

# **Dalhousie Health Law Institute**

## **Membership Policy**

### **April 2019**

The Dalhousie Health Law Institute (HLI) is a Dalhousie University Institute that seeks to understand, use, and change law and policy to improve health and well-being.

#### ***Governance***

##### **Governing Council**

[To be completed once the University Policy on Institutes and Centres is finalized.]

##### **Director**

The Director is responsible for the overall governance of the HLI. In particular the Director ensures that various reporting responsibilities at the faculty and university levels are met; prepares and manages the HLI annual budget; and, coordinates Members' work under the contract with the Nova Scotia Department of Health & Wellness (DHW). The Director also carries primary responsibility for overseeing HLI teaching in faculties outside the Schulich School of Law; and, in collaboration with HLI Members, building the research capacity of the HLI through a variety of strategic initiatives, including the recruitment and supervision of HLI Policy Analysts. The Director works in close collaboration with Associate Director to achieve the HLI's core objectives in the areas of research, teaching, and public service. The Director is appointed for a three-year term, which is renewable.

##### **Associate Director**

The Associate Director is expected to build and sustain an infrastructure to foster a strong research culture in the Institute, including working closely with the Faculty of Law Associate Dean, Research and counterparts in Medicine, Health Professions, and Dentistry. The Associate Director also oversees the educational offerings of the Institute and plans, organizes, and runs the Institute's highly successful Health Law and Policy Seminar Series. As well, the Associate Director serves on committees, councils, and advisory boards which may influence health law and policy. The appointment for this position is a three year term that may be renewed."

##### **Policy Analysts**

The membership of the HLI also includes Policy Analysts. The Senior Policy Analyst is employed under the agreement between the HLI and the DHW under which the Institute provides legislative policy advice to the Department. In addition, other Policy Analysts may be employed on a full or part-time basis to run strategic initiatives with a public policy focus, assist in teaching health law and policy courses, and collaborate on a variety of grant funded research projects under the supervision of the Institute Director and/or HLI Faculty and Scholars.

## **Administrative Assistant**

Reporting to the Director of the Health Law Institute and the Director of Finance and Administration, the Administrative Assistant provides administrative and secretarial support of the Director and other members of the Institute in order to ensure the efficient running of day to day operations and to assist in fulfilling the Institute's mandate. Key Responsibilities include but are not limited to; Act as the Institute's information resource person, receiving requests by email, telephone, and in person, responding or directing as appropriate. Administer all financial aspects of the Institute, including reconciling financial statements, creating reports, monitoring accounts, and preparing budget projections. Make travel arrangements for the Director and Institute visitors and prepare reimbursements for expenses. Prepare payroll and financial services documentation to coordinate payment for teaching and research work done on behalf of the Institute. Schedule meetings and appointments, coordinate logistics (room booking, catering, prepare materials) and organize the Seminar Series. Update the Institute's website and social media accounts along with monitoring the new blog.

## ***HLI Law Faculty***

Members of the Faculty of the Schulich School of Law<sup>1</sup> who have a substantial and demonstrated research record in health law and policy, are eligible to apply to join the Institute as HLI Law Faculty. Designation as an HLI Faculty is intended to recognize in a formal way a reciprocal relationship between the Health Law Institute and the Faculty that encompasses the HLI's full mandate in research, teaching and public service. HLI Law Faculty are expected to contribute to the DHW contract.

## ***HLI Research Scholars***

Members of the Faculties of Law, Medicine, Health and Dentistry, including doctoral, post-doctoral researchers, who have a substantial and demonstrated interest in research that is closely related to health law and policy are eligible to apply to join the Institute as HLI Research Scholars. Designation as an HLI Research Scholar is intended to recognize in a formal way a reciprocal relationship between the Health Law Institute and the Research Scholar that is focused on fostering interdisciplinary and multi-disciplinary research. HLI Research Scholars are not expected to contribute to the DHW contract, but may do so on occasion.

