

Department of Psychiatry
Appointments, Promotion & Tenure Committee
Terms of Reference
Updated June 2019

Mandate

To review all appointment, reappointment, promotion and tenure considerations for academic faculty in the Department of Psychiatry. The Committee is guided by the criteria set out in the *Agreement on Conditions of Appointment in the Collective Agreement Between the University of British Columbia and the Faculty Association of UBC* and, when applicable, *The University of British Columbia Faculty of Medicine Policy on Partner Appointments*. The Committee provides consultation and recommendation concerning faculty appointments, reappointments, promotion and tenure to the Department Head, who chairs the committee.

Composition (elected by academic faculty members only):

- Six (6) Professors
- Two (2) Associate Professors
- Any interested Tenure-Track Assistant Professors
- One (1) Partner Associate Professor or Professor
- One (1) Partner Assistant Professor

The committee makeup should have balanced representation by basic scientist and clinician scientist faculty.

If an elected Assistant or Associate Professor is promoted during their 3-year term, the composition of the Committee will change accordingly until their 3-year term has expired

An election may be held for an additional partner track faculty member/s to be added to the committee for a review cycle should a) the partner faculty member be ineligible to vote on a partner track re-appointment or promotion due to rank or because they themselves are being reviewed or b) because of a high number of partner track appointees scheduled for review

Ex-officio members (non-voting):

- Department Head (Chair)
- Associate Head (Research and International Affairs)
- Associate Head (Graduate and Undergraduate Education)

Elected Term

- 1-3 years, unless otherwise requested
- Upon the end of a 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; the member whose term has ended may self-nominate should he/she seek a renewed term. Each member can serve a maximum of 3 terms.
- If there is a single candidate for a vacancy, then he/she 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 academic faculty

Commitment

- Members are expected to attend at least one meeting per academic year, and are expected to serve as an internal reviewer if requested.
- Meetings are held on an as-needed basis; 4-5 meetings are the norm per academic year

Quorum:

- 3 eligible voting members.
- Members who are not able to attend a meeting may submit opinions in writing to the Committee, however will not participate in the vote; there is no voting in absentia or by proxy.

Voting eligibility for Tenure stream:

- In the case of initial appointments, all members are eligible for consultation and vote (except Partner stream members).
- In the case of reappointments and promotions, those higher in rank than the rank of the candidate, except that in the case of reappointment of a Professor those holding the rank of Professor are eligible for consultation and vote.
- In the tenure cases, those who are tenured and of equal or higher rank are eligible for consultation and vote.

Voting eligibility for Partner stream:

- In the case of initial appointments, those of a rank equal 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.

Conflicts of Interest:

- Should a potential conflict of interest exist with the Chair and the candidate, the Chair will identify an Acting Chair to serve in lieu; the Acting Chair will chair the entire review.

Additional information is found in the SAC guide and the FoM Partner Faculty Policy:

http://www.hr.ubc.ca/faculty-relations/files/SAC.Guide_.pdf

<https://mednet.med.ubc.ca/HR/managingFaculty/AppointmentsAndReappointments/Documents/The%20Faculty%20of%20Medicine%20Policy%20on%20Partner%20Appointments.pdf>