

## **Terms of Reference**

### **Promotion and Continuing Appointment with Periodic Review Committee (Promotion and CAPR)**

**Department of Medicine  
Dalhousie University/Capital District Health Authority**

#### **Purpose:**

The purpose of the Promotion and Continuing Appointment with Periodic Review Committee (Promotion and CAPR), formerly the Promotions Committee, is to advise the Head of the Department of Medicine whether individual faculty members should be recommended for promotion and/or reappointment.

#### **Membership:**

- a) Ordinarily, the Committee will consist of:
  - Professors of Medicine (3 – 5)
  - Associate Professors of Medicine (1 – 2)
  - Assistant Professors of Medicine (1 – 2)
  - Community-based Members of Department (1 – 2)to a minimum membership of six (6)
- b) Membership will be staggered so that there will be retiring and new appointees each year.
- c) The members will be appointed by the Head of the Department of Medicine on the recommendation of the DoM Nominating Committee, normally for a term of three years, renewable once.

#### **Chair:**

The Chair will be appointed by the Head of the Department from among the members of the Committee.

#### **Voting/Quorum:**

All members may vote. In the event of a tie vote, the chair will cast the deciding vote. A quorum will be 50% plus one.

### **Frequency of Meetings:**

There will ordinarily be one spring meeting and a series of meetings in September and/or October. Other meetings will be as required and at the call of the Chair.

### **Attendance:**

Representatives are required to attend at least 50% of the meetings and, due to the nature of the deliberations, expected to attend all meetings.

### **Reports to:**

This Committee reports to the Head of the Department and to the Department of Medicine Executive/Divisional Chiefs Committee.

### **Specific Responsibilities of the Promotion and Continuing Appointment with Periodic Review Committee include:**

The Committee represents the Department as a whole and utilizes University guidelines as modified for the Faculty of Medicine to:

- 1) review the referees proposed by candidates and advise the Head of the Department of Medicine as to their suitability; proposing alternates if the Committee determines it to be necessary in order to ensure objectivity.
- 2) review the documentation submitted by, and on behalf of faculty, making recommendations according to extant criteria, as to the suitability for promotion and/or reappointment. Decisions may be deferred if documentation is incomplete or unsatisfactory.
- 3) review the terms of reference of the Promotion and CAPR Committee yearly and propose revisions, as requested by the Head of the Department or as otherwise determined to be necessary.

### **Other:**

The Committee will respond to other specific requests of the Head of the Department that fall within its terms of reference.

Approved by Promotions Committee: 11 February 1997  
Revised: 11 February 1998  
Revised by P/CAPR Committee: 11 February 2000  
Approved by DoM Executive/Divisional Chiefs Committee: 05 April 2000