

## **FACULTY OF MEDICINE**

### **BY-LAW NUMBER EIGHT**

#### **A by-law relating to the appointment or reappointment of a University Chair of a Division of a Clinical Department.**

- Art. 1           The Advisory Board shall have the authority to create Divisions within Clinical Departments for the purpose of efficient organization of the Department and where the creation of such Divisions is proposed to enhance the clinical, teaching and research programs of the Department;
- Art. 2           The Appointment of a Chairperson or Chair of a University Division shall be made by the Advisory Board;
- Art. 3           a)       The Term of Office of the Chairperson of a Division shall be five (5) years unless a shorter term is specified;
- b)       The Chairperson of a Division may be reappointed normally for not more than one term. The term may however be extended beyond one term or ten (10) years under exceptional circumstances;
- c)       Notwithstanding 3 a) and b), the term of office of Division Chair shall terminate on June 30<sup>th</sup> ;
- Art. 4           When the position of Division Chair becomes vacant through resignation or other reason:
- a)       the Advisory Board shall establish a selection committee at least six (6) months prior to the date of vacancy;
- b)       The selection committee shall be comprised of:
1.       The University Departmental Chairperson who shall chair the committee;
  2.       At least two representatives from the Faculty appointed by the Advisory Board. Of these, at least one shall be chairperson of a University or Hospital Department or Division within another Department of the Faculty;
  3.       A Faculty member from the staff of each affiliated teaching hospital where a major part of the Divisional activities occur: this must be elected by a majority of Divisional staff at their respective hospital;

4. In Hospital Divisions where there are five or less Faculty members, the selection of the Division member of the selection committee shall be made by the Departmental executive committee from among the members of the division;
5. One representative from each of the participating teaching hospitals – either the Vice-President, Medical Affairs or delegate;
6. Should no woman be elected or appointed under provisions 1 to 4 the Dean in consultation with the Department Chairperson shall appoint a woman from the regular or clinical ranks of the Faculty to the Committee;
7. The committee may add if it so chooses
  - a representative from a related basic science discipline
  - a senior academic from another University in the same discipline to act as consultant

Art. 5 The Chair shall keep the Dean apprised of the progress of the selection committee throughout the process;

Art. 6 Applications shall be sought from all suitably qualified internal and external candidates;

Art. 7 The recommendation of the selection committee shall be presented to the Dean and Advisory Board by the Chairperson for final approval;

Art. 8 Reappointment Provisions:

- a) At least six (6) months prior to the expiration of the term of the Chairperson of a division, the Department Chair shall inquire whether the incumbent intends to stand for another term;
- b) If the incumbent intends to stand for another term, the Department Chair shall write to each Faculty member in the Division concerned in order to ascertain their opinion;
- c) The Department Chair shall contact the participating hospital in order to determine the willingness of the hospital to renew the incumbent's position;
- d) After weighing all the evidence, the Department Chair will report to the Advisory Board of the Faculty of Medicine, recommending that the term of the incumbent be renewed and for what length of term, or that the

incumbent be put in competition with others through a Selection Committee;

- e) If the incumbent does not wish to stand for another term, a Selection Committee shall be constituted immediately in order to find a successor.

<b>Reviewed</b>	<b>-Faculty Advisory Board</b>	<b>April 28, 2009</b>
	<b>-Faculty Council</b>	<b>April 29, 2009</b>
	<b>-Executive Committee of the Senate</b>	<b>July 8, 2009</b>
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