

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**School of Population and Public Health**

**Criteria for Joint, Associate, Partner, Clinical, Adjunct,  
Honorary Lecturer and Affiliate Appointments**

**Joint Appointment**

*Administered by Virginia Anthony*

Joint appointment: where a full-time faculty member holds an academic appointment in more than one academic unit. The individual faculty member should have one Department/School (or Faculty, in the case of non-departmentalized Faculties) designated as primarily responsible for all aspects of the individual's appointment, promotion, tenure and faculty development. Ordinarily this will be the Department/School that holds the majority of the budget supporting the individual's appointment.

Process for Appointment, Reappointment and Tenure

A request for a joint appointment by the Faculty member will be in writing to the Head/Director of both academic units.

In setting up a joint appointment for a tenure/track Faculty Member, one academic unit must be designated as the "Home Department" and the other academic unit(s) will be considered the collaborating academic unit(s). By making one academic unit the Home Department, the Faculty Member in question will be provided with a consistent point of contact for all inquiries regarding their terms and conditions of appointment. The Home Department is responsible for ensuring the appropriate terms and conditions of employment are in place for the Faculty Member, and for initiating all necessary paperwork for appointment, reappointment, salary increases, leaves, tenure and promotion. The Home Department will consult with the collaborating academic unit(s) on all decisions respecting the Faculty Member's appointment. The Home Department is also responsible for confirming, in writing, at the time of the Faculty Member's appointment, the procedures that will be used for appointments, reappointments, promotion and tenure, as well as for the distribution of merit. The collaborating academic unit will have an independent opportunity to evaluate the faculty member for the purpose of faculty development and decisions concerning promotion or tenure. Any decisions concerning promotion or tenure will be based on the same record of information.

Each academic unit involved will hold a certain percentage of the appointment. For example, the two academic units may share a 50:50 split or 60:40. This percentage normally applies to expectations for teaching and service of each respective academic unit. It is important to note that the academic percentage may not be reflected in the

salary distribution. For example, one academic unit may provide the entire salary but the academic split may be 80:20.

A Faculty member with a joint appointment has full rights to vote in each of the academic units and faculties in which they hold an appointment.

*Please note that not all collaboration between academic units requires a joint appointment. For example, an Associate Member (see below) is an unofficial position that may be given to a faculty member when there is a need for a member of one academic unit to have a formal arrangement to participate in teaching and research activities in another academic unit, but a joint appointment is not necessary.*

### **Associate Member**

*Administered by Janice DeSouza-Vas*

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.

### Process for Appointment, Reappointment and Tenure

The SPPH Director and Head of Home Department must approve.

This type of appointment is not processed by Faculty Relations. It is processed interdepartmentally by letter only. If within Faculty of Medicine, appointee will receive notification from the Dean's Office.

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 Theme Lead to discuss responsibilities and contributions (see 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.

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.

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.

Potential contributions and activities that may be undertaken by Associate Members, include:

- **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).
  
- **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)

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.

Associate Membership status will commence upon approval by the Dean's Office; Associate Members will be offered a 4-year appointment.

Associate Member appointments will be reviewed biannually in the Fall and Spring. New appointments will be reviewed at the Fall meeting. 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 1<sup>st</sup>.

The candidate for reappointment will submit an activity report by January 31 in the last year of their appointment for review.

The Theme Co-Lead or Faculty Sponsor may be consulted on the reappointment of an Associate Member with respect to visible interaction over the previous 4 years.

## **Partner Appointment** (effective January 1, 2010)

*Administered by Virginia Anthony*

### Ranks

Assistant Professor

Associate Professor

Professor

A number of institutions, external to UBC have expressed an interest in an expanded relationship with the Faculty of Medicine and UBC. In particular, these institutions would like an avenue for their employees who wish to hold an appointment with UBC that imparts significant contribution and engagement with UBC. Such an appointment would allow these employees to participate in peer reviewed research; apply for research funding; provide a meaningful contribution to teaching; and participate in University committees. From UBC's perspective, the appointments must allow for meaningful involvement in the UBC community and at the same time reflect and respect the existing employment and appointment categories at UBC.

