



Standing Personnel Committee and Senior Personnel Committee Guidelines

The School follows procedures outlined in Part 4, Article 5.04 of the Collective Agreement. The Director of the School consults formally with eligible members of the School at meetings convened for the purpose of ascertaining views and recommendations on appointment, reappointment, tenure and promotion (ARTP).

- The **School Senior Personnel Committee** is convened for the purpose of appointment, promotion and tenure decisions to the rank of Professor, and is comprised of all tenured faculty members at the rank of Professor. The Senior Personnel Committee is chaired by the Director who does not vote.
- The **School Personnel Committee** is convened for the purpose of appointment, reappointment, promotion and tenure decisions, and is comprised of a minimum of five elected tenure-track faculty members. The Personnel Committee is chaired by the Director who does not vote. Election for the Personnel Committee is held at the end of May, to allow for activity for the academic year July 1-June 30. Elected Personnel Committee members serve a three-year term.
- For matters relating to annual review for Merit, the Director may appoint up to two additional members to ensure equity, if needed.
- Meetings are called as required to accomplish tasks.

Election of Personnel Committee Members:

- Paper nomination forms are distributed with 14 days allowed for nominations to be submitted.
- Three nominators are required for each nominee who must sign a statement of willingness to stand for election.
- At the deadline, nominations are reviewed to ensure representation. Additional members may be invited by the Director to ensure equity of representation across rank, discipline, streams (Research/ Educational Leadership) and gender.
- Nominees cannot be nominated by a faculty member with whom they have a familial relationship. In a situation where a nominee on the ballot has a familial relationship with a faculty member, that faculty member must recuse themselves from the vote.
- Lecturers only serve on the Personnel Committee when a review file is for a lecturer.
- The election is conducted through online voting or by acclamation depending on the number of nominations.



Terms of Reference:

The Personnel Committee makes recommendation on all appointment, appointment with term, reappointment, tenure and promotion decisions for tenure stream files and on appointment of lecturers. The Senior Personnel Committee makes recommendation for appointment and promotion at the rank of Professor.

The Merit Review Committee is comprised of the Personnel Committee and up to two additional members invited by the Director to ensure equity if needed.

Procedures (Applies to Personnel and Senior Personnel Committees)

- Applicant dossier materials (curriculum vitae, sample publications, peer reviews, letters of recommendation, SEoL are made available to Committee members through UBC's OneDrive two weeks in advance of scheduled meetings.
- Access to One-Drive is by permission only, viewing is confidential, and access follows a defined timeframe (30 days).
- Committee members meet to discuss strengths and weaknesses of the case based on the dossier materials provided.
- All information, opinions, and discussion are strictly confidential.
- The Chair voices no views and does not vote but ensures that all discussions and decisions are within the established guidelines including management of conflicts of interest.
- Committee members who have been a previous thesis supervisor, or have a family relationship, or a collaborative relationship with the candidate, or any other conflict of interest in the case, must recuse themselves from all discussion of the case.
- Having co-authored or held a grant with the candidate does not necessarily preclude a Personnel member from voting on a file. However, if the Director has a collaborative relationship with the candidate, an Acting Director shall be put in place to be responsible for the entire review process.
- Decisions are made in the form of a motion to recommend or not recommend.
- Voting on motions is anonymous (Yes or no, or abstention).
- For the purpose of communication of the case to the Dean, the vote on the motion is recorded but is kept confidential. Dissenting opinions may be included in communications to the Dean if requested by the dissenter.
- The Chair writes the case letter to the Dean, circulating it to Committee members for comment and approval before final submission to the Dean.