

 <p><b>Terms of Reference:</b> <b>Search/Reappointment Committee for <u>PhD in Health Coordinator</u></b></p>	<p><i>Guidelines</i> Dean</p>	<p><i>Approval Date:</i> Faculty Council, 11/28/19</p>
	<p><i>Responsible Unit:</i> Faculty Council Director of HR Faculty Secretary</p>	<p><i>Amendments:</i></p>

**FUNCTION**

To advise the Dean on the appointment or reappointment of the PhD in Health Coordinator.

The Committee is an Ad Hoc Committee of the Faculty Council of Health. The Committee will seek the advice of the Dean on the parameters of the search, will give due consideration with respect to inclusion of candidates nominated with respect to an assessment of the suitability and appropriateness of those considered for the position. The Committee reports its recommendations to the Dean. The advice of the Committee will come as a written recommendation, with rationale. Suggestions for the conditions that might enhance the success of the appointee during his/her term are welcome.

**MEMBERSHIP**

- Two Faculty members from the PhD in Health Governance Committee
- One PhD in Health Supervisor
- One PhD in Health student
- The Associate Dean Research
- The Dean will serve as a non-voting ex-officio member of the committee.

**SELECTION PROCESS**

1. The PhD in Health Governance Committee will nominate three faculty members from the PhD in Health Governance Committee for consideration.
2. The PhD Governance committee will select one PhD in Health Supervisor (3 supervisors will be identified, and one will be selected by Governance, seeking to optimize membership from equity-seeking groups).
3. The PhD Health Student Society will select the student representative from within their membership

**ELECTION PROCESS**

Names for the above nominated committee members will be submitted to Faculty Council for election, taking equity, diversity and inclusion into consideration.

## **MEETINGS**

During the first meeting of the Committee, one academic member sitting on the committee will be chosen as Chair. Meetings are convened by the chairperson. All materials received by the Committee will be kept in confidence. Administrative support for the committee is provided through the Dean's Office. When the final report of the committee has been accepted, all files pertaining to the work of the committee will be deposited in the Dean's Office.

## **QUORUM**

All five of the regular Committee members will normally be present before any business is conducted. Should a member be forced to resign from the Committee for any reason, including a perceived conflict of interest prior to candidate review, an alternate member will replace them. If the resignation occurs during or following candidate review, that Committee member will not be replaced.

## **CONFLICT OF INTEREST**

If an individual applicant believes that a member of the Committee is in a conflict of interest with respect to their application, they may apply to the Chairperson of the Committee in writing, with reasons, to have that member step down from the committee. The Chairperson will consider the reasons given, using the CAUT guidelines contained in "What is Fair?"<sup>1</sup>. Unless the reasons are deemed frivolous, the Chairperson will ask the member to step down from the committee entirely, and the member will comply (CA 36.02).

If a Committee member believes that they are in a conflict of interest with respect to an application under consideration, the member will apply to the Chairperson to absent herself/himself from the committee entirely. The Chair will consider the reasons given, again using the CAUT guidelines, and unless the reasons are deemed frivolous, the Chair will grant the member's request (CA 36.02).

## **PROCEDURES**

- 1) The PhD in Health Coordinator is normally appointed for a period of 3 years as determined by the Dean with the appointment term being indicated in the letter of offer. The appointment can be renewed following the procedures described herein. The position is normally 20% FTE but may be adjusted by the Dean as needed.
- 2) Twelve (12) months before the PhD in Health Coordinator's term of office ends, the incumbent PhD in Health Coordinator will be asked if they wish to re-offer. If they do, a review to recommend reappointment will occur. If the incumbent PhD in Health Coordinator is not recommended for renewal, a search will commence with the same committee responsible for the review. If the incumbent PhD in Health Coordinator does not wish to re-offer, a search will take place.
- 3) The Search Committee will write to each member of the Faculty of Health via the listserv and seek nominations. Individuals are invited to apply or nominate a person for the appointment who has indicated they are willing to be considered. Shortly after the nominations are closed (normally within 2 weeks) the Committee will review the applications and if necessary short-list

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<sup>1</sup> <https://www.caut.ca/docs/default-source/professional-advice/what-is-fair-questions-and-answers-on-procedures-and-standards-for-peer-review-pdf-.pdf?sfvrsn=0>

candidates for the position based on qualifications and experience.

- 4) In the case of a search, after the Committee has reviewed all applications and decided on a short list, the Committee will notify members of the Faculty of the names of all candidates selected to the short-list. From the reviewed or short-listed candidates, the Committee will interview applicants and make a written recommendation to the Dean of the Faculty Health.
- 5) Subject to the findings of the Reappointment Committee, the PhD in Health Coordinator may be reappointed for a further period on the written recommendation of the Dean after consultation with the Reappointment Committee. A PhD in Health Coordinator completing an appointment of less than three years may be reappointed to complete the three period without the review process on a majority assent determined on the recommendation of the Dean.
- 6) The Committee will seek to make decisions by consensus, should consensus not be achieved a formal vote will take place with the majority decision to represent the opinion of the Committee. Fair selection processes with attention to diversity will be adhered to.
- 7) If a vacancy for the PhD in Health Coordinator arises unexpectedly and the Dean determines insufficient time to follow the normal Search Committee procedure, or if the PhD in Health Coordinator becomes unable to continue his/her duties for a period likely to be relatively prolonged, the Dean may appoint an Acting PhD in Health Coordinator for the remainder of the term.