As per the *Guide to Partner Appointments in the Faculty of Medicine*<sup>1</sup>, the Partner Appointment category is "identical to our grant tenure track faculty members with the sole distinction that the salary and benefits do not flow through the University, but rather through a partner institution (although not another University). These individuals will be held to the same expectations of all University faculty members who are expected to contribute to the University community according to established responsibilities in teaching, research and service, depending on the appointed rank. As agreed upon with each individual, they will be expected to maintain an active research and scholarly program, to participate fully and with distinction in both undergraduate and graduate education, as needed, and to carry out their share of advising duties and committee assignments. Individuals with partner appointments will be appointed at the ranks of Assistant Professor, Associate Professor and Professor, and will be given full support and recognition as a full-time faculty member."

These renewable term appointments will be UBC Board of Governor appointees. The Partner Appointments will parallel the tenure stream professorial positions, but these faculty members will not be employees of UBC, will not be tenured, will not attract salary and benefits, will not be members of the UBC Faculty Association, and will not be covered by the Collective Agreement with the Faculty Association. These positions will report to the Director of the School.

Partner Appointees may, in the department/school with which they are associated, have the following rights and privileges:

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<sup>1</sup> [https://www.compas.med.ubc.ca/\\_shared/assets/FoM\\_Guide\\_to\\_Partner\\_Appointments19653.pdf](https://www.compas.med.ubc.ca/_shared/assets/FoM_Guide_to_Partner_Appointments19653.pdf)

- \* Access to library and other University services and equipment.
- \* Participate in the School's teaching programs.
- \* Voting rights at SPPH Faculty meetings.
- \* Voting members of the Faculty of Medicine for Faculty elections and Faculty meetings.
- \* Eligible to vote on appointment, reappointment, and promotion matters for the subject group, but are not eligible to vote on tenure, or on merit or PSA for tenure stream faculty members who are employees of UBC and members of the UBC Faculty Association.
- \* Supervise graduate students on a case-by-case basis with approval by the Dean of FoGS or the Dean's designate.
- \* Eligible to hold research grants administered through UBC.
- \* Academic freedom, within the law, to pursue what seems to them as fruitful avenues of inquiry, to teach and to learn unhindered by external or non-academic constraints, to engage in full and unrestricted consideration of any opinion.

#### Minimum Criteria for Partner Appointment

The criteria and expectations for appointment, reappointment and promotion is based on the *Agreement on Conditions of Appointment for Faculty*, Article #3 without references to tenure, Instructors, and Senior Instructors.

In addition to this criterion, SPPH has the following criteria:

- Must demonstrate strong potential to meet research and teaching expectations for promotion.
- Job Description in Partner Agency must provide the necessary time for research and teaching. This must also be stated in a letter from Employer/Partner Agency.
- Must demonstrate a good fit for the School i.e. fills a needed role.
- CV shows strong research agenda/momentum/publications – meets criteria for Assistant Professor.
- Has a PhD, MD and research focus (preferable degree).

#### Process for Appointment, Reappointment and Promotion

Requests for appointment will be in writing to the School Director by the Partner Institution. The candidate for appointment, reappointment or promotion must submit a current curriculum vitae in the UBC format. Recommendations for appointment, reappointment and promotion will be reviewed by both the School's standing committee and the Faculty committee. The procedure for appointment, reappointment or promotion of Partner Appointments is based on the *Agreement on Conditions of Appointment for Faculty*, Article #5.01 through to 5.13 without references to tenure, Instructor and Senior Instructor.

Appointment, Reappointment, Promotion and Tenure (ARPT) Committee reviews Director's letter and Candidate's CV – Committee adjudicates whether or not to proceed. Candidate conducts a seminar; participates in an interview and meetings with

relevant Faculty, staff and students. External references provided through letters of reference (3 for Assistant Professors of which at least 1 is not from a co-author, 3 for Instructors, 4 for Associate and Full Professors of which at least 2 are arm's length and 4 for Senior Instructors).<sup>2</sup>

Committee members with a potential conflict of interest may introduce the case, but should be absent from the discussion and vote during the ARPT Committee meeting.

The appointment will be subject to the approval of the Board of Governors (BoG) in accordance with UBC Policy #25. A BoG's notice of appointment will be available to the appointee on UBC's Faculty & Staff Self-Service.

