

Department of Psychiatry
Clinical Faculty Appointment & Promotion Committee
Terms of Reference
Updated July 2019

Mandate

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.

Composition (elected by clinical faculty members only):

- 5 Clinical Professors
- 3 Clinical Associate Professors
- 1 Clinical Assistant Professor

Ex officio members (non-voting)

- Department Head (Chair)
- Clinical Faculty Affairs Representative (Vice-Chair)

Elected Term

- 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, however exceptions may be made at the Head's discretion
- 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 clinical 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; 2-3 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, they cannot participate in the vote; there is no voting in absentia or by proxy.

Voting eligibility:

- 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.

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>