



COMMITTEE TERMS OF REFERENCE ADJUNCT APPOINTMENT COMMITTEE

A. Purpose	The purpose of the Adjunct 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 Adjunct Faculty.
B. Reporting	The Adjunct 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 Adjunct 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 Adjunct Appointment Committee has the responsibility to: <ol style="list-style-type: none"> a. Evaluate, meet with and provide advice and feedback to candidates who are under consideration b. Review and provide recommendations as to the quality and accuracy of the candidate’s CV and supporting documents c. Decide on the final recommendation regarding the consideration in question and bring this recommendation to the Full Faculty 3. The Adjunct 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 Adjunct Appointment shall include the following:</p> <ol style="list-style-type: none"> 1. A minimum of four volunteers from among the Full Faculty for a term of 3 years. 2. The School’s Senior Administrator for the duration of his/her appointment.
E. Leadership	A volunteer from 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 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 majority of members present. Feedback on appointments and reappointments may be provided by Theme Leaders and/or Nominators. 4. For new appointments, the SPPH Director will appoint a Primary and



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	<p>Secondary Reviewer from the current list of Faculty. All Full-time Faculty will be on an ongoing roster with reviews rotated throughout the list.</p> <p>5. The Committee will operate in accordance with the requirements of UBC Policy 42 on Faculty Term Appointments Without Review and UBC Faculty Relations and Faculty of Medicine guidelines on Adjunct Appointments.</p>
G. Evaluation	<p>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.</p>
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 will be filed.
I. Document Control	<p>Original approved by Full Faculty Committee: Date</p> <p>This revision approved by Full Faculty Committee: Date</p>