

FACULTY OF MEDICINE & DENTISTRY
Faculty Evaluation Committee
Terms of Reference

Office of Accountability:	Dean of Faculty of Medicine and Dentistry
Office of Administrative Responsibility:	Dean
Approver:	Dean’s Executive Committee, Faculty Council
Scope:	Terms of Reference

The Dean’s Executive Committee must approve any changes to the Terms of Reference.

1. Purpose:

Under the authority of the Faculty of Medicine & Dentistry (FoMD) reporting to the Dean, the Faculty Evaluation Committee reviews and recommends on merit increment and rank advancement of faculty members. The Faculty Evaluation Committee (FEC) exists to promote the Standards of each Faculty and provide some degree of uniformity among Departments, and consistency in the yearly application of these criteria for promotion and merit.

2. Membership:

Ex Officio (Voting)

Dean of the Faculty of Medicine & Dentistry (chairs the FEC)

FoMD Department Chairs:

- Anesthesiology and Pain Medicine
- Biochemistry
- Biomedical Engineering
- Cell Biology
- Critical Care Medicine
- Dentistry
- Emergency Medicine
- Family Medicine
- Laboratory Medicine and Pathology
- Medical Microbiology and Immunology
- Medical Genetics
- Medicine
- Obstetrics and Gynecology
- Oncology
- Ophthalmology and Visual Sciences
- Pediatrics
- Pharmacology
- Physiology
- Psychiatry
- Radiology and Diagnostic Imaging
- Surgery

One representative from the Presidents Review Committee

One Faculty Service Officer appointed by the Provost whenever an FSO is being heard for continuation of appointment, for promotion and for merit.

One elected tenured representative from the Department for the Faculty member in

consideration of tenure or renewal of a probationary period.

Elected (Voting)

Eight (8) elected (voting) faculty members

Ex Officio (Non-Voting)

Vice Dean Faculty Affairs (acts as chair of the FEC in the absence of the Dean)

Vice Dean Education (as a resource to the FEC)

Vice Dean Research (as a resource to the FEC)

Associate Dean, Faculty Development (as a resource to the FEC)

Edmonton Zone Medical Director, Alberta Health Services (or delegate)

3. Election Procedures

- The election of members to the Faculty Evaluation Committee shall take place through the Faculty election process in the spring of each year.
- Elected members must be full-time tenured members of the Faculty of Medicine & Dentistry and have a contract with the University indicating function under the Board AAS UA/Faculty Agreement.
- The terms of elected members will be three years.

4. Meeting Procedures:

- Meetings occur twice yearly: 3rd week of November and 3rd week of January. As needed, the Chair may call extraordinary meetings.
- Quorum is the Chair and 80% of voting members of FEC.
- As the Chair, the Dean only votes in event of a tie.
- Decisions are by simple majority of FEC voting members present.

5. Conflict of Interest Process for FEC

The office of Faculty and Staff Relations developed and published in the FEC Reference Manual (Section 4.08) a process for managing potential Conflict of Interest (CoI) for FEC meetings/sessions. The FoMD has adopted this process.

All members of FEC are to identify to the chair of FEC possible significant conflicts of interest at least one week prior to each FEC meeting. The role of the department chair to evaluate and initiate a merit increment is recognized and highly valued. Possible conflicts of interest that involve the department chair should be identified and managed prior to FEC meetings. Should a conflict of interest be identified and recognized, an alternate member of the department (often a senior member, or associate chair confirmed by the Dean) would assume the department chair's role in the merit recommendation process. The chair of the department should identify the alternate to the FEC coordinator as needed.

In addition, at the beginning of each session, FEC members should be asked to consider whether they have a conflict of interest, or may be perceived to have a conflict, with respect to any of the individuals who are being reviewed at that session.

A conflict, in this situation, may include the following:

- Personal relationship- spouse/partner, close friend, relative;
- Professional association- internal or external to the University;
- Graduate supervisor;
- Past or present inter-personal conflict;
- Co-researcher, co-author, co-editor- past or present.

These conflicts should be self-declared, or alternatively, the FEC member could be challenged by another FEC member or by a staff member who is being reviewed.

Having declared the conflict of interest, the FEC Chair shall determine whether the FEC member needs to refrain from participation in discussions or voting related to the individual staff member under review.

