



Faculty of Medicine

Promotions and Tenure Committee Non-Bargaining Unit Terms of Reference

Purpose

All clinical faculty members of the Faculty of Medicine will be governed by the Promotions and Tenure Criteria adopted on March 19, 2024. A Promotions and Tenure Committee is required to adjudicate applications for promotion and tenure and make recommendations to the Dean.

Membership

Seven (7) including six (6) clinical faculty¹ from the Clinical Disciplines and the Vice-Dean, Medicine.

- Five (5) elected by the clinical faculty one of whom will be a Full Professor and the other four (4) at least at the rank of Associate Professor.
- One (1) appointed by the Dean and one (1) will be the Vice-Dean (Ex officio and voting). At least one of these two (2) members will be a Full Professor.

Responsibilities

- Review the Promotion and Tenure file of each candidate.
- Identify the need for additional information and inform the Manager of Academic Affairs who consults with the candidate.
- Discuss in detail, the recommendations of the external reviewers. Provide justification when the Promotion and Tenure Committee's recommendation differs from that of an external reviewer.
- Complete deliberations and meet with the candidates when required. The purpose of the meeting, and those attending, will be clarified to the candidate.
- From March to April, annually, the Promotion and Tenure Committee sends the Dean of Medicine their recommendation for each candidate.

Operations

- The Committee term for members other than the Vice-Dean, is two academic years (September 1 to August 31), renewable once for a total of four (4) years consecutively. Members could serve future terms, provided there is a break in service of two (2) years before serving again.
- The Chair is the Vice Dean of Medicine (Ex-officio Voting member).

¹ Once appointed or elected to the Promotion and Tenure Committee, a faculty member cannot be a candidate for promotion or tenure during the academic year(s) for which the committee was established.

Our Vision: An inclusive, vibrant and cutting edge hub of discovery and learning that is tangibly contributing to the health and well-being of people locally and globally.



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- A quorum is defined as six (6) members.
- The Committee will use the *Criteria for Promotion and Tenure: Non-Bargaining Unit Clinical Faculty* for their Committee operations and decisions.
- Where a perceived conflict of interest in considering a file exists, the Committee will be guided by the *University Conflict of Interest Policy*.
- The Terms of Reference will be reviewed every three (3) years or as needed.

Approved by the Promotion and Tenure Committee on January 30, 2025.