

APPOINTMENT & RENEWAL PROCESS FOR SCIENTIFIC DIRECTOR POSITION
HEALTHY POPULATIONS INSTITUTE

The position of HPI Scientific Director is filled through a competitive process that includes interviews, academic presentations and feedback from the community. A search committee is named by the Chair, HPI Management Committee and can include:

- Associate Deans of the supporting faculties
- Vice President Research or delegate
- HPI Research Scholar member representative (nominations will be approved by the HPI Management Committee)
- HPI Student Research Scholar member representative (nominations will be approved by the HPI Management Committee)

Term of Appointment

The term of the appointment will be 3 years, with the opportunity for renewal. The term typically runs from July 1 to June 30.

Notification of Desire to Renew

Six months prior to the end of a term, the incumbent needs to notify the Chair, HPI Management Committee, whether they wish to be considered for a renewed appointment. If they do not, then the competitive search process for a new Scientific Director will begin. If they wish to renew, then the following process should be followed. Any extension of the directorship for a third term will be accompanied by a search for a new director. That is, the third term shall be interim, until a replacement can be identified.

Renewal Process

The Chair, Management Committee will appoint a team that includes the Associate Deans, Research of the supporting faculties (or delegate) and an HPI Research Scholar as above.

The Renewal Committee will consider:

- The Scientific Director Letter of Accomplishments within the initial or preceding term of appointment submitted by SD.
- Input from the HPI Research Scholar (a request will be sent out to request written feedback)
- Input from the HPI Managing Director (Written or meeting)
- Other?

The final recommendation to renew, and the term of the renewal appointment, will be made by the Committee to the Dean of the Faculty of Health in consultation with the two supporting Deans. This recommendation will be done through a formal documented motion.

Approved April 2018