



Faculty of Medicine
Promotions and Tenure Committee
Terms of Reference

Approver: Dean of Medicine
Date: April 2017
Purpose

All full time clinical members of the Faculty of Medicine will be governed by the Promotions and Tenure Guidelines for clinical faculty adopted on May 31, 2013. A Promotions and Tenure Committee is required to adjudicate applications for promotion and tenure and make recommendations to the Dean.

Membership

Five (5) including 4 Clinical full-time Faculty¹ from the Clinical Disciplines and the Vice-Dean, Medicine.

- Three (3) elected by the Clinical full time Faculty one of whom will be a Full Professor and the other two 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

Operations

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

The chair is Vice Dean of Medicine (Ex-officio Voting member)

A quorum is defined as 4 members

The Committee will use the Promotion and Tenure, Non-Bargaining Unit Criteria for 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.

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



Faculty of Medicine
Promotions and Tenure Committee
Terms of Reference

Responsibilities

Review all applications from eligible Clinical Faculty for consideration of promotion and tenure

Identify gaps in information in the application and, in consultation with the Manager of Academic Affairs in the Faculty of Medicine, inform the candidate in a timely manner

Meet with candidate to address concerns and questions from the initial review of the file, before the decision is finalized.

Report to the Dean, Faculty of Medicine, Committee recommendations for all applications

Complete the process before April 30th, annually.