

PROCEDURES FOR THE APPOINTMENT AND REVIEW OF A HEAD OF THE DIVISION OF MEDICAL SCIENCES	University Policy No:	GV0500
	Classification:	Governance
	Approving authority:	Board of Governors
	Effective date:	September 2008
	Supersedes:	June 2007
	Last Editorial Change:	March 23, 2023

1.0 INTRODUCTION

1.1 Joint Appointment with the University of British Columbia

Pursuant to the Memorandum of Agreement respecting the Island Medical Program, the person who is selected as the Head of the Division of Medical Sciences at the University of Victoria will also hold an appointment in the University of British Columbia Faculty of Medicine as the Regional Associate Dean, Island Medical Program. Therefore, the recommended candidate for these positions must be appointed by both the University of Victoria and the University of British Columbia in accordance with the Appointment Procedures that are in effect at both universities. In order to expedite the appointment process and to ensure that the same candidate is recommended at both universities, the appointment committees at each university will meet together as a joint committee with the chairs of the respective appointment committee at each university serving as the co-chairs of the joint appointment committee. The joint appointment committee will operate under the terms and conditions of a Protocol for the Appointment Process agreed to by the University of Victoria and the University of British Columbia. Under the Protocol, the joint appointment committee will recommend a single candidate for the position at each university. The recommendation of the joint appointment committee will be considered by the appropriate authorities at each university on the understanding that in order for the recommended candidate to be offered either position, the recommended candidate must be approved and appointed at both universities.

2.0 COMPOSITION OF THE UNIVERSITY OF VICTORIA APPOINTMENT COMMITTEE

The University of Victoria is committed to employment equity. Faculties and Divisions are strongly encouraged, where possible, to strike an appointment committee including representation from the four designated groups (women, aboriginal people, members of visible minority groups, people with disabilities).

An Appointment Committee shall be established consisting of the following members:*

- 1 Associate Vice-President Academic Programs (Chair)
- 1 Dean selected by the Deans
- 2 Faculty members (at least one from the Division of Medical Sciences) appointed by the Vice-President Academic and Provost
- 1 Physician (Island Medical Program Course or Clerkship Director)
- 1 Staff member of the Island Medical Program
- 1 Student (undergraduate)

Additional members, if needed, appointed by the Associate Vice-President Academic Programs.**

* The UBC Appointment Committee for the appointment of a Regional Associate Dean normally consists of 7 members. In order to achieve a numerical balance on the joint appointment committee between the UBC and UVic members, the UVic Appointment Committee should consist of 7 members.

** The UBC Appointment Procedures for the appointment of a Regional Associate Dean provide for the appointment of additional members to an Appointment Committee such as representation from a teaching hospital. If UBC exercises its option to appoint additional members to its Appointment Committee, UVic needs to have the option of adding additional members to its Appointment Committee in order to maintain the numerical balance between UVic members and UBC members on the joint appointment committee. The characteristics of the additional members has not been specified because it may be desirable to appoint, for example, a member or members from one of the Vancouver Island Hospitals and/or a member of the medical profession on Vancouver Island in order to bring a Vancouver Island-professional perspective to the discussions of the joint appointment committee.

3.0 FUNCTION OF THE APPOINTMENT COMMITTEE

Make recommendations to the Vice-President Academic and Provost (UVic) with regard to the appointment of a Head of the Division of Medical Sciences.

4.0 RESPONSIBILITIES OF THE APPOINTMENT COMMITTEE

4.1 Acquaint themselves with the functions and responsibilities of the position of Head of the Division of Medical Sciences at the University of Victoria and Regional Associate Dean, Island Medical Program in the UBC Faculty of Medicine.

4.2 Determine the credentials, qualifications, skills, and experience that are desirable in a successful candidate including:

- Academic credentials for holding an academic appointment
- Administrative experience
- Qualifications, skills, and abilities that will be needed to lead the Island Medical Program, to maintain and enhance relationships with the medical profession, hospitals, government, industry and other institutions, and to assume a leadership role in promoting collaboration in research and teaching among faculty members in UVic academic units that are related to medical education.

4.3 Ensure that the requirements for the posting of positions have been satisfied.

4.4 Participate in the development of a short-list of qualified candidates for the position.

4.5 Seek references with regard to short-listed candidates.

4.6 Interview short-listed candidates.

4.7 Arrange for short-listed candidates to meet persons with whom the successful candidate will be working at both UVic and UBC.

5.0 PROCEDURES

5.1 The Appointment Committee will follow the procedures of a Protocol agreed upon between the University of Victoria and the University of British Columbia with regard to the appointment process for the appointment of the Head, Division of Medical Sciences at the University of Victoria and the Regional Associate Dean, Island Medical Program, UBC Faculty of Medicine.

5.2 The Chair of the Appointment Committee will transmit the name of the Appointment Committee's recommended candidate to the Vice-President Academic and Provost.

5.3 If the Vice-President Academic and Provost accepts the recommendation of the Appointment Committee, and if the terms and conditions of the Protocol referred to in Paragraph 5.1 have been satisfied, the Vice-President Academic and Provost shall appoint the candidate as Head, Division of Medical Sciences and whatever academic appointment is recommended.

