Rady Faculty of Health Sciences
Promotion and Tenure Committees
Terms of Reference

1. PURPOSE

To make recommendations on applications for tenure and/or promotion within the Rady Faculty of Health Sciences (RFHS).

2. REPORTING STRUCTURE

2.1 Each College will have a Promotion and Tenure Committee, which will review applications from their College members. These terms of reference apply to each of the Promotion and Tenure Committees. The voting membership of each Committee will be modified, as required, to review specific types of applications.

2.2 Each Promotion and Tenure Committee (hereinafter referred to as the “Committee”) reports to the Dean, and Vice Provost, RFHS through the Vice Dean, Academic Affairs (who has been delegated this responsibility).

3. CHAIRPERSON (THE “CHAIR”) AND MEMBERSHIP

3.1 The Dean of the RFHS or his/her designate shall be the non-voting Chair of each Committee.

3.2 The membership of each Committee shall consist of five voting members, plus the Chair and the Department Head or College Dean:
   a. The Chair (non-voting);
   b. Three faculty members from the relevant Department or three faculty members from the relevant College [in Colleges without Departments] who may be elected or appointed by their Department or College (voting);
   c. Two faculty representatives external to the relevant Department or external to the College [in Colleges without Departments] (voting);
   d. The relevant Department Head or College Dean [in Colleges without Departments] will attend to provide context for the application and respond to questions, but does not participate in committee deliberations (non-voting).

3.3 For Tenure Review Committees, all voting members must hold tenure.
3.4 For Promotion Review Committees, all voting members will normally hold the same, or higher, academic rank as that being sought by the applicant. Instructors can evaluate promotion applications only of those in Instructor positions.

3.5 Gender parity will be sought on all Promotion committees. Where gender parity is not feasible, there shall be at least one member of each gender on each Committee.

4. FUNCTIONS OF COMMITTEE

4.1 Each Committee is responsible to make recommendations respecting promotion and/or tenure for applications submitted by faculty members from the relevant College, which includes without limitation:

- Vetting the list of potential external reviewers for tenure applications;
- Receiving completed application packages for promotion and/or tenure;
- Providing notification to the applicant and Committee members of the date and time of the Committee meeting;
- Assessing each application in accordance with the provisions of the Promotions or Tenures Guidelines;
- Considering information provided by the Department Head or College Dean regarding the context of the application and the applicant’s position within the Department or College;
- Providing fair, balanced, careful and objective consideration respecting its recommendations regarding the merit of an application;
- Making a recommendation respecting promotion and/or tenure, using Part B of the Tenure or Promotion Application Form, for each applicant to the Dean of RFHS, with copies to the applicant, the Department Head or College Dean, and the Vice Dean, Academic Affairs;
- Reconvening the Committee to review the application with the applicant if the Committee cannot make a positive recommendation after its first meeting;
- Reporting, as required, on its activities to the Vice Dean, Academic Affairs, including but not limited to: potential external reviewers for applications, receipt of applications, withdrawal of applications, review recommendations;
- Forwarding the original application documents to the RFHS Academic Affairs Office, once review is completed.

4.2 Committee members, individually and collectively, shall deal with matters before the Committee in such a way that the interests of the Rady Faculty of Health Sciences take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict. In particular, Committee members are required to comply with the conflict of interest and confidentiality requirements that are provided at each meeting.

5. QUORUM

All members of the Committee must be present to constitute a quorum. No meetings of the Committee or general discussion of applicants shall take place without every Committee member being present in person or through other means allowing active participation. Recommendations respecting promotion and/or tenure shall be decided by majority vote.
6. NUMBER OF MEETINGS

Each Committee that has one or more applications for promotion and/or tenure per cycle, shall meet at least one time per year, in accordance with the University timeline requirements, and otherwise as subject to the call of the Chair.

7. NOTICE OF MEETINGS AND MINUTES

The agenda shall be prepared and distributed to the members of the Committee at least seven days prior to the meeting. Minutes are not recorded at the Committee meetings, but a summary is provided (Part B of the Application Form).

Original Approved: June 14, 2016

Review Date:

Revised Approved:

Committee Contact: Assistant, Office of Academic Affairs, Rady Faculty of Health Sciences

RELEVANT DOCUMENTS:

**UMFA 2013-2016 Collective Agreement**


**FHS Tenure Guideline**


**FHS Promotion Guideline**

[http://umanitoba.ca/faculties/health_sciences/academic/media/FINAL_FHS_Promotion_Criteria_and_Procedures_April_14_2015.pdf]