

UBC Faculty of Medicine
The Faculty Appointments, Reappointments, Promotion and Tenure Committee

Terms of Reference

Approved by Faculty Executive November 18, 2014

Purpose

To advise the Dean, Faculty of Medicine on new appointments at, or promotion to, the ranks of Senior Instructor, Professor of Teaching, Associate Professor, or Professor, as well as all tenure decisions in accordance with the provisions of the Collective Agreement and Faculty of Medicine Policy on Partner Appointments. Reappointment of Instructors, Assistant Professors and Associate Professors are considered at meetings of the Committee only when a negative recommendation has been made to the Dean by a Department Head or School Director.

Composition

Elected and appointed (all voting members)

Appointed:

- a) Four senior faculty members (Professors with tenure) appointed by the Dean (2 clinicians and 2 scientists)
- b) Two Department Heads/School Directors appointed by the Dean

Elected:

- c) Six senior faculty members (Professors with tenure) elected by Faculty (at least 2 scientists – no fewer than 2 clinicians and 2 scientists)

Appointment Process

Appointed and elected members: there are processes initiated annually by the Dean's Office to fill vacancies.

Term

Appointed and elected members: 4 year term

Chair

Dean, Faculty of Medicine. A co-chair will be appointed annually by the Dean.

Meetings

The Faculty Appointments, Reappointments, Promotion and Tenure Committee normally meets twice a month from September to June, and at the call of the Chair. Members are expected to attend all meetings in person or via videoconference.

Committee Secretary

Supported administratively by the Faculty HR Managers, Faculty Affairs.

Quorum

A quorum is 50% (6 members) of the voting members; the Chair/Co-Chair do not vote.

Lines of Accountability

The Faculty Appointments, Promotion and Tenure Committee is accountable to the Dean, Faculty of Medicine.

Minutes and Reports

1. Minutes of all meetings are confidential and retained by the Chair.
2. Records will be maintained in accordance with UBC and [Faculty of Medicine records retention procedures](#).

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Responsibilities

1. Make recommendations to the Dean regarding:
 - a. New appointments at, or promotions to, the ranks of Senior Instructor, Professor of Teaching, Associate Professor, or Professor;
 - b. Tenure;
 - c. Reappointment of grant tenure track and tenure track Instructors, Assistant Professors and Associate Professors. This only applies when a negative recommendation for reappointment has been made to the Dean by a Department Head or School Director.
2. Review Faculty, Departmental, and School procedures regarding appointment, reappointment, promotion and tenure reviews and, as needed, recommend procedural changes to the Dean.
3. Adhere to the [FoM General Responsibilities of Standing Committees](#).

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Current Membership

Composition	Name of Member	Term Start	Term End
Dean of Medicine (Chair)	Dr. Dermot Kelleher Dean of Medicine	Ex-Officio	
Co-chair appointed annually by the Dean.	Dr. Deborah Money Executive Vice Dean	Apr 2016	
Senior Faculty member (Professor with Tenure) elected by Faculty	Dr. Lara Boyd Physical Therapy (Scientist)	2016	2020
Senior Faculty member (Professor with Tenure) elected by Faculty	Dr. Bruce Verchere Surgery / Pathology & Laboratory Medicine (Scientist)	2016	2020
Senior Faculty member (Professor with Tenure) elected by Faculty	Dr. Shoukat R. Dedhar Biochemistry & Molecular Biology (Scientist)	2013	2017
Senior Faculty member (Professor with Tenure) elected by Faculty	Dr. Andrew MacNeily Urologic Sciences (Clinician)	2013	2017
Senior Faculty member (Professor with Tenure) elected by Faculty	Dr. Jeremy Road Medicine (Clinician)	2014	2018
Senior Faculty member (Professor with Tenure) elected by Faculty	Dr. Thomas Kerr Medicine (Scientist)	2016	2019
Department Head/School Director appointed by the Dean	Dr. Allison Eddy Pediatrics (Clinician) Department Head	2016	2020
Department Heads/School Director appointed by the Dean	Dr. Bruce Forster Radiology (Clinician) Department Head	2014	2018
Senior Faculty member (Professor with Tenure) appointed by the Dean	Dr. Sam Aparicio Pathology & Laboratory Medicine (Scientist)	2016	2020
Senior Faculty member (Professor with Tenure) appointed by the Dean	Dr. Doug Matsell Pediatrics (Clinician)	2015	2018
Senior Faculty member (Professor with Tenure) appointed by the Dean	Dr. Cheryl Gregory-Evans Ophthalmology & Visual Sciences (Scientist)	2015	2019
Senior Faculty member (Professor with Tenure) appointed by the Dean	Dr. Carolyn Gotay Population & Public Health (Scientist)	2015	2019