

Faculty Promotions Committee
(Full-time Faculty Members)

Faculty of Medicine

The role, responsibilities and principles of Faculty Promotions Committees have been established by the University and are set out in the document "Procedures Pertaining to Appointment, Promotion and Tenure of Academic Staff". In addition to these, the Faculty of Medicine has established the following measures.

A Composition

The Faculty Promotions Committee (FPC) of the Faculty of Medicine for full-time members of the Faculty will be composed of the following members:

1. Dean (chair) (voting only to break a tie)
2. Vice Dean (voting)
3. Associate Dean (Research) (voting)
4. Chair of the Associate Deans Council (voting)
5. Other Associate Deans (non-voting)
6. Department Heads (voting)
7. one or more members of the Continuing academic staff of the Faculty of Medicine, appointed by the Dean (non-voting)
8. One student representative (voting) nominated by each of the following:
 - a. Calgary Medical Students' Association, for each of Years 1 and 2;
 - b. Medical Sciences Graduate Students' Association
 - c. Postdoctoral Association of The University of Calgary; and
 - d. Resident staff.
9. one member appointed by the Faculty Association (non-voting)

Designated support personnel may be present to assist FPC. A Department Head or Associate Dean, whose administrative appointment has been approved but whose term of office has not yet commenced, may also be present as a non-participating observer.

B Role of the Dean's appointees

As participating members of FPC, the appointees will provide additional input/information to FPC where appropriate, will communicate to other members of the Faculty about FPC processes, and will provide to the Chair of FPC a brief written report following the annual FPC meeting.

C Role of Student Representatives

As participating members of FPC, students will be able to give input concerning the annual assessment and promotion of faculty members during discussion at the meetings, and will provide a brief written report to the Dean following the two annual FPC meetings. Such report might comment on general issues or suggest courses of action which they consider may be helpful to the assessment and promotion process.

D Conflict of Interest for Student Representatives

When a faculty member is the subject of discussion at FPC, with whom the student has a conflict of interest, the student will refrain from any participation in the discussion and should leave the room until the discussion is completed.

While other conflicts of interests may also exist, a conflict of interest is deemed always to exist in the following relationships: a student registered in the Faculty of Graduate Studies with their Supervisor and members of their Supervisory Committee; a Postdoctoral Fellow with their Supervisor; a resident with their Program Director; and an undergraduate student with their Faculty Advisor and/or Preceptor. There shall be an obligation on the student to acknowledge any conflict of interest, and to act accordingly.

E Confidentiality

All members will treat the proceedings of FPC in confidence. All written materials distributed as part of the FPC process must be returned to the Dean's office at the conclusion of the meeting for destruction.

F Delegation of Duties

No member of FPC may be represented by a delegate, except the Dean who may delegate the chair to the Vice Dean.

*Approved: Department Heads Advisory Committee, October 1, 2001
Executive Faculty Council, November 14, 2001
Faculty Council, December 12, 2001*