

PROCEDURES FOR THE
APPOINTMENT AND
REVIEW OF
A HEAD OF THE
DIVISION OF

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

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 con(s)-2 ()-5.9 0.5 (m)-(t)-6.6 (i)2.3.5 (on.)-6e]TJ -14tatiomng Pereep ic mer tii rotrdtn

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