## ***HLI Student Fellows***

All J.D. and LL.M. students are eligible to apply to become an HLI Fellow. Designation as an HLI Fellow is intended to recognize in a formal way the student's interest in health law and policy, and provide a range of opportunities to develop knowledge of health law as a field during

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<sup>1</sup> This reference to members of the faculty of the Schulich School of Law would encompass all members of the faculty of the School (with requisite research record in health law and policy), including full-time members of faculty, term-appointed members of faculty, part-time faculty members and members of other faculties who are cross-appointed or jointly appointed to the law school faculty.

the J.D. or LL.M. studies. HLI Fellows will be added to the HLI distribution list, receiving email notices of HLI events. Fellows will also have the opportunity to attend events and participate in program activities, such as writing workshops. Once fellows, students will remain fellows until graduation provided they fulfill the program expectations.

## **Benefits for HLI Law Faculty and Research Scholars**

HLI Law Faculty and Research Scholars will be provided with benefits in the following ways:

- 1) Recognition as a Faculty or Scholar on the HLI website and published materials of HLI;
- 2) Access to research and publication opportunities that flow through HLI;
- 3) Access to HLI Policy Analysts to assist with research projects, provided funding is in place to support Policy Analysts' research contributions;
- 4) Support in developing grant applications, in particular, assisting Faculty and Scholars in keeping Common CVs up to date and submitting grant submissions through Dalhousie Research Services;
- 5) Invitations to activities of HLI, such as seminars in the Health Law and Policy Seminar Series, conferences, receptions and other scheduled events;
- 6) Opportunities to present health law and policy research or research related to health law and policy at works-in-progress meetings of HLI; and
- 7) Networking opportunities with others contributing to the area of health law and policy or related areas of research.

There is no monetary compensation or administrative support with HLI Membership. However, in addition to the foregoing benefits, HLI Law Faculty who contribute to the DHW contract are eligible to apply for funding available under the DHW contract from the HLI to support health law and policy related research activities, such as attending conferences and research assistance. Proposals for funding (up to a maximum of \$1,000 per Law Faculty member) must be submitted to the Director by May 31 of each calendar year.

## **Expectations of Law Faculty**

HLI Law Faculty will contribute to HLI in the following ways:

- 1) Working on mutually agreed research projects in health law and policy with the Director, Associate Director, other HLI Faculty, Scholars, Policy Analysts and Fellows of HLI; and
- 2) Contributing to the mandate of HLI to teach law to students of Medicine, Health Professions and Dentistry;
- 3) Supervising graduate law students in health law and policy related research and writing;

- 4) Supervising Directed Research Papers for law students in health law and policy related areas;
- 5) Contributing to the public service activities of HLI that are related specifically to health law and policy, such as reviewing legislation or other policy instruments for the Nova Scotia DHW;
- 6) Keeping the Institute aware of their health law and policy activities (including submission of information requested for HLI Annual Report); and
- 7) Participating in the governance of HLI.

### **Expectations of Research Scholars**

- (1) Engaging in mutually agreed interdisciplinary and multi-disciplinary research projects with HLI Law Faculty, Policy Analysts, and Fellows;
- (2) Participating, when mutually agreed with the Director, in the public service activities of the HLI, such as reviewing legislation or other policy instruments for the Nova Scotia DHW; and
- (3) Keeping the Institute aware of their health law and policy activities (including submission of information requested for HLI Annual Report).

### **Expectations of Student Fellows**

- 1) Attend HLI events, such as the seminar series and/or conferences;
- 2) Assist with one HLI event or activity, such as writing a blog post; and
- 3) Participate in activities for Fellows, such as writing workshops and career talks.

### **Process for Becoming an HLI Law Faculty or Research Scholar**

Colleagues who are eligible to be an HLI Law Faculty or an HLI Research Scholar should apply to the Director of the Health Law Institute by sending a letter of interest to the Director with a copy of their curriculum vitae and any other documentation that they believe is relevant to their interest in the Institute and to the contribution they can make to the Institute. Membership will be subject to periodic review.

## **Process for Becoming an HLI Fellow**

All J.D. and LL.M. students are eligible to apply to become an HLI Fellow. Students may apply to the Associate Director on a rolling basis. Applications will include a brief letter of interest, and a current c.v./resume.

### **For further information, please contact:**

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