### **Clinical Appointment**

*Administered by Janice DeSouza-Vas*

#### Ranks

Clinical Professor

Clinical Associate Professor

Clinical Assistant Professor

Clinical Instructor

Emeritus – Clinical faculty has reached his/her 65<sup>th</sup> birthday and has completed 15 continuous years of service.

These are part-time appointments in the Faculties of Medicine and Dentistry and in the School of Nursing made in the case of those who have some special professional skill or learning of value to the University but who are primarily engaged in the practice of their professions outside the University. These positions are often non-salaried. However, if a salary is paid, such appointments are eligible for pension and benefits if the salary meets the minimum required for benefits' eligibility. Clinical Faculty are not members of the UBC Faculty Association. The appointment relationship between UBC and each Clinical Faculty is governed by an Appointment/Offer letter.

Clinical faculty have responsibility for teaching activities and may also have responsibilities in research and administrative/service activities. Clinical faculty are required to submit annual reports for consideration for reappointment and promotion.

Clinical Faculty members are more academically integrated in the School. They may be permitted to hold grants in the School at the discretion of the Director.

#### Minimum Criteria for Clinical Appointment

- Teach (a full course or guest lecture),  
and/or supervision of residents and MPH practicum on site.

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<sup>2</sup> <http://www.hr.ubc.ca/faculty-relations/appointment/appointment-checklist/>

and/or serve<sup>+</sup> on thesis committee.  
and/or research collaboration.  
and/or serve on standing committees.

#### Process for Appointment, Reappointment and Promotion

Appointments, reappointments promotions and termination of Clinical Faculty are carried out by a School standing committee of Clinical Faculty.

The criteria for promotion follows the full time faculty cycle, i.e. eligible to be considered for promotion in the 5<sup>th</sup> year of appointment.

- CV must be on UBC form.
- Recommendation for appointment, reappointment or promotion to be forwarded to the committee by December 31 for appointment the following July.
- An offer letter is sent to the new appointee.
- All Clinical Faculty are required to submit an annual activity report.
- Theme co-leaders will be consulted on appointment, reappointment, promotion and termination.

#### **Adjunct Professor**

*Administered by Janice DeSouza-Vas*

These are faculty appointments for a period normally not exceeding three years but are renewable. Adjunct faculty appointments may be granted to individuals who have some special professional skill or learning of value to the University but who are primarily engaged in the practice of their professions outside UBC. Appointment at the adjunct rank does not imply that the appointee has the qualifications necessary for appointment to one of the regular academic ranks.

*As per Faculty Relations guidelines, UBC “Adjunct appointments are faculty appointments for a period normally not exceeding three years if unpaid but are renewable. Adjunct appointments may be granted to those who have special professional skill or learning of value to UBC but who are primarily engaged in the practice of their professions outside UBC or any other academic institution. Adjunct appointments do not imply that the appointee has the qualifications necessary for appointment to a regular academic rank. Salary may be paid to an Adjunct not to exceed one year at a time.” (see University Policy 42, last updated September 2010)<sup>3</sup>.*

#### Process for Appointment, Reappointment and Promotion

Nomination for Adjunct appointments will be made to the Director (and relevant staff). Note that anyone may nominate someone for an Adjunct appointment, but only SPPH Full-time Faculty members may write a letter of recommendation. Nominators and

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<sup>3</sup> <http://universitycounsel.ubc.ca/policies/policy42.pdf>

appointees are responsible for submitting all relevant materials in a timely manner. It is the responsibility of the nominator and appointee to ensure that the file is complete before it is submitted. The nominator will work with the appointee to ensure the file, including the UBC CV, is complete.

For new appointments, the SPPH Director will appoint a Primary and Second Reviewer from the current list of Faculty. All Full-time Faculty will be on an ongoing roster with reviews rotated throughout the list. If unable to do so the next person on the roster will be asked. The Faculty who declined will be reallocated to review at a later date.

The above Reviewers will examine each file in accordance to the criteria and will then forward a consensus recommendation for an Adjunct Faculty appointment at the next Full Faculty meeting for a vote by all Faculty members in attendance. New appointments may be reviewed at regularly scheduled faculty meetings

***Eligibility:***

- Significant and ongoing contributions to a relevant field of expertise.
- Relevant scholarship, i.e. academic degree (Master's degree at minimum), publications, etc.

