

**SUBJECT: REVIEW PROCEDURES FOR THE VICE PROVOST MEDICINE AT UNBC  
AND ASSOCIATE DEAN FOR THE NORTHERN MEDICAL PROGRAM  
AT UBC**

**1.0 Authority**

- 1.1 This policy is unique in that it is a cross-appointed administrative position both in the Northern Medical Program at the University of Northern British Columbia and the Faculty of Medicine at the University of British Columbia. The joint committee for this appointment must recommend through the structures of both institutions.
- 1.2 The review of the Vice Provost Medicine/Associate Dean reflects the accountability of the individual to the Board at UNBC through the President as well as through the Dean of Medicine at UBC.
- 1.3 The UNBC Provost will ascertain the view of the Vice Provost Medicine/Associate Dean concerning a renewal of contract. Only if the Vice Provost Medicine/Associate Dean expresses an interest in re-appointment will these procedures be implemented.

**2.0 Mandate**

- 2.1 This Committee is an advisory committee to the President of UNBC and the Dean of Medicine at UBC through the co-Chairs, and through the President to the Board. It is established as required by the Provost at UNBC, and mandated to review the performance of the Vice Provost Medicine/Associate Dean and to make a recommendation through the President to the Board, with respect to re-appointment.
- 2.2 The Committee will endeavor to conduct its review within a 2 month period and, where possible, submit its recommendation no later than 8 months prior to the expiry date of the term of office of the Vice Provost Medicine/Associate Dean.

**3.0 Composition**

- 3.1 In accordance with the approved composition of the Search Committee for the Vice Provost Medicine/Associate Dean
- Provost (UNBC) co-chair
  - Senior Associate Dean Education, Faculty of Medicine (UBC) co-chair
  - 1 College Dean from UNBC (to be appointed by the co-chairs of the Review Committee)
  - 1 Senior Faculty member from the UBC Council of Undergraduate Associate Deans (to be appointed by the co-chairs of the Review Committee)
  - 1 tenured or tenure track Faculty member or Senior Laboratory Instructor with a probationary or continuing appointment in the Northern Medical Program
  - 2 tenured or tenure track Faculty members or Senior Laboratory Instructors with probationary or continuing appointments at UNBC (preference will be given to those in

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health related fields; including Nursing, Health Sciences Programs, Psychology, Social Work, Chemistry and Biology)

- 1 Staff member from the Northern Medical Program (to be appointed by the co-chairs of the Review Committee)
- 1 medical student from the Northern Medical Program (to be appointed by the co-chairs of the Review Committee)

#### **4. Duties**

- 4.1 The Committee will evaluate the performance of the Vice Provost Medicine/Associate Dean, using the criteria established by the Vice Provost Medicine/Associate Dean Search Committee in its search for that individual, as well as the annual objectives established by the Vice Provost Medicine/Associate Dean and the Provost during the Vice Provost Medicine/Associate Dean's current term of office.
- 4.2 In addition to reviewing the past performance of the Vice Provost Medicine/Associate Dean, the committee is required to consider the changing context of the Vice Provost Medicine's mandate and whether these are areas of activity that will require changes in emphasis during the renewed term.
- 4.3 The committee will determine whom to approach to seek informed assessment of the performance of the Vice Provost Medicine/Associate Dean, such information to be gathered primarily through confidential interviews. The Committee will seek to identify individuals who offer a balanced view of the Vice Provost Medicine/Associate Dean's performance. The Committee is encouraged to interview, either through Committee members or through a consultant. The Co-Chairs will review the list of interviewees with the Vice Provost Medicine/Associate Dean prior to interviews taking place.
- 4.4 The establishment of the Committee, its composition and terms of reference, are to be announced in the UNBC bulletin and at UBC, along with an invitation to submit written and signed submissions from interested parties.
- 4.5 The Committee will meet with the Vice Provost Medicine/Associate Dean at the outset of its work to discuss the review process and to provide an opportunity of the Vice Provost Medicine/Associate Dean to submit a statement of self-evaluation.
- 4.6 The Committee will ensure that its activities do not undermine the ability of the Vice Provost Medicine/Associate Dean to function effectively as an institutional leader during the period of the review. Committee deliberations will be conducted in strict confidence.