

MODIFIED REAPPOINTMENT PROCESS FOR HEADS OF CLINICAL DEPARTMENTS, FACULTY OF HEALTH SCIENCES

Approved by Senate June 22, 1995

Revised and approved by Senate September 28, 1995

Revised October 25, 1995

Process Discontinued 1997

Process Revised and Reinstated July 2001

The procedure for appointment and reappointment of Clinical Department Heads is set out in a Senate Statement of 1971. For reappointment, where the incumbent's headship is strongly recommended by colleagues, students and others, a short process was approved by Senate in 1995. The latter was abandoned by Faculty in 1997 (see attached). The process set out below is intended to address the concern which arose regarding the short process so that it may again be used, where appropriate, for the reappointment of Clinical Heads.

1. The clinical department head completing a first term will be approached by the Dean to ascertain his or her willingness to be considered for reappointment. The incumbent will be offered the option of proceeding according to the modified short reappointment process (as detailed in 2-5 below) rather than the full Advisory Search Committee process. In exceptional circumstances, or at the incumbent Head's request, or where the Head has served for two consecutive 5-year terms or the equivalent, an Advisory Search Committee will normally be established in accordance with the full review process. Years of service as Acting Head would be taken into account.
2. The Dean shall ask the Head to provide a report setting out the present state and future prospects of the department.
3. The Dean shall write to each faculty member in the department concerned, the chairs of the relevant student bodies – undergraduate, graduate and resident staff – inviting views expressed in writing on the present state and future prospects of the department and the degree of their support for the reappointment of the incumbent Head. The same information will be sought from members of the health-sciences community, in particular the teaching hospitals.
4. The responses received will be reviewed by a group composed of the Dean and Associate Dean (Academic Affairs) acting together with a department Head, who is selected by the Dean, and a member of the relevant department selected by its members. The membership of this group will also include a representative *from each Hospital as appropriate in order to ensure adequate representation of the institutions*. Should this group conclude that an Advisory Search Committee needs to be established, the regular procedure would be followed. The Dean will inform the incumbent of that decision. Should the group conclude that a full search committee is not necessary, the Dean will notify the incumbent and recommend to the Principal his or her reappointment for an additional term. The Dean's recommendation will be made simultaneously to the Principal and the Board Chairs of Hotel Dieu Hospital, Kingston General Hospital, and, where appropriate, Providence Continuing Care Centre/St. Mary's of the Lake Hospital.
5. The Dean reports in any case to the Principal on the present state and future prospects of the department, basing this report on the views of the Head and those expressed in the letters received, complemented by additional information on teaching/education, research/scholarly productivity, staffing, and other dimensions of the department's work.