

School of Population and Public Health Associate Member Appointment Policy and Procedures

This document provides guidance about criteria for Associate Membership in the School of Population and Public Health (SPPH), procedures for new applications for Associate Membership, and procedures for regular review of existing Associate Members.

Associate Membership in SPPH

UBC Faculty Relations defines Associate Member as “an unofficial position given to a faculty member when there is a need for members of one department to have a formal arrangement to participate in teaching and research activities in another department, but when a joint appointment is not necessary.” The home department of the faculty member is responsible for the promotion process in the academic ranks.

SPPH Associate Membership may be granted to a UBC-Vancouver full-time or clinical faculty member at the Assistant Professor, Associate Professor or Professor ranks, tenured or tenure-track. Associate Membership honours *substantive ongoing contributions to teaching, service, and/or research* in the School of Population and Public Health.

- SPPH Associate Members are members of one of the four SPPH Divisions.
- SPPH Associate Members may be eligible to co-supervise SPPH theses or serve on thesis committees. They are not eligible to be sole supervisor of SPPH theses.
- SPPH Associate Members are responsible for completing an Associate Member Activity Report every four years, detailing their activities in SPPH.

Appointment Approval and Documentation

SPPH Associate Member appointments are approved by the SPPH Director and the Head of the Associate Member’s home department and not by Faculty Relations or the Faculties involved. It is an agreement between the School of Population and Public Health and the home department of the Associate Member.

A copy of the SPPH Director’s letters of appointment or reappointment to the Associate Member will be sent to the Head of the Associate Member’s home department and the Faculty of Medicine Dean's Office. All correspondence, and the Associate Member’s application materials and Activity Reports will be filed in SPPH.

Procedures for New Applications for Associate Membership

1. New applications are initiated by a full-time SPPH faculty member nominator.
2. The nominator and applicant will meet with the Head of the SPPH Division proposed as the SPPH home of the applicant and with the Division representative on the Associate Member Committee. The purpose of the meeting(s) is to discuss and set out in detail the proposed role and contributions of the applicant within the Division and School, to

consider how that role might affect full-time faculty members in the Division, and clarify the rights and responsibilities of an Associate Member with the applicant.

3. The applicant and nominator are responsible for ensuring the application package is complete and submitting it to the SPPH Director (via the staff member assigned this responsibility). The application package consists of the following:
 - A letter of nomination for Associate Membership from a full-time SPPH faculty member, discussing the reason for the nomination and the applicant's proposed role and contributions;
 - The SPPH Associate Member Appointment Application Form;
 - The UBC Curriculum Vitae of the applicant; and
 - A joint letter from the Division Head and the Division Committee member confirming discussions at the Division level of the applicant's proposed role and contributions, the potential effect of the role on the Division and its full-time members, and review of the Application Form to ensure it reflects that discussion.
4. The deadline for receiving new applications is the second week of October (15th to the 20th). Any applications received after this time will be held in a "Pending" folder to be reviewed the following fall.
5. The Associate Member Committee will review all applications for new members in a fall meeting shortly after the application deadline. Each application will be reviewed in detail by a primary and secondary reviewer from the Committee. The reviewers will consider each file to ensure it proposes or shows *substantive ongoing contributions to teaching, service, and/or research* in the School of Population and Public Health. Typical examples of such contributions include:
 - Teaching or co-teaching a course in the SPPH curriculum:
<http://spph.ubc.ca/courses/>
 - Serving as a member of one or more SPPH standing committees (e.g., Admissions Committees, Thesis Screening Panel): <http://spph.ubc.ca/about/committees/>
 - Leading or co-leading a program of research affiliated in SPPH and involving SPPH Faculty
 - Serving on MSc or PhD Committees or as co-supervisor of MSc or PhD students on an ongoing basis
 - Providing a formal on-going advisory role to SPPH graduate students
6. A consensus recommendation will be forwarded to the SPPH Director. The Associate Member Committee will also bring the file to the next suitable full Faculty Meeting for a vote by all Faculty Members in attendance.
7. Associate Membership status will commence upon approval by the Director and the Head of the Associate Member's home department. Associate Members will be offered a 4-year appointment.
8. After an Associate Member is appointed, if the member's role will include graduate student co-supervision or thesis committee membership, SPPH Graduate Program staff

will be alerted by the Associate Members Committee to complete any required Faculty of Graduate and Postdoctoral Studies paperwork to ensure eligibility (for those not already eligible).

9. After an Associate Member is appointed, their SPPH Division will ensure that the Associate Member is included in a Division stewardship program.

Procedures for Reappointment of Existing Associate Memberships

1. In the last year of their 4-year appointment, Associate Members will be asked to submit an Associate Member Activity Report detailing their contributions to the School of Population and Public Health over the prior four years. The Report will be due on a specified date in late spring (typically the first week of May), no less than one month after the request is sent. The completed report should be sent to the Associate Member Committee Secretary, with a copy to the Division Head.
2. Associate Members who have not submitted the Report within one week of the deadline will be asked again, and the Director of their SPPH Division will be informed that the report has not been received.
3. Division Heads will be consulted about the contributions of Associate Members being considered for reappointment. Division Heads may consult with the faculty nominator, and other SPPH faculty about the contributions of the Associate Member.
4. The Associate Member Committee will review all Activity Reports and the comments of Division Heads in a spring meeting shortly after the Report deadline. Each Report will be reviewed in detail by a primary and secondary reviewer from the Committee. The reviewers will consider each file to ensure the member provides evidence of *substantive ongoing contributions to teaching, service, and/or research* (see examples of contributions under new application point 5) in the School of Population and Public Health.
5. Associate Members who ask not to be reappointed, who do not submit a completed Activity Report, or who have not shown substantive contributions (verified by the Division Head) will be not be reappointed and will be thanked for their service by letter from the SPPH Director.
6. Associate Members approved for reappointment will receive a letter from the SPPH Director thanking them for their contributions to date and confirming the 4-year reappointment period, effective July 1st.