

## **FAQs for Temerty Medicine Clinical Faculty Members Considering Taking on Additional Appointments with Other Faculties/Schools of Medicine**

Clinical faculty members and education leaders at the Temerty Faculty of Medicine (“Temerty Medicine”) are increasingly being asked to contribute to the academic mission of more than one institution.

Temerty Medicine is committed to working collaboratively with its fellow faculties of medicine at other institutions (“external faculties of medicine”) in educating future healthcare professionals to meet the needs of Ontarians. Temerty Medicine also supports those clinical faculty members who wish to engage in academic activities outside of the University of Toronto (“University”), including for external faculties of medicine, as these add unique perspectives and richness to the healthcare environment.

This document is intended to provide information to individual clinical faculty members to assist them in identifying, disclosing, and navigating their different commitments. Our objective is to ensure that these outside commitments do not impede our clinical faculty members’ capacity to meet their academic and/or administrative obligations to the University and Temerty Medicine.

### **DEFINITIONS**

#### **1. What is a Conflict of Interest?**

**Conflict of Interest (COI):** A potential or actual conflict between a clinical faculty member’s personal or financial interest (or the interests of a related person or related business) and their responsibilities to the University.

**Perceived Conflict of Interest:** A reasonable perception of a conflict between a clinical faculty member’s personal or financial interest (or the interests of a related person or related business) and their responsibilities to the University, even if the clinical faculty member does not actually exercise influence or decision-making authority that would constitute a conflict of interest.

For the purposes of this document, the term **COI** is intended to be inclusive of perceived **COIs**.

#### **2. What is a Conflict of Commitment?**

**Conflict of Commitment (COC):** Engaging in non-University activities or commitments, paid or unpaid, that may interfere (or appear to interfere) with a clinical faculty member’s ability to perform some or all of the responsibilities associated with their University appointment.

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## YOUR APPOINTMENT CATEGORY AND ITS RELEVANCE

### 3. What are the different Temerty Medicine categories of clinical faculty appointments and why is this relevant?

The following is a summary of the clinical faculty appointment types<sup>1</sup>:

Full-Time	Part-Time	Adjunct
<ul style="list-style-type: none"><li>• ≥ 80% academic activities (includes bedside teaching)</li></ul>	<ul style="list-style-type: none"><li>• 20-79% academic activities</li></ul>	<ul style="list-style-type: none"><li>• &lt; 20% academic activities</li></ul>
<ul style="list-style-type: none"><li>• Member conforming practice plan</li></ul>	<ul style="list-style-type: none"><li>• Not a member of a conforming practice plan</li></ul>	<ul style="list-style-type: none"><li>• Not a member of a conforming practice plan</li></ul>
<ul style="list-style-type: none"><li>• Eligible for University perquisites (i.e., benefits associated with faculty appointment)</li></ul>	<ul style="list-style-type: none"><li>• Ineligible for University perquisites</li></ul>	<ul style="list-style-type: none"><li>• Ineligible for University perquisites</li></ul>
<ul style="list-style-type: none"><li>• Continuing appointment after successful Continuing Appointment Review (CAR)</li></ul>	<ul style="list-style-type: none"><li>• Annual renewal at Chair's discretion</li></ul>	<ul style="list-style-type: none"><li>• Term (i.e., annual) renewal at Department Chair's discretion</li></ul>
<ul style="list-style-type: none"><li>• No outside clinical or other employment without the Department Chair's permission</li></ul>	<ul style="list-style-type: none"><li>• Often engaged in clinical and other activities external to the University</li></ul>	<ul style="list-style-type: none"><li>• Usually engaged in clinical and other activities external to the University</li></ul>

**Conflicts of Commitment** are more commonly an issue for full-time clinical faculty members, given the requirement that they spend ≥ 80% of their professional time on Temerty Medicine-related academic activities, are part of a conforming practice plan, and disclose to their Department Chair any external employment or clinical activities. Part-time and adjunct clinical faculty members do not have to adhere to these requirements. However, there may be situations where, for example, a part-time clinical faculty member with two significant education leadership positions at different institutions, may struggle to meet the expectations of their clinical work and related teaching. **COIs** may be relevant regardless of appointment category.

### 4. Does my University appointment category matter?

Yes, your academic (University) appointment category defines your obligations to the University and the University's obligations to you. For example, depending on your appointment category, the time commitment associated with your University appointment may make it difficult for you to take on a significant academic role at another institution.

