



COMMITTEE TERMS OF REFERENCE FACULTY PROGRESSION AND INTEGRATION COMMITTEE

A. Purpose	The purpose of the Faculty Progression and Integration Committee is to consider and make recommendations to the Executive Committee of the School of Population and Public Health on all matters relating to faculty progression and integration within the jurisdiction of the School.
B. Reporting	The Faculty Progression and Integration Committee is established under the direction and authority of the Full Faculty Committee of the School and reports to the Executive Committee.
C. Mandate and Duties	<ol style="list-style-type: none"> 1. The Faculty Progression and Integration Committee has the authority to: <ol style="list-style-type: none"> a. Evaluate its own performance b. Establish Sub- Committees and ad hoc Task Forces as it deems necessary 2. The Faculty Progression and Integration Committee has the responsibility to: <ol style="list-style-type: none"> a. Provide a forum for open discussion of the progression and integration of the School’s faculty b. Make recommendations to the Director regarding all aspects of Faculty Progression and Integration for the School, taking into account the integration and cross-functional relationships of the Themes and Programs that comprise the School, including but not limited to: <ol style="list-style-type: none"> i. Faculty mentorship ii. Appointments, reappointments, promotion and tenure iii. Merit and PSA c. Review its own Terms of Reference and report to the Executive Committee regarding any recommended changes 3. The Faculty Progression and Integration Committee is accountable to: <ol style="list-style-type: none"> a. The School Executive Committee, to whom it reports b. All Faculty of the School
D. Membership	<p>Membership of the Faculty Progression and Integration Committee shall include:</p> <ol style="list-style-type: none"> 1. All School faculty members with the rank of Full Professor for the duration of their appointment 2. At least five School faculty members with the rank of Associate Professor, for a term of two years renewable by mutual consent 3. At least five School faculty members with the rank of Assistant Professor, for a term of two years renewable by mutual consent <p>(continues over)</p>



COMMITTEE TERMS OF REFERENCE FACULTY PROGRESSION AND INTEGRATION COMMITTEE

<p>D. Membership (continued from previous page)</p>	<ol style="list-style-type: none"> 4. The Chairs of all subcommittees reporting to the Committee, including the Merit Panel, the Appointments, Reappointments, Promotions & Tenure Subcommittee, the Merit and PSA Review Panel, and the Faculty Mentoring Subcommittee. 5. The School’s Senior Administrator for the duration of that individual’s appointment, non-voting
<p>E. Leadership</p>	<p>The Chair of the Committee shall be the Director of the School for the duration of that individual’s appointment.</p>
<p>F. Operations</p>	<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 at least twice annually and at the call of the Chair 3. Meetings will normally be no longer than three hours in duration, unless otherwise agreed by the members 4. A minimum of six voting members, plus the chair, will constitute a quorum for the Committee
<p>G. Evaluation</p>	<p>A full review of the Terms of Reference, deliberations and effectiveness of the Faculty Progression and Integration Committee will be conducted on an annual basis by the Committee or its designated representatives, with the results of that review to be presented to the Committee and to the School Executive Committee for discussion and action.</p>
<p>H. Recording</p>	<ol style="list-style-type: none"> 1. Minutes will be recorded by SPPH staff as designated by the Senior Administrator 2. Approved minutes will serve as the official record of the Committee’s deliberations 3. Draft minutes for each meeting will be presented in draft form at the next subsequent meeting for approval of the Committee. 4. Following approval, minutes will be circulated to the Executive Committee for their information
<p>I. Document Control</p>	<p>Original approved by the Full Faculty Committee: June 19, 2009</p>