

THE UNIVERSITY OF BRITISH COLUMBIA
School of Population and Public Health

Criteria for Joint, Associate, Partner, Clinical, Adjunct,
Sessional Lecturer and Affiliate Appointments

Joint Appointment

Administered by Virginia Anthony

Joint appointment: where a full-time faculty member holds an academic appointment in more than one academic unit. The individual faculty member should have one Department/School (or Faculty, in the case of non-departmentalized Faculties) designated as primarily responsible for all aspects of the individual's appointment, promotion, tenure and faculty development. Ordinarily this will be the Department/School that holds the majority of the budget supporting the individual's appointment.

Process for Appointment, Reappointment and Tenure

A request for a joint appointment by the Faculty member will be in writing to the Head/Director of both academic units.

In setting up a joint appointment for a tenure/track Faculty Member, one academic unit must be designated as the "Home Department" and the other academic unit(s) will be considered the collaborating academic unit(s). By making one academic unit the Home Department, the Faculty Member in question will be provided with a consistent point of contact for all inquiries regarding their terms and conditions of appointment. The Home Department is responsible for ensuring the appropriate terms and conditions of employment are in place for the Faculty Member, and for initiating all necessary paperwork for appointment, reappointment, salary increases, leaves, tenure and promotion. The Home Department will consult with the collaborating academic unit(s) on all decisions respecting the Faculty Member's appointment. The Home Department is also responsible for confirming, in writing, at the time of the Faculty Member's appointment, the procedures that will be used for appointments, reappointments, promotion and tenure, as well as for the distribution of merit. The collaborating academic unit will have an independent opportunity to evaluate the faculty member for the purpose of faculty development and decisions concerning promotion or tenure. Any decisions concerning promotion or tenure will be based on the same record of information.

Each academic unit involved will hold a certain percentage of the appointment. For example, the two academic units may share a 50:50 split or 60:40. This percentage normally applies to expectations for teaching and service of each respective academic unit. It is important to note that the academic percentage may not be reflected in the salary distribution. For example, one academic unit may provide the entire salary but the academic split may be 80:20.

A Faculty member with a joint appointment has full rights to vote in each of the academic units and faculties in which they hold an appointment.

Please note that not all collaboration between academic units requires a joint appointment. For example, an Associate Member (see below) is an unofficial position that may be given to a faculty member when there is a need for a member of one academic unit to have a formal arrangement to participate in teaching and research activities in another academic unit, but a joint appointment is not necessary.

Associate Member

Administered by Rhonda Tolley

Associate Member is an unofficial position given to a faculty member when there is a need for members of one department/school to have a formal arrangement to participate in teaching and research activities in another department/school, but when a joint appointment is not necessary. The Associate Member appointment mirrors the primary appointment as it relates to rank. The home unit of the faculty member is responsible for the promotion process in the academic ranks.

Associate Members may, in the department/school with which they are informally associated, have one or more of the following as responsibilities and privileges:

- * Access to departmental/school research facilities
- * Participate in the departmental/school's teaching programs
- * Supervise graduate students on a case-by-case basis with approval by the Dean of FoGS or the Dean's designate.
- * Voting rights at SPPH Faculty meetings. (A minimum of one third of the full-time Faculty (33% plus one) will constitute a quorum for the Committee.
- * Use of equipment etc.

Minimum Criteria for Associate Member Appointment

- Teach (a full course or guest lecture),
and/or serve on a thesis committee
and/or supervision of practica and resident rotations
and/or research collaboration.
and/or serve on standing committees.

Process for Appointment and Reappointment

- CV must be on UBC form.
- Associate Member application form must be completed by the candidate
- A written recommendation on the candidate's contribution/participation in SPPH is required of the SPPH faculty sponsor or Theme co-lead.
- This type of appointment is not processed by Faculty Relations and can be processed interdepartmentally by letter. It must meet the approval of both heads/directors and the Dean (if cross faculty then both Deans/Principal must also approve).

- Recommendation file (CV, application form, letter of support) is forwarded to SPPH for consideration at the next Faculty meeting. (For new hires the appointment may start at any time but the end date must be June 30.)
- The candidate for reappointment to submit an activity report (section of UBC CV) by December 31 in the last year of their appointment for review by the appropriate Theme co-leads.
- Theme co-leads will be consulted on reappointment and termination.

