



**COMMITTEE TERMS OF REFERENCE
ASSOCIATE MEMBER APPOINTMENT COMMITTEE**

A. Purpose	The purpose of the Associate Member Appointment Committee is to consider and make recommendations to the Full Faculty and Director of the School of Population and Public Health regarding the appointment and reappointment of Associate Members.
B. Reporting	The Associate Member Appointment Committee is 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 Associate Member Appointment 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 Associate Member Appointment Committee has the responsibility to: <ol style="list-style-type: none"> a. Draft SPPH policies related to Associate Membership. b. Evaluate, meet with and provide advice and feedback to candidates who are under consideration. c. Review and provide recommendations as to the quality and accuracy of the candidate’s CV and supporting documents. d. Decide on the final recommendation regarding the consideration in question and bring this recommendation to the Full Faculty. e. Review periodic reports of existing Associate Members, and make recommendations to the Member regarding potential contributions, and make recommendations to the Director regarding reappointment of the Member. 3. The Associate Member Appointment Committee is accountable to: <ol style="list-style-type: none"> a. Director of the School to whom it reports b. The Full Faculty of the School
D. Membership	<p>Membership of the Associate Member Appointments Committee shall include the following:</p> <ol style="list-style-type: none"> 1. One Full Faculty member from each of the four SPPH Divisions for a 3 year term. 2. One representative of existing Associate Members for a 3 year term. 3. The School’s Senior Administrator for the duration of his/her appointment.



E. Leadership	A volunteer from the Full Time faculty membership of the committee shall serve as the Chair of the Committee for a 2 year term.
F. Operations	<ol style="list-style-type: none">1. The Committee will meet annually in the Fall to consider new appointments and the Spring to consider reappointments, and as required.2. Committee members who cannot participate at the meeting may submit opinions in writing to the Committee. Decisions may also be made by email if required.3. The recommendation of the Committee shall be that of a consensus of members present.4. Feedback on appointments and reappointments will be sought from Division Heads prior to forwarding recommendations to the SPPH Director.5. The Committee will operate in accordance with the requirements of UBC Faculty Relations and Faculty of Medicine guidelines on Associate Member Appointments.
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 be filed.
I. Document Control	Original approved by Full Faculty Committee: Date This revision approved by Full Faculty Committee: Date