 per year with 1 – 2 in relatively high impact journals in each 2 year period</td>
<td>3 – 5 per year with one or more in high impact journals</td>
</tr>
</tbody>
</table>

*Number of publications will be individually based on nature/type of research activities

For Office Use Only

Date Report Received: / / day month year
Date Reviewed: / / day month year
Date Presented to Research Review Committee / / day month year