

**SUBJECT: SELECTION PROCEDURES FOR ASSOCIATE VICE-PRESIDENT MEDICINE AT UNBC  
AND ASSISTANT DEAN OF MEDICINE AT UBC**

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. Terms of Reference**

- To review the position of the Associate Vice-President of Medicine at UNBC and Assistant Dean of Medicine at UBC
- To establish the qualifications and qualities desired of candidates
- To assist in the drafting of the advertisement
- To establish a short-list of candidates
- To interview a short-list of candidates
- To recommend to the President at UNBC and through the parallel structures at UBC by recommending a prioritized ranking of short-listed candidates

**2. Search Committee Membership**

- Vice-President Academic and Provost (UNBC) who will co-Chair the committee
- Senior Associated Dean for Medical Expansion (UBC) who will co-Chair the committee
- 3 Faculty members at UNBC in relevant sciences and/or medical faculty
- 3 Faculty members at UBC in relevant sciences and/or medical faculty
- 1 medical student from UBC
- 1 student from UNBC in either sciences or related health program

**3. Process**

- The search will be an open process.
- Senior Administrators, Chairs and Faculty at both institutions will be afforded an opportunity to meet the candidates.
- The President's recommendation at UNBC shall be directed to the Academic Operations Committee of the Board of Governor's approval.