5.4 Deliberations of the Appointment Committee shall be confidential. It is the Chair's responsibility to discuss guidelines for confidentiality within the Committee. A person who has breached confidentiality may be subject to sanction by the Chair up to and including dismissal from the Committee and forfeiture of constituency representation. Members should respond to general questions on the Committee's progress by referencing procedural decisions of the Committee as recorded in the minutes. At no point is it appropriate to reference opinions or individual comments voiced at meetings.

5.5 Documentation received by the Committee during its deliberations is confidential. Personal information is protected by the B.C. Freedom of Information and Protection of Privacy Act.

5.6 The Committee shall keep in-camera minutes of its decisions and actions. Deliberations of the Committee concerning candidates, including the incumbent, shall not be recorded.

6.0 PROCEDURES FOR REVIEW AND REAPPOINTMENT

6.1 Because this is a cross-appointed administrative position in the Island Medical Program and the Division of Medical Sciences at the University of Victoria, and in the Faculty of Medicine at the University of British Columbia, a joint Review Committee shall recommend reappointment through the structures of both institutions.

6.2 The review of the Head of Medical Sciences (UVic)/Regional Associate Dean IMP (UBC) reflects accountability of the individual to the Vice-President Academic and Provost at UVic and to the Dean of Medicine at UBC.

6.3 The Vice-President Academic and Provost, UVic will ascertain if the incumbent elects to stand for a consecutive term. Only if the individual expresses an interest in reappointment will these procedures be implemented.

6.4 The Review Committee is an advisory committee to the Vice-President Academic and Provost at UVic and to the Dean of Medicine at UBC. The Review Committee is mandated to review the performance of the incumbent and to make a recommendation with respect to reappointment.

6.5 The Review Committee shall review the criteria that were established as part of the search process and formulate a new set of criteria, using the previous ones as well as any additions or changes to the criteria that have emerged as important since the original appointment and/or result from changed circumstances.

6.6 Composition of the Review Committee

- Associate Vice-President Academic Programs (UVic) co-chair
- Executive Associate Dean, Education, Faculty of Medicine (UBC) co-chair
- 1 Dean from UVic (selected by the Deans)
- 1 Senior Member from the Undergraduate Medical Education (UGME) Regional Resource and Advisory Council (to be appointed by the co-chairs of the Review Committee)
- 1 tenured or tenure-track Academic Physician in the Island Medical Program (IMP) (to be appointed by the UVic co-chair after consultation with the IMP Disciplinary Specific Site Leaders)
- 1 tenured or tenure-track faculty member from the Division of Medical Sciences (elected by and from members of the regular faculty of the Division of Medical Sciences)
- 1 tenured or tenure-track faculty member from another faculty at UVic (to be appointed by the UVic co-chair after consultation with the deans and with preference given to a faculty member in a health-related field)
- 1 staff member from the IMP (elected by and from regular IMP staff)
- 1 undergraduate student in the IMP (selected by the IMP class presidents)
- 1 graduate student in the Division of Medical Sciences (selected by the graduate students of the Division of Medical Sciences)

6.7 The Review Committee will evaluate the performance of the incumbent using the criteria that are established, as well as the annual objectives established by the incumbent and the Vice-President Academic and Provost, UVic and the Dean of Medicine, UBC during the incumbent's term of office.

6.8 In addition to reviewing the past performance of the incumbent, the Review Committee shall consider changed circumstances and new challenges and directions.

6.9 Material to be examined by the Review Committee shall include: an updated curriculum vitae submitted by the incumbent; the criteria established as part of the search; the objectives established for the Head of the Division of Medical Sciences/Associate Dean IMP at the time of the first appointment; the evaluations carried out by the Vice-President Academic and Provost at UVic and by the Dean of Medicine at UBC; and the results of consultation with constituency groups as identified by the Review Committee through confidential feedback and interviews. In addition, the incumbent shall be invited by the Review Committee to provide a self assessment which should include a statement of past and projected leadership in the context of the criteria established for the continuation of the position. The Review Committee will also meet with the incumbent.

6.10 The incumbent must be advised of: the measures to be used under section 6.9 for assessment; the individuals and constituency groups the Review Committee plans to consult; and the schedule for each stage of that process.

6.11 The establishment of the Review Committee, its composition and terms of reference, are to be announced to the academic communities at UVic and UBC, along with an invitation to submit written and signed but confidential feedback on the incumbent from interested parties.

6.12 Under normal circumstances, a review should take no longer than 2 months. During the period of assessment, the Review Committee must ensure that the ability of the incumbent to discharge the duties and responsibilities of the position are not undermined by the process.

6.13 Review Committee deliberations will be conducted in strict confidence.

6.14 The Review Committee shall arrange to review all evidence, and reach a decision on a recommendation for reappointment to the Vice-President Academic and Provost, UVic and the Dean of Medicine, UBC by simple majority vote. The recommendation for reappointment shall be in the form of a report including recommendations for action and a rationale for the Review Committee's recommendation.

6.15 If the recommendation of the Review Committee is for reappointment, this decision must be confirmed by the President of each institution.

6.16 If the incumbent accepts the reappointment, the incumbent will meet with the Vice-President Academic and Provost, UVic to discuss any issues arising from the reappointment process as they relate to the mandate for the next term.

6.17 If the recommendation of the Review Committee is not to reappoint the incumbent, it should follow the procedures for an appointment as detailed in this policy.