In exceptional cases only (e.g. in the event of a personal relationship), the FEC member may be required to withdraw physically from all participation in the staff member's review.

The Chair of FEC will determine whether the nature of the conflict rises to the level at which the FEC member should step out of the room while that case is discussed. The FEC Coordinator oversees the final list of Conflicts of Interest during FEC meetings to ensure people leave the room when they need to.

FACULTY OF MEDICINE & DENTISTRY
Faculty Evaluation Committee

2019-2020 Membership Dean	Dr. B. Hemmelgarn	Chair
Non-voting members:		
Vice-Dean, Faculty Affairs	Dr. D. Kunimoto	Standing member
Vice-Dean, Education/Chair, FLC	Dr. S. Schipper	Standing member
Vice-Dean, Research – Basic Science	Dr. R. Lehner	Standing member
Vice-Dean Research – Clinical	Dr. L. Richer	Standing Member
Associate Dean, Faculty Development	Dr. M. Lang	Standing member
AHS Edmonton Zone Medical Director Representative	Dr. D. Zygun	Standing member
Voting members:		
Anesthesiology & Pain Med	Dr. A. Shaw	Department Chair
Biochemistry	Dr. M. Glover	Department Chair
Biomedical Engineering	Dr. R. Burrell	Department Chair
Cell Biology	Dr. A. Simmonds	Department Chair
Critical Care Medicine	Dr. S. Bagshaw	Department Chair
Dentistry	Dr. P. Major	Department Chair
Emergency Medicine	Dr. W. Sevcik	Department Chair
Family Medicine	Dr. L. Green	Department Chair
Lab Medicine & Pathology	Dr. M. Mengel	Department Chair
Medical Genetics	Dr. P. Kannu	Department Chair
Medical Microbiology and Immunology	Dr. M. Gotte	Department Chair
Medicine	Dr. N. Kassam	Department Chair
Obstetrics & Gynecology	Dr. Jane Schulz	Department Chair
Oncology	Dr. F. Wuest	Department Chair
Ophthalmology and Visual Sciences	Dr. K. Damji	Department Chair
Pediatrics	Dr. S. Forgie	Department Chair
Pharmacology (Interim)	Dr. R. Tsuyuki	Department Chair
Physiology	Dr. J. Young	Department Chair
Psychiatry	Dr. P. Silverstone	Department Chair
Radiology & Diagnostic Imaging	Dr. D. Emery	Department Chair
Surgery	Dr. D. Williams	Department Chair
Elected (voting) members:		
Voting	Dr. M. Gowrishankar	July 1, 2019 – June 30, 2022
Voting	Dr. M. Graham	July 1, 2019 – June 30, 2022
Voting	Dr. W. Colmers	July 1, 2018 – June 30, 2021
Voting	Dr. R. Girgis	July 1, 2018 – June 30, 2021
Voting	Dr. A. Wagg	July 1, 2019 – June 30, 2022
Voting	Ms. Lisa Purdy	July 1, 2019 – June 30, 2022

Voting	Dr. V. Mushahwar	July 1, 2019 – June 30, 2022
Voting	Dr. K. Doucette	July 1, 2018 – June 30, 2021
PRC member :		
Voting	Lisa Strohschein	July 1, 2018 - June 30, 2021
External FSO Rep		
Voting	Hayley Wan	July 1, 2018 - June 30, 2021
Elected Department Representatives	Changes per year – due September 2 nd each year.	

Approved by DEC December 13, 2002

Revised Sept 1, 2010, approved by Faculty Council on Sept 29, 2010

Revised March 2012, approved by Faculty Council on March 21, 2012

Revised May 27, 2013, approved by Faculty Council on May 21, 2013

Approved by DEC January 29, 2018

Approved by Faculty Council- March 20, 2018

Membership list updated April 20, 2017

Membership list updated June 23, 2017

Membership list updated November 20, 2017

Membership list updated April 4, 2018

Membership list updated October 12, 2018

Approved by Faculty Council – March 21, 2012

Approved by DEC January 29, 2018

Approved by Faculty Council March 20, 2018

Approved by Faculty Council May 21, 2019

Membership list updated June 11, 2019

Membership list updated January 3, 2020

Membership list updated April 21, 2020

Membership list updated September 30, 2020