### 5. What is the difference between my University appointment and clinical appointment?

Your academic (University) appointment describes your relationship with the University of Toronto, while your clinical appointment (where relevant) describes your relationship with your clinical site; for hospital-based physicians, this is typically your hospital appointment. Your academic (University) appointment is defined by the percentage of your professional time you spend on academic work, the relationship between your clinical site and the University, your academic position description, and your rank (i.e., lecturer, assistant, associate, or full professor).

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<sup>1</sup> Temerty Medicine Procedures Manual for the Policy for Clinical Faculty  
(<https://temertymedicine.utoronto.ca/sites/default/files/ProceduresManualClinicalFaculty.pdf>)

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## 6. How do I find out my University appointment category?

You can find out about the type of appointment you hold at the University by reviewing your current appointment letter or by contacting one of the below:

- **University Department Appointments Contact:** <https://aca.med.utoronto.ca/contacts>
- **Academic HR:** <https://temertymedicine.utoronto.ca/human-resources> or [academic.hr.medicine@utoronto.ca](mailto:academic.hr.medicine@utoronto.ca)

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## IDENTIFYING AND MANAGING CONFLICTS OF INTEREST AND COMMITMENT

In the FAQs below, specific full-time clinical faculty obligations will be noted in **RED**.

### 7. I am a Temerty Medicine clinical faculty member working at an affiliated hospital, and I am considering an appointment with an external faculty of medicine that might be sending learners to my hospital. Is this permissible?

- Yes, it is permissible. Temerty Medicine is generally supportive of its clinical faculty members having additional appointments with other faculties/schools of medicine.
  - While a faculty appointment at an external faculty of medicine is permissible, clinical faculty members are required to report and discuss real or potential **COIs/COCs** with their University Department Chair before accepting and/or assuming another appointment. It is your obligation as a clinical faculty member to consider whether accepting an appointment with an external faculty of medicine that might be sending learners to that hospital may give rise to a **COI** and/or a **COC**.
  - Regardless of your affiliation(s), it is expected that you will strive to ensure that all learners receive similar opportunities consistent with their level of training and learning objectives.
- Depending on the time commitment associated with the appointment at an external faculty of medicine, full time clinical faculty members at Temerty Medicine may need to discuss a change in their appointment category with their University Department Chair.

### 8. I have a postgraduate leadership position and am considering accepting an academic leadership position at an external faculty of medicine. Would this be a problem?

- Your obligations, and in turn the answer to this question, may vary depending on whether your current position is a Temerty Medicine role or is an affiliated hospital role.
- This matter should be discussed with your University Department Chair; however, in principle, if you hold an academic leadership position at Temerty Medicine, it is likely that holding another such position at an external faculty of medicine would constitute a **COI** or **COC**.
- Prior to accepting any such position, you must contact your University Department Chair to discuss the position at the external faculty of medicine, what it entails, whether any of your responsibilities could potentially result in a **COI** or **COC** with your current role, and, if so, whether any such conflicts can be effectively managed. In circumstances where it is determined that a potential or actual **COC** or **COI** cannot be effectively managed, there may be a need for you to

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either relinquish the leadership role at Temerty Medicine or decline the opportunity at the external faculty of medicine.

- If your postgraduate leadership role is at an affiliated hospital, potential **COIs** and **COCs** would need to be discussed with leadership at your clinical site and your University Department Chair.

#### 9. What do I need to share with my clinical site lead?

While your University Department Chair will be primarily interested in **COIs** and **COCs** related to your academic role and activities, decision-making on potential conflicts related to your clinical activities and your participation in a practice plan should be reviewed directly with your clinical site leadership.