Partner Appointment (effective January 1, 2010)

Administered by Virginia Anthony

Ranks

Assistant Professor
Associate Professor
Professor

A number of institutions, external to UBC have expressed an interest in an expanded relationship with the Faculty of Medicine and UBC. In particular, these institutions would like an avenue for their employees who wish to hold an appointment with UBC that imparts significant contribution and engagement with UBC. Such an appointment would allow these employees to participate in peer reviewed research; apply for research funding; provide a meaningful contribution to teaching; and participate in University committees. From UBC's perspective, the appointments must allow for meaningful involvement in the UBC community and at the same time reflect and respect the existing employment and appointment categories at UBC.

These renewable term appointments will be UBC Board of Governor appointees. The Partner Appointments will parallel the tenure stream professorial positions, but these faculty members will not be employees of UBC, will not be tenured, will not attract salary and benefits, will not be members of the UBC Faculty Association, and will not be covered by the Collective Agreement with the Faculty Association. These positions will report to the Director of the School.

Partner Appointees may, in the department/school with which they are associated, have the following rights and privileges:

- * Access to library and other University services and equipment.
- * Participate in the School's teaching programs.
- * Voting rights at SPPH Faculty meetings.
- * Voting members of the Faculty of Medicine for Faculty elections and Faculty meetings.
- * Eligible to vote on appointment, reappointment, and promotion matters for the subject group, but are not eligible to vote on tenure, or on merit or PSA for tenure stream faculty members who are employees of UBC and members of the UBC Faculty Association.
- * Supervise graduate students on a case-by-case basis with approval by the Dean of FoGS or the Dean's designate.
- * Eligible to hold research grants administered through UBC.

* Academic freedom, within the law, to pursue what seems to them as fruitful avenues of inquiry, to teach and to learn unhindered by external or non-academic constraints, to engage in full and unrestricted consideration of any opinion.

Minimum Criteria for Partner Appointment

The criteria and expectations for appointment, reappointment and promotion is based on the *Agreement on Conditions of Appointment for Faculty*, Article #3 without references to tenure, Instructors, and Senior Instructors.

- Teach (a full course or guest lecture),
- Serve on a thesis committee
and/or supervision of practica and resident rotations
- Research collaboration.
- Serve on a standing committee.

Process for Appointment, Reappointment and Promotion

Requests for appointment will be in writing to the School Director by the Partner Institution. The candidate for appointment, reappointment or promotion must submit a current curriculum vitae in the UBC format. In the case of an appointment at the rank of Assistant Professor or Instructor, at least three reference letters, one of which must be at arm's length, will be required. In the case of an Associate or full Professor, four letters of which at least two are at arm's length, will be required.

Recommendations for appointment, reappointment and promotion will be reviewed by both the School's standing committee and the Faculty committee. The procedure for appointment, reappointment or promotion of Partner Appointments is based on the *Agreement on Conditions of Appointment for Faculty*, Article #5.01 through to 5.13 without references to tenure, Instructor and Senior Instructor.

The appointment will be subject to the approval of the Board of Governors (BoG) in accordance with UBC Policy #25. A BoG's notice of appointment will be available to the appointee on UBC's Faculty & Staff Self-Service.

Clinical Appointment

Administered by Rhonda Tolley

Ranks

Clinical Professor

Clinical Associate Professor

Clinical Assistant Professor

Clinical Instructor

Emeritus – Clinical faculty has reached his/her 65th birthday and has completed 15 continuous years of service.

These are part-time appointments in the Faculties of Medicine and Dentistry and in the School of Nursing made in the case of those who have some special professional skill or learning of value to the University but who are primarily engaged in the practice of their

professions outside the University. These positions are often non-salaried. However, if a salary is paid, such appointments are eligible for pension and benefits if the salary meets the minimum required for benefits' eligibility. Clinical Faculty are not members of the UBC Faculty Association. The appointment relationship between UBC and each Clinical Faculty is governed by an Appointment/Offer letter.

Clinical faculty have responsibility for teaching activities and may also have responsibilities in research and administrative/service activities. Clinical faculty are required to submit annual reports for consideration for reappointment and promotion.

Clinical Faculty members are more academically integrated in the School. They may be permitted to hold grants in the School at the discretion of the Director.

Minimum Criteria for Clinical Appointment

- Teach (a full course or guest lecture),
and/or supervision of residents and MPH practicum on site.
and/or serve⁺ on thesis committee.
and/or research collaboration.
and/or serve on standing committees.

