

FoM Guideline for the Streamlined Appointments Process for Senior Faculty Appointments

Overview

The Streamlined Appointment Process is designed to fast track exceptional cases in the appointment process. The following information provides Departments/Schools with the criteria and guidelines for those cases, and how the Dean's Office can provide assistance in this process.

Faculty Relations Criteria

The streamlined appointment process is intended for use in extraordinary circumstances. It is designed to facilitate exceptional new senior appointments to UBC. Senior appointments include:

- i) Associate Professors with tenure;
- ii) Professors of Teaching with tenure; or
- iii) Professors with tenure.

In particular, the intent of the streamlined process is for the appointment of candidates to the above named ranks where the candidate is:

- i) being considered for senior administrative positions (ie. Head, Dean or Associate Dean);
- ii) a Canada Research Chair or LEEF Chair; or
- iii) an exceptionally distinguished or senior candidate.

A Summary of the Process

The streamlined process requires: (1) the departmental standing committee, including, the Head, and a representative of the Dean's Advisory Committee, (2) a representative of SAC, and (3) the Dean each to make a recommendation to the President. Upon receipt of the above three recommendations and the candidate's file, the President will consider the case and confirm or deny the candidate's appointment.

Faculty of Medicine Procedure

1. To determine as to whether a new appointment can be considered for the Streamlined Appointment Process, please consult with the Managers, Faculty HR at the Dean's Office.
2. Once the Dean's office has determined that a candidate is eligible for the streamlined process, the Dean's office will contact the Senior manager, Faculty Relations to seek Faculty Relations approval. The Managers, Faculty HR will advise the Department/School once Faculty Relations approval has been granted.
3. SAC Assistants, Faculty Relations will canvass the SAC and the Managers, Faculty HR will canvass the Faculty ARPT for one member of each Committee to join the Head and the Departmental Standing Committee.
4. The Head will arrange a Departmental Standing Committee meeting which will also include the appointed SAC and Faculty ARPT representatives.
5. The departmental standing committee, with the SAC member and the member from the Dean's Advisory Committee, will review the candidate's file. The SAC member will recuse him or herself from the meeting prior to a vote being taken, and will submit a separate recommendation letter to the President. **Note that the voting at this meeting will be the only set of votes for the case in question. Neither the Faculty ARPT nor SAC will meet or vote on the case.**
6. The Head reports the result of the vote in the Head's letter of recommendation to the Dean according to the circumstance. The Head's letter of recommendation to the Dean and the candidate's dossier should be prepared as per the FoM Checklist for Appointments, Promotion and Tenure and forwarded to the Dean's Office.
7. The Dean according to the circumstance will review the candidate's dossier, including the recommendation from the Head and make his recommendation. The Dean's letter of recommendation is added to the candidate's dossier and forwarded to the President via the SAC Assistants, Faculty Relations.
8. Upon review of the entire candidate's dossier including the letters of recommendation, the President will confirm or deny the recommendation and inform the candidate of their decision in writing with copies to the Dean and the Head of Department/School Director.
9. If this is a positive recommendation, the Dean will send a congratulatory letter to the candidate with a copy to the Head of Department/School.