

**University of Alberta  
Department of Medicine**

**Clinical Faculty Promotion Committee**

**Terms of Reference**

1. AUTHORITY

- a) The Department of Medicine's Clinical Faculty Promotion Committee (CFPC) is a standing committee of the Department.
- b) The Office of the Assistant Chair, Administration or designate shall provide management support to CFPC.
- c) CFPC shall function in accordance with these Terms of Reference.

2. COMPOSITION OF COMMITTEE

- a) CFPC shall ordinarily consist of thirteen (13) members, in addition to ex-officio members, comprised in part, as follows:
  - (i) The Chair of CFPC, who shall be a Clinical Faculty member of the Department of Medicine as appointed by the Chair of the Department of Medicine;
  - (ii) the immediate Past Chair of the CFPC (subject to 2 c),
  - (iii) five (5) clinical faculty - two (2) Clinical Professors and three (3) Associate Clinical Professors - elected by a majority of the clinical faculty within the Department, with any vacancies occurring during the term of their office being filled through the process of a bi-election. Candidates for election should have a minimum rank of Associate Clinical Professor. If there are insufficient candidates to meet this criterion, the five (5) candidates with the highest number of votes will be elected;
  - (iv) two (2) Divisional Directors or designates, appointed by the Chair of the Department of Medicine, with the intention of ensuring a balance of representation from the Divisions within the Department;
  - (v) four (4) standing members who shall be:
    - the Grey Nuns Community Hospital Site Lead or designate;
    - the Misericordia Hospital Site Lead or designate;
    - the Royal Alexandra Hospital Site Lead or designate;
    - the Sturgeon Community Hospital Site Lead or designate;

- (vi) ad-hoc members appointed by the Chair, Department of Medicine, on the recommendation of the Chair of the CFPC, for a noted promotion cycle;
  - (vii) ex-officio members to include but not limited to the Chair, Department of Medicine, and the Assistant Chair, Administration, Department of Medicine; and
  - (viii) other individuals, as required, for advisory and/or auditing purposes and for the management support of the CFPC.
- b) Nominations for the elected members of CFPC, with the consent of the clinical faculty member being so proposed, may be put forward by any of the clinical faculty or Divisional Director, or to an Elections Officer appointed by CFPC. The CFPC will present Nominees to the clinical faculty by electronic ballot.
  - c) Elected and appointed members of CFPC shall serve a maximum of two (2) consecutive three (3) year terms, with the exception of the CFPC Chair. The CFPC Chair will serve a maximum of two (2) consecutive two (2) year terms, with an additional two (2) years as Past Chair if deemed necessary by the Chair, Department of Medicine.
  - d) Standing members may appoint designates but the designate must be available for and participate in all meetings during the noted promotions cycle.

### 3. MANDATE OF THE COMMITTEE

- a) CFPC advises the Chair, Department of Medicine, on issues relating to the clinical faculty within the Department.
- b) CFPC makes recommendations to the Chair, Department of Medicine, on the promotion of clinical faculty.

### 4. COMMITTEE REPORTING AND CONTROLS

- a) CFPC will report their recommendations to the Chair, Department of Medicine, on an annual basis.

### 5. COMMITTEE PROCEDURES AND OPERATIONS

Except as herein provided, CFPC will be the master of its own procedure.

- a) CFPC will meet at least once per year. The meetings will be held at the call of the CFPC Chair, with at least five (5) days written notice. CFPC may meet more frequently as required at the call of the CFPC Chair.
- b) The quorum for all CFPC meetings will not be less than 50% of the elected, appointed and standing members. Members may attend meetings by conference call so long as they are able to hear and be heard by the other members at the meeting.

- c) A consensus will be sought in all decisions brought to the CFPC. When consensus is not achievable, despite the best efforts of the members, the Chair of the CFPC will have the power to call the issue to a vote, or to redirect the decision towards consensus by finding an alternate course of action. The Chair of the Department of Medicine reserves the right to make final decisions.
- d) In the case of a vote, each elected, appointed and standing member of the CFPC will have one vote, provided that the CFPC Chair will only be permitted to exercise his/her vote in order to decide any tie vote of CFPC.
- e) In the case of a vote, all decisions of CFPC shall be by majority vote.
- f) All information discussed during CFPC meetings is confidential and will only be disclosed to other individuals for the purposes of implementing the recommendations made by CFPC.