

Public Health Sciences Appointments Committee: Terms of Reference
May 14, 2024

Purpose

Recommends Status-only, Adjunct, Non-budgetary Cross-appointments and Visiting Professor Appointments to Public Health Sciences (PHS) faculty members who will:

- Teach PHS courses.
- Supervise and/or serve on graduate students' thesis committees.
- Contribute to the effective conduct of professional programs.
- Collaborate with PHS faculty members

Scope

1. The committee reviews new and renewal applications submitted to the Graduate Unit for Status-Only, Adjunct, Non-budgetary Cross-appointments and Visiting Professor Appointments.
2. The committee reviews new applications for appointments for the sole purpose to serve as supervisor or committee member on graduate student thesis committees.
3. The committee does not review appointments for full or part-time paid faculty.
4. Reviews the curriculum vitae and statement of interest from of faculty members considering applying for academic promotion.

Authority and process

Decision making of the committee for appointments:

- Approval of the appointment of the new or renewal application will occur after first being approved by the division/unit head
- Applications approved by the PHS Appointments committee will be submitted to the Dean's office, Dalla Lana School of Public Health for approval.
- The Dean will approve all ranks.
- Decision making of the committee regarding statement of interest for promotion:
- Provides advice only on whether to proceed or not with promotion application and/or areas for improvement.

Membership

- The Associate Dean – PHS sends out a request to faculty members to be part of the PHS Appointments Committee.
- Membership on the PHS Appointments Committee is for 3 years and is renewable for one additional 3 year membership.
- PHS Appointments Committee members consists of at least 5 and no more than 8 faculty members with representation from each Division and all ranks.
- The Associate Dean – PHS will chair the committee.



- Quorum will be met with 4 members.

Meeting Frequency and Organization

- The Appointments Committee will meet every second month starting in October either in person or virtually. For simple cases – for example a renewal of a status professor who is regularly supervising students or teaching – the committee may agree via email.
- The Associate Dean – PHS will create an agenda consisting of outstanding items from previous meeting and new items.