Process for Appointment, Reappointment and Promotion

Appointments, reappointments promotions and termination of Clinical Faculty are carried out by a School standing committee of Clinical Faculty.

The criteria for promotion follows the full time faculty cycle, i.e. eligible to be considered for promotion in the 5th year of appointment.

- CV must be on UBC form.
- Recommendation for appointment, reappointment or promotion to be forwarded to the committee by December 31 for appointment the following July.
- An offer letter is sent to the new appointee.
- All Clinical Faculty are required to submit an annual activity report.
- Theme co-leaders will be consulted on appointment, reappointment, promotion and termination.

Adjunct Professor

Administered by Rhonda Tolley

These are faculty appointments for a period normally not exceeding three years but are renewable. Adjunct faculty appointments may be granted to individuals who have some special professional skill or learning of value to the University but who are primarily engaged in the practice of their professions outside UBC or any other academic institution. Appointment at the adjunct rank does not imply that the appointee has the qualifications necessary for appointment to one of the regular academic ranks.

Minimum Criteria for Adjunct Professor Appointment

- Teach (guest lecture),
and/or supervision of MPH practicum on site.

and/or serve⁺ on thesis committee.
and/or research collaboration
and/or serve on standing committees.

Process for Appointment and Reappointment

- CV must be on UBC form.
- Recommendation for appointment is forwarded to SPPH for consideration at the next Faculty meeting. (For new hires the appointment may start at any time but the end date must be June 30 as with all non-tenured appointments.)
- The candidate for an appointment or theme co-leader to provide information on the candidate's contribution/participation in SPPH.
- The candidate for reappointment to submit an activity report by December 31 in the last year of their appointment for review by the Theme co-leaders.
- Theme co-leaders will be consulted on reappointment and termination.

Sessional Lecturer (part-time)

These appointees are hired to teach credit course(s), or to perform related duties such as course coordination or supervision, for a period of less than 12 months. Sessional Lecturers are appointed for the duration of their teaching commitment, i.e. 4 months or 8 months, and Minimum salary scales are in effect for all Sessional Lecturer appointments. Sessional Lecturers are governed by the Agreement on Conditions of Appointment for Sessional and Part-time Faculty Members.

Minimum Criteria for Sessional Lecturer Appointment

- Teach a full course.

Process for Appointment and Reappointment

- Complete CV.
- Recommended for an appointment by the Program Director.
- An offer letter is sent to the new appointee.
- Appointment is processed online.

Affiliate Appointment

Affiliate appointments are granted to individuals who are full-time faculty members and who have a primary appointment at a partner university (i.e. UVic, UNBC) and who participate in the UBC medical program at that site. The UBC Affiliate Appointment mirrors the primary appointment as it relates to rank. The employment relationship is with the university providing the primary appointment.

Minimum Criteria for an Affiliate Appointment

- Teach (a full course or guest lecture).
- and/or supervision⁺ of graduate students and residents.
and/or research collaboration.

Process for Appointment and Reappointment

Faculty of Medicine and Faculty Relations have yet to agree on affiliates from institutions other than UVic and UNBC.

- Complete CV.
- Recommendation for appointment is forwarded to SPPH for consideration at the next Faculty meeting. (For new hires the appointment may start at any time but the end date must be June 30.)
- The candidate for an appointment or Theme co-leader to provide information on the candidate's contribution/participation in SPPH.
- The candidate for reappointment to submit an activity report (section of CV) by December 31 in the last year of their appointment for review by the appropriate Theme co-leaders.
- Theme co-leaders will be consulted on reappointment and termination.

Supervision of Graduate Students by Other Faculty (from FoGS web site)

Other appropriately qualified individuals (e.g., clinical professors, adjunct professors, senior instructors or visiting professors) who are actively engaged in research and experienced with graduate education may be approved, upon the recommendation of their Head, Director or Dean (or functional equivalent) of the graduate program with which they are affiliated and the approval of the Dean of the Faculty of Graduate Studies, to supervise or co-supervise master's and doctoral students and/or serve on doctoral student supervisory committees provided they meet the relevant criteria. These individuals are not members of the Faculty of Graduate Studies.

Approval for individuals who are not members of the Faculty of Graduate Studies to serve as members of master's student supervisory committees is the responsibility of the graduate program concerned.