

SUBJECT: REVIEW OF THE ACADEMIC LEADER OF THE NATIONAL COLLABORATING CENTRE FOR ABORIGINAL HEALTH (NCCAH) PRIOR TO REAPPOINTMENT: *TERMS OF REFERENCE***1.0 Authority**

- 1.1 The review of the Academic Leader of NCCAH reflects the accountability of the Academic Leader (NCCAH) to the Vice-President Research.
- 1.2 The Vice-President Research will ascertain the view of the Academic Leader (NCCAH) concerning a renewal of contract. Only if the Academic Leader expresses an interest in re-appointment will these procedures be implemented.

2.0 Mandate

- 2.1 This Committee is an advisory committee to the Vice-President Research, and mandated to review the performance of the Academic Leader (NCCAH) and to make a recommendation to the Vice-President Research, with respect to re-appointment.
- 2.2 The Committee will endeavor to conduct its review within a two month period.

3.0 Composition

- 3.1 The composition of the review committee will be:
 - Vice-President Research (as Chair)
 - Vice-President Finance & Administration, or designate
 - 1 Senior Academic Director (appointed by the Chair of the Review Committee)
 - 5 Faculty members with tenured or tenure-track appointments, to include:
 - A representative of the Faculty Association
 - One Faculty Senator
 - A majority of the remaining three Faculty Members will be representatives of the faculties closely related to the mandate of the indigenous and/or health portfolio.
 - 1 Staff member (appointed by the Chair of the Review Committee)
 - 2 External Representatives (appointed by the Chair)
- 3.2 In the eventuality of the review leading to a search for the Academic Leader (NCCAH) the Review Committee shall continue as the Search Committee.

4.0 Duties

- 4.1 The Committee will evaluate the performance of the Academic Leader (NCCAH), using the annual objectives established by the Academic Leader (NCCAH) and the Vice-President Research during the Academic Leader's current term of office.
- 4.2 In addition to reviewing the past performance of the Academic Leader (NCCAH), the committee is required to consider the changing context of the Academic Leader's mandate and whether these are areas of activity that will require changes in emphasis during the renewed term.

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- 4.3 The Committee will determine who to approach to seek informed assessment of the performance of the Academic Leader (NCCAH), such information to be gathered primarily through confidential interviews. The Committee will seek to identify individuals who offer a balanced view of the Academic Leader's performance. The Committee is encouraged to interview, either through Committee members or through a consultant. The Chair will review the list of interviewees with the Academic Leader prior to interviews taking place.
 - 4.4 The Committee will meet with the Academic Leader (NCCAH) at the outset of its work to discuss the review process and to provide an opportunity for the Academic Leader to submit a statement of self-evaluation.
 - 4.5 The establishment of the Committee, its composition and terms of reference, are to be announced in the UNBC bulletin, along with an invitation to submit written and signed submissions from interested parties.
 - 4.6 The Committee will ensure that its activities do not undermine the ability of the Academic Leader (NCCAH) to function effectively as an institutional leader during the period of the review. Committee deliberations will be conducted in strict confidence.
 - 4.7 When the Committee has formulated its recommendation, the Vice-President (Research) will meet immediately and in confidence with the Academic Leader to review the general findings of the Committee and the nature of the recommendation. If the Committee recommends that the Academic Leader be re-appointed, the Vice-President (Research) will meet with President Executive Council to recommend terms of the contract acceptable to the Vice-President (Research) and to the Academic Leader.
 - 4.8 The Committee will submit a written report to the Vice-President (Research) with its recommendation that the Academic Leader be re-appointed, or that the Vice-President (Research) proceed with the Review Committee, reconstituted as a Search Committee, to establish a search process for a successor, or for an Acting Academic Leader should the incumbent request a Sabbatical Leave before commencing the re-appointment.