



Faculty Evaluation Committee

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Office of Accountability:	Dean of Faculty of Medicine and Dentistry
Office of Administrative Responsibility:	Dean
Approver:	Dean's Executive Committee, Faculty Council
Scope:	Terms of Reference

The Dean's Executive Committee must approve any changes to the Terms of Reference.

1. Purpose:

Under the authority of the Faculty of Medicine & Dentistry (FoMD) reporting to the Dean, the Faculty Evaluation Committee reviews and recommends on merit increment and rank advancement of faculty members. The Faculty Evaluation Committee (FEC) exists to apply the Standards of each Faculty and promote uniformity across and within Departments, and consistency in the yearly application of these criteria for promotion and merit.

2. Membership:

Ex Officio (Voting)

Dean of the Faculty of Medicine & Dentistry (chairs the FEC)

Deputy Dean of the Faculty of Medicine & Dentistry (Dean's delegate – will only vote when delegate, all other times will be non-voting).

FoMD Department Chairs:

- Anesthesiology and Pain Medicine
- Biochemistry
- Cell Biology
- Critical Care Medicine
- Dentistry
- Emergency Medicine
- Family Medicine
- Laboratory Medicine and Pathology
- Medical Microbiology and Immunology
- Medical Genetics
- Medicine
- Obstetrics and Gynecology
- Oncology
- Ophthalmology and Visual Sciences
- Pediatrics
- Pharmacology
- Physiology



Psychiatry
Radiology and Diagnostic Imaging
Surgery

One representative from the Presidents Review Committee

One Faculty Service Officer appointed by the Provost whenever an FSO is being heard for continuation of appointment, for promotion and for merit.

One elected tenured representative from the Department for the Faculty member in consideration of tenure or renewal of a probationary period.

Elected (Voting)

Eight (8) elected (voting) faculty members

- Four (4) Clinical
- Four (4) Basic

In order to ensure wide representation, there shall be no more than two (2) elected members from a department.

Ex Officio (Non-Voting)

Vice Dean Faculty Affairs (acts as chair of the FEC in the absence of the Dean)

Deputy Dean (when not Dean's delegate)

Vice Dean Education (as a resource to the FEC)

Vice Dean Research (as a resource to the FEC)

Associate Dean, Faculty Development (as a resource to the FEC)

Edmonton Zone Medical Director, Alberta Health Services (or delegate)

Assistant Dean, Access, Community and Belonging (as a resource to the FEC)

3. Election Procedures

- The election of members to the Faculty Evaluation Committee shall take place through the Faculty election process in the spring of each year.
- Elected members must be full-time tenured members of the Faculty of Medicine & Dentistry and have a contract with the University indicating function under the Board AAS UA/Faculty Agreement.
- The terms of elected members will be three (3) years.
- Elected members will serve one (1) three (3) year term.

4. Meeting Procedures:

- Meetings occur twice yearly: 3rd week of November and 3rd week of January. As needed, the Chair may call extraordinary meetings.
- Quorum is the Chair and 80% of voting members of FEC.
- As the Chair, the Dean only votes in event of a tie.
- Decisions are by simple majority of FEC voting members present.

5. Conflict of Interest Process for FEC

The office of Faculty and Staff Relations developed and published in the FEC Reference Manual (Section 4.08) a process for managing potential Conflict of Interest (Col) for FEC meetings/sessions. The FoMD has adopted this process.

All members of FEC are to identify to the chair of FEC possible significant conflicts of interest at least one week prior to each FEC meeting. The role of the department chair to evaluate and initiate a merit increment is recognized and highly valued. Possible conflicts of interest that



involve the department chair should be identified and managed prior to FEC meetings. Should a conflict of interest be identified and recognized, an alternate member of the department (often a senior member, or associate chair confirmed by the Dean) would assume the department chair's role in the merit recommendation process. The chair of the department should identify the alternate to the FEC coordinator as needed.

In addition, at the beginning of each session, FEC members should be asked to consider whether they have a conflict of interest, or may be perceived to have a conflict, with respect to any of the individuals who are being reviewed at that session.

A conflict, in this situation, may include the following:

- Personal relationship- spouse/partner, close friend, relative;
- Professional association- internal or external to the University;
- Graduate supervisor;
- Past or present inter-personal conflict;
- Co-researcher, co-author, co-editor- past or present.

These conflicts should be self-declared, or alternatively, the FEC member could be challenged by another FEC member or by a staff member who is being reviewed.

Having declared the conflict of interest, the FEC Chair shall determine whether the FEC member needs to refrain from participation in discussions or voting related to the individual staff member under review.

In exceptional cases only (e.g. in the event of a personal relationship), the FEC member may be required to withdraw physically from all participation in the staff member's review.

The Chair of FEC will determine whether the nature of the conflict rises to the level at which the FEC member should step out of the room while that case is discussed. The FEC Coordinator oversees the final list of Conflicts of Interest during FEC meetings to ensure people leave the room when they need to.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Defined Term	
	There are no definitions for this Policy

RELATED LINKS

No Related Links for this Policy