

Motion: Moved by Senator Walker, seconded by Senator LaFleche, that Senate approve the process for the Appointment of Heads of Clinical Departments, School of Medicine and Queen's University affiliated Principal Teaching Hospitals (Appendix 1, Schedule "A")

Senate Briefing Note

Clinical Departments are mainly based in hospitals where members are responsible for both clinical and academic deliverables. In this academic health sciences centre (AHSC) it has been the prevailing wisdom and practice for over half a century that the hospitals and University recognize unified Departments across sites with one head, responsible through University authority for academic matters and through Hospital authority for clinical matters.

It is, thus, that the selection, appointment, appraisal and reappointment process for Heads is shared between institutions, as a reflection of the governance realities described above.

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of possible candidates for the position. Further, the Co-Chair s of the Committee will write to members of the affected department asking for their comments on the same matters and suggestions as referred to above.

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II. Term of Office

At one time, department heads were appointed for indefinite terms, at the pleasure of the Board of Trustees, but modern practice, which is now widely accepted in the University, is to make appointments for a specific period. In the Faculty of Arts and Science the normal practice now is to make appointments for five years, though a number have been for three. In each case it has been made clear at the time of appointment that the post is renewable but that the normal selection procedures, including a review of the incumbent's stewardship, would be invoked at the end of each term. In the Faculty of Medicine, 10 years is now the normal term, with provision for re-appointment for further successive periods of five years. The practice in the Faculty of Applied Science is roughly the same as in the Faculty of Arts and Science.

We recommend:

- a. that all appointments be for a special term;
- b. that this term be five years, except that the search committee may recommend a longer (or shorter) term when a strong case is presented;
- c. that the full selection procedures be applied at the end of each term;
- d. that the incumbent be eligible for reappointment;
- e. that the term of office normally commence on July 1.

III. Appointment of Search Committee

At least nine months before the end of the incumbent's term of office, a Search Committee shall be appointed by the Principal after consulting with the dean of the Faculty concerned, and the fact of its appointment, and the names of its Chair and members shall be announced in the Queen's Gazette for the information of
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- d. At the discretion of the Principal, two students of the department concerned, chosen as described below.

The Principal may appoint one or more outside consultants to advise the Committee concerning the state and direction of the department and to suggest the kind of person required as head.

Where faculty members of the department appointed to the Committee, the dean shall write to each member of the academic staff of the department for the submission of names and the appointments shall be made after a review of these lists.

Where students are to be appointed, they shall be chosen from lists submitted by the Departmental Student Council and/or other appropriate representative groups of students of the department.

In cases where the Principal considers appropriate to appoint non-department staff to the Committee, the number of members from other departments shall be increased accordingly.