

**University of Alberta
Department of Medicine**

Academic Evaluation Committee

Terms of Reference

1. AUTHORITY

- a) The Academic Evaluation Committee (AEC) is a standing committee of the Department of Medicine.
- b) The AEC is created by the Chair of the Department of Medicine.
- c) The AEC shall function in accordance with these Terms of Reference.

2. COMPOSITION OF COMMITTEE

Standing Members:

- a) The AEC shall consist of at least twelve (11) members comprised as follows:
 - (i) the Chair, Department of Medicine who shall act as the Committee Chair;
 - (ii) the Associate Chair, Education or designate;
 - (iii) the Associate Chair, Research or designate;
 - (iv) at least six (6) senior faculty members as appointed by the Chair;
 - (v) at least one (1) PhD scientist from the Department of Medicine as appointed by the Chair;
 - (vi) the Assistant Chair, Administration, Department of Medicine or designate;

Ex-Officio:

- a) Others as needed.

3. MANDATE OF THE COMMITTEE

- a) To evaluate faculty members on the Academic Track in regard to their suitability for promotion.
- b) To make recommendations to the Chair, Department of Medicine for decisions in regard to promotion of faculty members on the Academic Track.

- c) To act in an advisory capacity to the Chair, Department of Medicine in regard to suitability for promotion of faculty members on the Academic Track.

4. COMMITTEE REPORTING AND CONTROLS

- a) The Academic Evaluation Committee reports to the Chair, Department of Medicine.
- b) The Academic Evaluation Committee will report to the Chair, Department of Medicine regarding:
 - (i) suitability of faculty members on the Academic Track for promotion;

5. AEC PROCEDURES AND OPERATIONS

Except as herein provided, the AEC will be the master of its own procedure.

- a) The quorum for all AEC meetings will not be less than 80% of the members.
- b) Each application package will be assessed by 2 or more members of the AEC.
 - (i) The primary reviewer will provide a written summary as follows:
 - A description of the scholarly theme, career path, and accomplishments of the applicant.
 - A critique examining strengths, weaknesses and recommended revisions of the application package.
 - (ii) The secondary reviewer(s) will provide a written critique addressing:
 - A critique examining strengths, weaknesses and recommended revisions of the application package.
- c) The AEC will act in an advisory capacity only. Final decisions regarding suitability of candidates to be brought forward to the Faculty Evaluation Committee for promotion is at the sole discretion of the Chair.
- d) All information discussed during AEC meetings is confidential and will only be disclosed to other individuals for the purposes of implementing the recommendations made by AEC.
- e) The AEC will meet as required.