#### 10. What are some examples of activities that might give rise to Conflicts of Interest?

Examples of activities that might give rise to **COIs** include (but are not limited to):

- Selection and admission of MD students and/or postgraduate medical education (PGME) residents via the Canadian Resident Matching Service (CARMS) process.
- Mentorship or supportive counselling to learners regarding CaRMS.
- Sharing of intellectual property (e.g., assessment tools, curricula, online learning resources) developed in one institution with another without full engagement by all contributing parties.
- Use of grant funding awarded to one institution to advance another without appropriate use of subcontracts and/or failure to recognize the institution where the work was funded/conducted.
- Staff hiring decisions that may involve confidential information derived from working at more than one institution
- Use of University facilities, resources, supplies, or services for purposes that are not related to University business.
- Procurement decisions involving more than one institution.
- Access to confidential learner and faculty information in one role that may potentially be relevant to another role at an external institution.
- Recruitment of teaching faculty for multiple faculties of medicines.
- Access to confidential institutional and programmatic information in one role that may potentially be relevant to another role at an external institution.
- Access to philanthropy in one role that may potentially be relevant to another role at an external institution.

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### 11. What are examples of potential Conflicts of Commitment for clinical faculty and education leaders engaging in work for another educational institution?

Examples of potential **COCs** include (but are not limited to):

- A clinical faculty member is unable to meet the expectations of their academic position description in one or more settings.
- A clinical faculty member struggles to meet their clinical commitments and/or, where relevant, the expectation of their practice plans due to the burden of multiple academic commitments.

- **COCs** are likely to be most relevant to full-time clinical faculty members, given their commitment to University-related academic activities must be  $\geq 80\%$ .
- Specific details regarding time commitments and potential mitigating options (e.g., engaging in external work outside time committed to the clinical site and University) must be reviewed with clinical site leadership and the University Department Chair.

### 12. What do I need to do as a Temerty Medicine faculty member to address potential COIs and COCs?

- Clinical faculty members are required to disclose and provide relevant information to their University Department Chair regarding all external academic activities that have the potential to give rise to a **COI**, and/or impact their capacity to fulfil the responsibilities associated with their University appointment.

### 13. How should my Chair help me address potential COIs and COCs?

- Your University Department Chair (and/or relevant education leader) will work with you to explore creating a management plan to eliminate or mitigate any actual or perceived **COIs** or **COCs**. Temerty Medicine Academic HR and/or the Office of Clinical & Faculty Affairs can provide support.
- Management plans should be regularly reviewed by your University Department Chair (and/or relevant education leader) to ensure that there has been no change to the underlying circumstances. Plans may be revised or deemed unnecessary depending on the circumstances.
- If it is determined that any **COIs** or **COCs** cannot be reasonably eliminated or mitigated through a management plan, you may be advised to not engage in the external academic activity.

### 14. What are examples of potential management strategies?

Examples of potential management strategies include (but are not limited to):

- A clinical faculty member's involvement in certain decisions (e.g., contracting, resource allocation, etc.) is transferred to another person.
- A clinical faculty member's access to particular information is restricted.
- A clinical faculty member is removed from involvement in applicable decision-making processes (e.g., no involvement in MD Admissions, CaRMS).
- Review is conducted of a hiring, contracting, or procurement process, where the outcome could have been impacted by a **COI**.
- A clinical faculty member is directed to repay a gift or other benefit.
- A clinical faculty member is directed to stop engaging in particular activities.

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- Establishing agreement on grant attribution, intellectual property between institutions (faculties of medicine, clinical sites).

#### 15. How should I list my affiliation on academic publications if I have an appointment at more than one faculty of medicine?

We encourage all clinical faculty members to recognize all relevant affiliations, which in this context might be your clinical site (e.g., teaching hospital), Temerty Medicine, and other faculties of medicine as appropriate.

#### 16. Where can I read more about Conflict of Interest, Conflict of Commitment, and the conditions of my appointment?

- [Guideline for Faculty Members and Librarians Regarding Conflicts of Interest and Sexual, Intimate, or Familial Relationships](#)
- [Policy on Conflict of Interest – Academic Staff \[June 22, 1994\]](#)
- [Procedures Manual for the Policy on Clinical Faculty \[February 2025\]](#)
- [Standards for Clinical \(MD\) Faculty on Managing Relationships with Industry & Private Entities \[October 21, 2024\]](#)
- [Statement on Conflict of Interest and Conflict of Commitment \[February 1, 2007\]](#)

#### 17. Who can I contact to get further information?

- **Temerty Medicine Academic HR Office:** <https://temertymedicine.utoronto.ca/human-resources> or [academic.hr.medicine@utoronto.ca](mailto:academic.hr.medicine@utoronto.ca)
- **Office of Clinical & Faculty Affairs:** <https://temertymedicine.utoronto.ca/clinical-faculty-affairs>