



## Clinical Appointment, Reappointment & Promotion Committee (CARP)

School of Population & Public Health (SPPH), Faculty of Medicine (FOM), UBC

### Terms of Reference

Final Version May 23, 2023

#### Purpose:

- 1) To determine whether a new applicant to or a Clinical Faculty member of SPPH has met the specific requirements for appointment, reappointment, or promotion in accordance with the [Faculty of Medicine Policy on Clinical Faculty Appointments](#).
- 2) To recommend to the Director of SPPH that an applicant or current Clinical Faculty member be appointed, reappointed, or promoted in accordance with this same policy.

#### Lines of Accountability:

- For the purposes of appointment, reappointment, and promotion of clinical faculty, SPPH CARP and its members report to the Director of SPPH or delegate, typically the Associate Director, Clinical Faculty Affairs.

#### Composition:

- The committee will consist of a minimum of *eight* Clinical Faculty members within SPPH, *four* of whom have been nominated by their peers and *four* of whom are appointed by the Director of SPPH or delegate, for a term of up to 3 years, renewable.
- Members must be at the rank of Clinical Assistant Professor or above, and a minimum of *three* members must be at the rank of Clinical Professor.
- The committee will be chaired by the Associate Director, Clinical Faculty Affairs or designate who is a non-voting member.
- The Faculty of Medicine is committed to equitable and diverse membership on its committees which may at times guide appointments to the committee.

#### Quorum and Decision-Making:

- Quorum for meetings is 50% plus one or *five* voting members.
- To be eligible to vote on *new appointments*, members must be of a rank equal to or higher than that requested of the candidate. Most new candidates are appointed as Clinical Instructors.
- To be eligible to vote on *reappointment, and promotion* members must be of a higher rank than that of the candidate except for Clinical Professors where the rank must be equal.
- Deliberations regarding appointment, reappointment, and promotion are made based on the materials submitted to the committee by new applicants and Clinical Faculty.
- Recommendations regarding appointment, reappointment, and promotion are made by secret ballot and require 50% plus one of eligible votes within quorum to pass (denominator does not include abstentions).
- Recommendations regarding promotion to the rank of Clinical Professor require a minimum of two voting members at equal rank to pass.
- Members of the committee cannot participate in deliberations and/or vote on their own reappointment or promotion.



- Voting may occur electronically if a meeting cannot be scheduled within a reasonable period of time.
- Reasons for abstaining must be recorded for the minutes.
- Committee deliberations and votes are carried out in confidence and in accordance with BC FIPPA legislation.

#### **Conflicts of Interest:**

- Conflicts of Interest occur when an aspect of a committee member's engagement inside or outside the university conflicts, has the potential to conflict, or might be perceived as in conflict with a decision made by the committee.
- In most cases conflicts of interest involve a tangible benefit gained by a member, a personal relationship, or a financial relationship. Peer or reporting relationships in the context of university or professional activities may not be considered a conflict of interest for the purposes of this committee.
- Prior to discussing and voting on an appointment, reappointment, or promotion, any committee member with a real, potential, or perceived conflict of interest must declare this conflict and efforts made to mitigate this conflict which might include abstaining from the discussion and/or vote.
- For more information, please see the [Office of the University Council Conflict of Interest Policy](#).

#### **Materials for Deliberation:**

- All new applicants for appointment to the rank of Clinical Instructor are required to submit a UBC Curriculum Vitae (CV, full UBC or abbreviated FOM\*) AND a recommendation letter from a faculty member at an equal or higher rank and in good standing at SPPH.
- All Clinical Faculty requesting appointment or promotion at a higher rank than Clinical Instructor are required to submit a UBC CV (full UBC or abbreviated FOM\*) AND a recommendation letter from one or more of the following: External Agency Director, SPPH Division Head, SPPH faculty at a higher rank, Associate Director or Director of SPPH.
- All Clinical Faculty requesting reappointment are required to submit a UBC CV (full UBC or abbreviated FOM\*)
- \*Special considerations based on personal circumstance including leaves should be described in a covering letter or email.

#### **Process for Recommendation:**

- Recommendations by CARP regarding appointment, reappointment, and promotion are made in accordance with the [Faculty of Medicine Policy on Clinical Faculty Appointments](#) and any additional requirements as outlined by SPPH, typically for periods of *three, five*, or in some circumstances *ten* years.
- Recommendations for new appointments to the rank of Clinical Instructor can be made and approved by a delegate of the Director without deliberation by CARP if they are reviewed for reappointment by CARP within 12 months of their appointment.
- Recommendations by CARP for appointment, reappointment, and promotion based on CARP deliberations and voting are put forward to the Director of SPPH for approval.
- The Director of SPPH will then make recommendations to the Dean of FOM based on CARP recommendations.
- Recommendations regarding appointments and promotions will be reviewed and approved by the Dean of FOM and forwarded to the UBC Board of Governors for confirmation.



- Appointments and promotions are granted by the UBC Board of Governors subject to such terms as established by the FOM.
- In the event that reappointment or promotion is not recommended, the Clinical Faculty member can appeal the decision to the Clinical Faculty Appointment and Promotion Appeals Committee (CFAPAC)

*\* Canadian Granting Agency or Professional CVs may be substituted for the UBC Curriculum Vitae format by exception on a case-by-case basis, so long as they contain the same information as the UBC CV template.*

**Meeting Schedule and Administration:**

- Meetings will be held twice annually and at the call of the chair, as needed.
- All members are expected to attend all meetings in person, by videoconference or by phone.
- Two staff members from SPPH will coordinate, prepare materials for, and attend the meeting. Staff must include one executive assistant and one manager (or higher).
- Staff will support the chair by capturing and recording minutes. They will also manage secret ballot voting and the results (typically recorded in Qualtrics).
- Records will be maintained in accordance with UBC and [Faculty of Medicine records retention procedures](#).

**Approval:**

This version of these terms of reference has been approved by the CARP Committee on May 23, 2023, and by the Director of SPPH (or delegate) on May 23, 2023.