***Criteria:***

***Courses Taught / Students Supervised:***

- Teaching or co-teaching a course.
- Participating as a guest lecturer in courses.
- Designing and teaching a new course.
- Presentation at Grand Rounds.
- Providing direct 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 Thesis Committee.
- Being a mentor or supervisor to an SPPH postdoctoral fellow or resident.
- Current and future ability to offer sound training to SPPH graduate students.

***Service (to the University, Faculty of Medicine and SPPH)***

- Serving on a Standing Committee (i.e. Admissions Committee).
- Involvement in a theme.
- Participation in ad hoc and planning committees, Faculty retreats etc.
- Contributions to relevant policy, professional and/or practice communities or groups.

***Research Collaboration (at the University, Faculty of Medicine and SPPH)***

- Significant involvement in active research collaboration with SPPH faculty and/or students and residents.



**Other Contributions:**

- Holding a leadership position in an organization that supports SPPH students.
- Whenever possible participation in rounds (will receive CME credits), seminars and SPPH events.

Review for reappointment will be dealt with annually in the Spring. Adjunct Faculty for reappointment are required to complete an Annual Activity Report by January 31 in the last year of their appointment for review by the committee on Adjunct Faculty. Theme Co-Leads, the nominator and other SPPH Faculty will be consulted as appropriate. Review in the Spring will involve a review of activity reports of expiring appointments for the past 2.5 years and a vote on reappointments to be effective July 1st. A primary and secondary reviewer from among the Committee will review the activity reports in detail prior to the Committee meeting and will present their suggestions to the Committee with input provided by the other Committee members at the meeting.

An Adjunct Faculty appointment will commence upon approval by the Dean's Office and will be for a period not to exceed three years. (Note all appointments end June 30 with the exception of resignation).

**Honorary Lecturer (part-time)**

These appointees are hired to teach credit course(s), or to perform related duties such as course coordination or supervision, for a period of less than 12 months. Honorary Lecturers are appointed for the duration of their teaching commitment, i.e. 4 months or 8 months.

**Minimum Criteria for Honorary Lecturer Appointment**

- Teach a full course.

**Process for Appointment and Reappointment**

- Complete CV.
- Letter of recommendation for the appointment
- Offer letter is sent to the new honorary faculty
- Proof of legal entitlement to perform work at UBC, for example one of either a Canadian passport, birth certificate, or citizenship card.

**Affiliate Appointment**

Affiliate appointments are granted to individuals who are full-time faculty members and who have a primary appointment at a partner university (i.e. UVic, UNBC) and who participate in the UBC medical program at that site. The UBC Affiliate Appointment

mirrors the primary appointment as it relates to rank. The employment relationship is with the university providing the primary appointment.

#### Minimum Criteria for an Affiliate Appointment

- Teach (a full course or guest lecture).  
and/or supervision<sup>+</sup> of graduate students and residents.  
and/or research collaboration.

#### Process for Appointment and Reappointment

*Faculty of Medicine and Faculty Relations have yet to agree on affiliates from institutions other than UVic and UNBC.*

- Complete CV.
- Recommendation for appointment is forwarded to SPPH for consideration at the next Faculty meeting. (For new hires the appointment may start at any time but the end date must be June 30.)
- The candidate for an appointment or Theme co-leader to provide information on the candidate's contribution/participation in SPPH.
- The candidate for reappointment to submit an activity report (section of CV) by December 31 in the last year of their appointment for review by the appropriate Theme co-leaders.
- Theme co-leaders will be consulted on reappointment and termination.

#### **Supervision of Graduate Students by Other Faculty (from FoGS web site)**

Other appropriately qualified individuals (e.g., Partner appointments, clinical professors, adjunct professors, senior instructors or visiting professors) who are actively engaged in research and experienced with graduate education may be approved, upon the recommendation of their Head, Director or Dean (or functional equivalent) of the graduate program with which they are affiliated and the approval of the Dean of the Faculty of Graduate Studies, to supervise or co-supervise master's and doctoral students and/or serve on doctoral student supervisory committees provided they meet the relevant criteria. These individuals are not members of the Faculty of Graduate Studies.

Approval for individuals who are not members of the Faculty of Graduate Studies to serve as members of master's student supervisory committees is the responsibility of the graduate program concerned.