UBC

FACULTY OF MEDICINE

Dean's Office Faculty Affairs

Checklist:

Clinical Faculty Promotion Checklist

To make a recommendation regarding the promotion review of a clinical faculty member.

Candidate: _____

Department: _____

Date: _____

References:

Policy on Clinical Faculty Appointments

Documents to be uploaded to OneDrive:

As Clinical Faculty members have visibility over the supporting documents that are uploaded to Workday business processes, please upload the letter of recommendation to OneDrive as it contains confidential information.

1. Letter of recommendation from Dept Head/ School Director that includes:

- Statement indicating the recommendation of Head / Director ....☐
- Recommendation of Clinical / Departmental / School Standing Committee (Committee must consist of a minimum of 3 eligible members + chair)
    - the vote* of the Committee (Positive# - Negative# - Abstain#) ....☐
    - "the Committee confirms the candidate meets the criteria for appointment to the rank of

      _____as outlined in the Policy on Clinical Faculty Appointments".........☐
- Summary of the case (demonstration that the candidate meets the criteria) ....☐
- Effective date of the promotion ....☐
- If reappointment is initiated with promotion, include the new end-date……………………………………………☐
- Retroactive promotion (if applicable): Justification(s) ....☐

*Promotion files where the votes are not unanimously positive, i.e. split vote of positive, opposed and/or abstained vote(s), please include the explanation/background of the opposed or abstained vote. Please note that the promotion files with opposed and/or abstained vote(s) will solicit a review by the Dean.

Documents to be uploaded as attachments to Workday HR Business Processes:

1. Curriculum Vitae:

- Initialled by candidate ....☐
- Dated appropriately ....☐
- Presented in UBC format ....☐

Questions? Please contact Faculty HR Team.

June 24, 2021