



Clinical Evaluation Committee

Terms of Reference

1. **AUTHORITY**

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

2. **COMPOSITION OF COMMITTEE**

- a) CEC shall ordinarily consist of thirteen (13) members, in addition to ex-officio members, comprised in part, as follows:
 - (i) The Chair of CEC, who shall be a Clinical Faculty member of the Department of Medicine as appointed by the Chair of the Department of Medicine;
 - (ii) the immediate Past Chair of the CFPC/CEC (subject to 2 c),
 - (iii) five (5) clinical faculty - two (2) Clinical Professors and three (3) Associate Clinical Professors - elected by a majority of the clinical faculty within the Department, with any vacancies occurring during the term of their office being filled through the process of a bi-election. Candidates for election should have a minimum rank of Associate Clinical Professor. If there are insufficient candidates to meet this criterion, the five (5) candidates with the highest number of votes will be elected;
 - (iv) two (2) Divisional Directors or designates, appointed by the Chair of the Department of Medicine, with the intention of ensuring a balance of representation from the Divisions within the Department;
 - (v) four (4) standing members who shall be:
 - the Grey Nuns Community Hospital Site Lead or designate;
 - the Misericordia Community Hospital Site Lead or designate;
 - the Royal Alexandra Hospital Site Lead or designate;
 - the Sturgeon Community Hospital Site Lead or designate;
 - (vi) ad-hoc members appointed by the Chair, Department of Medicine, on the recommendation of the Chair of the CEC, for a noted promotion cycle;

- (vii) ex-officio members to include but not limited to the Chair, Department of Medicine, and the Academic Department Manager, Department of Medicine; and
- (viii) other individuals, as required, for advisory and/or auditing purposes and for the management support of the CEC.

- b) Nominations for the elected members of CEC, with the consent of the clinical faculty member being so proposed, may be put forward by any of the clinical faculty or Divisional Directors, to an Elections Officer appointed by the Chair of the CEC. The Elections Officer will present Nominees to the clinical faculty by electronic ballot.
- c) Elected and appointed members of CEC shall serve a maximum of two (2) consecutive three (3) year terms, with the exception of the CEC Chair. The CEC Chair will serve a maximum of two (2) consecutive three (3) year terms, with an additional two (2) years as Past Chair if deemed necessary by the Chair, Department of Medicine.
- d) Standing members may appoint designates, however designates must be available for and participate in all meetings during the noted promotions cycle.

3. MANDATE OF THE COMMITTEE

- a) To evaluate faculty members on the Clinical Track in regard to their suitability for promotion and provide feedback to clinical faculty to strengthen their application package where required.
- b) To make recommendations to the Chair, Department of Medicine, on the promotion of faculty members on the Clinical Track.
- c) To act in an advisory capacity to the Chair, Department of Medicine, on matters relating to the Clinical Faculty within the Department of Medicine.

4. COMMITTEE REPORTING AND CONTROLS

- a) The CEC reports to the Chair, Department of Medicine.

5. COMMITTEE PROCEDURES AND OPERATIONS

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

- a) The quorum for all CEC meetings will not be less than 80% of the elected, appointed and standing members.
- b) Each application for promotion will be assessed by 2 members of the CEC:
 - i. The Primary Reviewer will provide a written summary including:
 - A description of the career path and accomplishments of the applicant.

- An assessment of strengths, weaknesses and recommended revisions of the application materials.
- ii. The Secondary Reviewer will provide a written summary including:
 - An assessment of strengths, weaknesses and recommended revisions of the application materials.
- c) The CEC will act in an advisory capacity only. Final decisions regarding suitability of candidates to be brought forward to the Faculty of Medicine & Dentistry's Clinical Faculty Promotion Committee is at the sole discretion of the Chair, Department of Medicine.
- d) All information discussed during CEC meetings is confidential and will only be disclosed for the purpose of implementing the recommendations made by CEC.

The CEC will meet as required.