



School of Population and Public Health Associate Appointment Process and Procedure

Purpose

The Purpose of this document is to clarify SPPH's procedure for receiving recommendations about Associate Members going forward and to define a means of keeping our list of active Associate Members up to date.

Background / Rationale

Associate Member is an unofficial Faculty of Medicine position given to a UBC faculty member when there is a need for members of one department/school to have a formal arrangement to participate in teaching and research activities in another department/school, but when a joint appointment is not necessary. The Associate Member appointment mirrors the primary appointment as it relates to rank. The home unit of the faculty member is responsible for the promotion process in the academic ranks.

Appointment Approval

The SPPH Director and Head of Home Department must approve.

Appointment Procedures

This type of appointment is processed in the School and not by Faculty Relations or the Faculty of Medicine. It is an agreement between the School of Population and Public Health and the home department of the Associate Member. A copy of the letter to the Associate Member will be placed in the Faculty member's file in the Dean's Office.

Policy and Processes

1. Nomination for Associate Member appointments will be made by a full-time SPPH Faculty Member to the Director (and staff assigned this responsibility). Nominators and appointees are responsible for meeting with the relevant Division Lead to discuss responsibilities and contributions (see point 4 below). The prospective Associate Member is responsible for submitting all relevant materials in a timely manner. This includes a written recommendation on the candidate's expected contribution/participation in SPPH by the SPPH faculty sponsor.

2. The Associate Member Committee will appoint a Primary and Secondary Reviewer from the Committee to review all nominees and renewals of appointments. All SPPH Full Time Faculty Members will be notified of ongoing reviews and could choose to review any given file.
3. The above Reviewers will review each file according to the following suggested criteria and a consensus recommendation will then be forwarded to the Director. The prospective Associate Member must provide written evidence that his/her Home Department Head has approved the proposed contribution to SPPH. He/she must also provide specific rationale why it is necessary to have this appointment and what this appointment will allow the Associate Member to do that their regular appointment does not.

Associate Members should specify potential contributions and teaching activities (e.g. course numbers, etc.) The following are broad examples of teaching contributions:

- **Teaching:**

- Teaching or co-teaching a course in SPPH curriculum
- Giving guest lectures in a course in the SPPH curriculum
- Providing support to an SPPH student (mentorship)
- Advising MPH students, supervising a UBC practicum, placement or internship for SPPH students and residents or for a non-UBC student visiting SPPH
- Serving on an MSc or PhD Committee (Associate Members may co-supervise SPPH students when there also is a Full-time SPPH Faculty Member co-supervising. *Note: This is to enhance accountability of graduate student supervision within SPPH as SPPH Associate Members are not accountable to the SPPH Director, but to their own Department Head).*

- **Other Contributions:**

- Evidence of significant and ongoing contributions to a relevant field of expertise
- Significant involvement in active research collaboration with SPPH faculty and/or students and residents
- Contributions to relevant policy, professional and/or practice communities or groups
- Participation in rounds, seminars and other SPPH academic events
- Participation in SPPH Committees (i.e. Events, Admissions)

4. Once the file is reviewed, the prospective Associate Member will meet with the Associate Member Committee to discuss their potential role and responsibilities as an Associate Member in SPPH. Division Leaders and/or the Faculty sponsor are welcome to participate.

5. The Associate Member Committee will then bring the file to the next suitable full Faculty Meeting for a vote by all Faculty Members in attendance.
6. Associate Membership status will commence upon approval by the School Director. Associate Members will be offered a 4-year appointment.

Additional Considerations/Recommendations

1. It is the responsibility of the nominator and appointee to ensure that the file is complete before it is submitted.
2. Associate Member appointments will be reviewed biannually in the Fall and Spring. **New appointments** will be reviewed at the Fall meeting – deadline for reviewing new appointments is the second week of **October (15th to the 20th)**. Any applications received after this time, will be held in a “Pending” folder to be reviewed in the Fall of the following year.
The Spring meeting will involve a review of activity reports of expiring appointments for the past 4 years and consideration of reappointments to be effective **July 1st**.
3. The candidate for reappointment will submit an activity report by **May 31st** in the last year of their appointment for review.
4. The Division Lead or Faculty Sponsor may be consulted on the reappointment of an Associate Member with respect to visible interaction over the previous **4 years**.

Expectations of an SPPH Associate Member

- Participation in Rounds, seminars and SPPH events; participation in Faculty Meetings and other meetings as required.
- Shared space may be available for the purpose of meeting with students.
- Note: please notify SPPH Communications Manager if communicating as an SPPH Associate Member.