



Title:	POLICY ON THE REVIEW OF FOM DECANAL APPOINTMENTS
Approved:	January 17, 2012
Approved By:	Faculty Executive
Audience:	All Faculty of Medicine members
Purpose:	To provide guidelines for the review of decanal appointments in the Faculty of Medicine.
Contact:	Dean’s Office Faculty Affairs

Reviews of Assistant Deans, Associate Deans, Executive Associate Deans and Regional Associate Deans (“decanal appointments”) will comply with this policy.

The purpose of a review of an Assistant Dean, Associate Dean, Executive Associate Dean or Regional Associate Dean and the portfolio is:

- to ensure there is value for the Faculty in continuing a particular portfolio,
- to evaluate performance prior to the conclusion of the incumbent’s term, and
- to provide advice to the Dean regarding reappointment of an incumbent, or to recommend the initiation of an advisory search committee for a new decanal appointee.

An internal review committee and chair, approved by the Dean, will conduct the review.

Reviews will be undertaken during the final year of the incumbent decanal appointee’s term. Reviews of incumbent Associate Deans Research will normally be conducted by the responsible Health Authority as part of the overall performance review of the HA position and its associated UBC position.

The Review Committee Composition

Chair:

- For Assistant Dean searches, the Chair will normally be the appropriate Associate Dean. For Associate Dean searches, the Chair will normally be the Executive Associate Dean. Searches for Executive Associate Deans or Regional Associate Deans will be chaired by the Dean, the Vice Dean Academic Affairs or the Dean’s delegate.

Membership will include:

- Representation from both scientists and clinicians as appropriate, and
- Representation from distributed sites as appropriate.



- Other faculty or administrative staff from relevant constituencies as appropriate.
- The size of the Review Committee will be determined by the Chair, but will normally have no more than eight members.

Review Process Summary

- The incumbent decanal appointee will provide a self-study/progress report to the Dean.
- The Chair will convene Review Committee meetings as required. The quorum required to transact business at these meetings will be a majority of the membership.
- The Review Committee will consider appropriate relevant documentation; the incumbent decanal appointee may be invited to present their self-study/progress report.
- The Review Committee will provide the Dean or Dean's delegate with a written report and recommendation about the portfolio.
- The Dean or delegate will then either offer the incumbent a second term, or arrangements will be made to begin a search for a new decanal appointee, in compliance with the FOM Policy on Dean's Advisory Search Committees for Decanal Appointees.

November 25, 2011