



COMMITTEE TERMS OF REFERENCE APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS & TENURE COMMITTEE

A. Purpose	The purpose of the Appointments, Reappointments, Promotions and Tenure Committee is to consider and make recommendations to the Director of the School of Population and Public Health regarding the appointment, reappointment, promotion and tenure of full-time Faculty at the rank of Research Associate, Instructor II, Senior Instructor, Assistant Professor, Associate Professor and full Professor.
B. Reporting	The Appointments, Reappointments, Promotions and Tenure Committee is established as required by the <i>Collective Agreement between The University of British Columbia and the Faculty Association (Collective Agreement)</i> , under the direction and authority of the Director of the School, and reports to the Director.
C. Mandate and Duties	<ol style="list-style-type: none"> 1. The Appointments, Reappointments, Promotions and Tenure Committee has the authority to: <ol style="list-style-type: none"> a. Evaluate its own performance. b. Execute all those duties delegated to it by the Director of the School 2. The Appointments, Reappointments, Promotions and Tenure Committee has the responsibility to: <ol style="list-style-type: none"> a. Provide advice and feedback to candidates who are under consideration b. Provide recommendations as to the quality and accuracy of the candidate’s dossier c. Select external referees and alternates to be solicited for review. d. Vote on the final recommendation regarding the consideration in question e. Review and provide feedback on the Chair’s letter to the Dean, summarizing the committee deliberations 3. The Appointments, Reappointments, Promotions and Tenure Committee is accountable to: <ol style="list-style-type: none"> a. Director of the School to whom it reports b. The Appointments, Reappointments, Promotions and Tenure Committee of the Faculty of Medicine and the Senior Appointments Committee of UBC.



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D. Membership	<p>Membership of the Appointments, Reappointments, Promotions and Tenure Committee shall include the following:</p> <ol style="list-style-type: none"> 1. The Director, who shall chair the Committee but shall not vote. 2. In the case of initial appointments, those of a rank equal to or higher than the rank at which the appointment is to be made. 3. In the case of reappointments and promotions, those higher in rank than the candidate, except that in the case of appointment of a Professor those holding the rank of Professor. 4. In cases involving review for tenure, those who are tenured and of equal or higher rank. 5. The School’s Senior Administrator ex-officio (non-voting) for the duration of his/her appointment.
E. Leadership	<p>The Director shall serve as the Chair of the Committee for the duration of that individual’s appointment as Director.</p>
F. Operations	<ol style="list-style-type: none"> 1. The Committee’s activities will be conducted according to Robert’s Rules of Order, 10th Edition. 2. The Committee will meet a minimum of three times annually, and at the call of the Chair. 3. Meetings will normally be no longer than 2.5 hours in duration unless otherwise agreed in advance by the members. 4. In the event the Director has a conflict of interest with the candidate, another member of the Committee should be delegated the task of writing to the referees. 5. Committee members who cannot participate at the meeting may submit opinions in writing to the Committee. The members who are in attendance should consider such submissions, but members who are absent will not be able to vote (i.e. there is no voting in absentia or by proxy). 6. Six (6) plus the chair will constitute a quorum for the committee. 7. All votes will be conducted by means of secret ballots. 8. The recommendation of the Committee shall be that of a majority of voting members present. 9. The Committee will operate in accordance with the requirements of the <i>Collective Agreement between The University of British Columbia and the Faculty Association</i> (Collective Agreement).



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G. Evaluation	A full review of the Terms of Reference, deliberations and effectiveness of the Committee will be conducted on an annual basis by the Committee or the Full Faculty, with the results of that review to be presented to the Committee for discussion and action.
H. Recording	<ol style="list-style-type: none">1. A member of the staff will record decisions and recommendations of the Committee as minutes.2. Minutes will serve as the official record of the Committee’s deliberations and filed.
I. Document Control	Original approved by Full Faculty Committee: September 18, 2009 This revision approved by Full Faculty Committee: Date