



**TERMS OF REFERENCE**  
**Promotion & Tenure / CAPR Committee**  
**Department of Pediatrics, Dalhousie University**

**Purpose:**

The Promotion & Tenure / CAPR Committee is responsible for:

- I. Directing/coordinating the processes of periodic review (CAPR) as mandated within the Faculty of Medicine and summative review for the purposes of Promotion or Tenure within Dalhousie University.
- II. Performing the primary (Department level) evaluations of applications within the CAPR and Promotion & Tenure process.
- III. Advising the Head of the Department of Pediatrics if applicants should be recommended for promotion, tenure and/or reappointment
- IV. Promoting the concept of academic advancement within the Department of Pediatrics.
- V. Provide a resource for department members seeking advice regarding promotion, reappointment, and/or tenure.

**Membership:**

The Committee will be drawn from within the full-time membership of the Department of Pediatrics (primary (>50%) appointment within the Department of Pediatrics), and will consist of:

- 2-3 Professors of Pediatrics
- 1-2 Associate Professors of Pediatrics
- 1-2 Assistant Professors of Pediatrics

The minimal membership will be six (6).

Potential members will be nominated by the Head of the Department of Pediatrics, ensuring that committee membership reflects the activities (clinical/research/teaching) within the department. The full time membership of the Department of Pediatrics will elect replacement members from the slate proposed by the Department Head.

Membership will be staggered so that there will be a succession of retiring and new appointees

The normal term will be four 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. A quorum is 50% plus one, with the exception of meetings to review PPRT (Probationary Periodic Review Track) applications where the quorum will be three members. In the case of a tie vote, the Chair will cast the deciding vote

**Frequency of Meetings:**

The committee meets at least four times between the end of August and the end of October. Special meetings may be called at other times of the year as necessary.

**Attendance:**

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

**Reports to:**

Head, Department of Pediatrics.

**Specific Responsibilities of Promotion & Tenure / CAPR 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 assess their suitability; pursuing a slate of referees that the Committee considers will ensure an objective review of the candidates' submitted documents.
- 2) Review the documents 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.
- 4) Maintain confidentiality

**Other:**

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

Drafted April 21, 2010, revised September 30, 2011

Approved by Promotions & Tenure / CAPR Committee:

Approved by Department of Pediatrics Executive Committee: