



PROMOTIONS & AWARDS COMMITTEE

Terms of Reference

Purpose:

The Promotion & Awards Committee advises the Department Head and the Faculty of Medicine Promotions and Tenure Committee on matters related to promotions of individuals with primary appointments within the Department of Family Medicine and nominations for awards and other forms of recognition. In addition, the committee supports faculty members in their promotions applications and facilitates related processes.

Reports to:

Head, Department of Family Medicine

Functions:

The Department Promotions & Awards Committee shall:

1. Oversee the annual process of promotion of members of the Faculty of Medicine with primary appointments in the Department of Family Medicine and its Sections;
2. Highlight the importance of promotion within the Department, and actively identify, encourage and support members in the application process;
3. Create and distribute information to guide candidates in the promotion process;
4. Provide mentorship to candidates in the application process;
5. Meet annually to review applications for promotion, and to adjudicate applications for promotion to rank of Assistant Professor on behalf of the Faculty of Medicine Promotions and Tenure Committee;
6. Appoint members to serve on the Faculty of Medicine Promotions and Tenure Committee in the adjudication of applications from members of the Department of Family Medicine to rank of Associate Professor or Professor and in the Instructor Stream, or from other Departments as requested.
7. Present faculty members applications to the Faculty of Medicine, Promotions and Tenure Committee.
8. Identify suitable candidates for nomination for institutional, provincial, national or international awards and other forms of recognition (such as professor emeritus) and assists in the nomination process.
9. Meeting as require to review and score applications for departmental awards.

Membership:

Chair (appointed by Department Head)

At least four (4) other members of the Department of Family Medicine who must include:

- Two faculty members at the rank of Associate Professor or Professor
- One faculty member from the Physician Assistant Program
- One faculty member from a rural or remote site

Meetings:

The Chair of the Promotions & Awards Committee shall be a physician faculty member appointed by the Department Head.

The Committee shall meet bi-annual at minimum, but may meet more frequently at the request of the Chair. Meeting dates will be set at least two weeks in advance.

Minutes will be taken by the designated administrative support staff person. Agendas shall be sent out at least 2 days in advance of the meeting, and minutes shall be distributed within 30 days after each meeting.

Quorum:

Three members shall constitute a quorum.

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Shall be reviewed every 5 years by the Promotions & Awards Committee and approved by the Executive Management Committee and the Vice Dean, Academic, Rady Faculty of Health Sciences