



Clinical Faculty Appointments, Reappointments & Promotions Committee Terms of Reference

Purpose

- To review all requests for initial higher-rank appointment, reappointment, and promotion for clinical faculty in the Department of Psychiatry. The Committee is guided by the criteria set out in the *UBC Faculty of Medicine Policy on Clinical Faculty Appointments* and is advisory to the Department Head, who chairs the Committee.
- To make recommendations to the Department Head on initial higher-rank appointment, reappointment, and promotion of clinical faculty in the Department

Composition

Voting members

- 8 Clinical Professors
- 4 Clinical Associate Professors
- 4 Clinical Assistant Professors

Ex officio members (non-voting)

- Department Head (Chair)
- Clinical Faculty Affairs Representative (Vice-Chair)
- Director, Administration
- Assistant HR Manager

Member Nomination & Election Process

- Ex officio members are members by virtue of their administrative appointment.
- Voting members can be nominated by their peers or self-nomination, and are elected by their peers through the election process initiated by the Department Administration Office.
- If there is a single candidate for a vacancy, then the single candidate may be elected by acclamation to the Committee.
- If there is more than one nominee for a vacancy, then the Department will call for voting across the clinical faculty.
- Each voting member is allowed to serve a maximum of two (2) terms. Once a voting member's first term ends, he/she will be invited to serve another term.
- If a voting member chooses to step down at the end of his/her first term, a vacancy will open in the Committee and a call will be made for nominations or self-nominations for candidates to fill the vacancy
- In the event that voting member vacancies are not being filled by nomination, voting members can be appointed by the Department Head.

Term

- Elected (or appointed) members are members for a three-year term.

Meeting Schedule/Commitment and Administration

- Meets twice a year, approximately every six months (Fall and Spring) per academic year and at the call of the Chair on an as-needed basis.
- Members are expected to serve as an internal reviewer if requested.
- All members are expected to attend all meetings in person or via videoconference.
- Members who are not able to attend a meeting are expected to submit opinions in writing to the committee, however they will not participate in the vote; there is no voting in absentia or by proxy.
- A staff member from the Admin Office will take meeting minutes.

Quorum and Recommendation Process:

- Quorum consists of:
 - 4 voting members from the Professor rank
 - 2 voting members from the Associate Professor rank
 - 2 voting members from the Assistant Professor rank
- A majority vote of this committee will constitute a recommendation to the Chair, who will submit this recommendation to the Dean.
- The Chair, Vice-Chair, and other ex officio members do not vote
- In the event of a tie vote, the Chair will decide based on the committee's discussion and submit a recommendation to the Dean.

Voting eligibility:

- In the case of initial appointments, those of a rank equal to or higher than the rank at which the appointment is to be made are eligible for consultation and vote.
- In the cases of reappointment or promotion, those higher in rank than the candidate (or equal if reappointment/promotion is at/to Professor) are eligible for consultation and vote.

Additional information is found in the *UBC Faculty of Medicine Policy on Clinical Faculty Appointments*:

<https://www.med.ubc.ca/files/2015/07/Policy-on-Clinical-Faculty-Appointments.pdf>