

STATEMENT of POLICY and PROCEDURE

Manual:	Human Resources	SPP No.	HR 2.03
Section:		First Issued:	November 1, 2012
Subject:	Appointment, Review & Progression Policy for Scientific Staff	Effective:	November 1, 2012
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	January 1, 2015
Issued by:	CEO	Approved:	January 26, 2018

1 POLICY

The purpose of this policy is to define the criteria for categories of scientists and to outline the policy and procedures surrounding the process of appointment, review and progression within the Thunder Bay Regional Health Research Institute (TBRHRI). TBRHRI's policy is to provide a scientific appointment system that recruits and maintains a highly qualified scientific group with the spectrum of knowledge, skills and conduct required to meet the objectives of the organization.

2 SCOPE

2.1 Scientist

To be designated a scientist, an individual must:

- Devote at least 40% of time to research;
- Have an academic appointment (eg. Joint LU/TBRHRI Chair, Canada Research Chair, employed as TBRHRI Scientist) at Lakehead University.

2.2 Clinician Scientist

To be designated a Clinician Scientist, an individual must:

- Devote at least 20% of time to research;
- Provide clinical services at the Thunder Bay Regional Health Sciences Center (TBRHSC), including in-patient and out-patient, indirect patient care, clinical administration, clinical teaching and education, and research as outlined by the relevant Department Chief/Medical Director and/or Chief of Staff;
- Have an academic appointment at Lakehead University;
- Have an agreement regarding intellectual property (IP) arising from the collaboration.

2.3 Associate

To be designated an Associate an individual must:

- Hold an academic appointment at Lakehead University, or other recognized academic institution;
- Have an agreement regarding IP arising from the collaboration.

2.3.1 For Associate Scientist:

- Engage in a collaborative research project with a scientist or clinician scientist at TBRHRI.

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2.3.2 For Associate Clinician Scientist and other researchers:

- Devote time to research;
- Provide clinical services at TBRHSC, including in-patient, out-patient, indirect and other patient care, clinical administration, clinical teaching and other education, and/or research as outlined by the relevant Department/Division/Section Chair, Medical Director and/or Chief of Staff.

3 DEFINITION

3.1 Appointment Committee:

- This is an ad hoc committee individually tailored to each field of research;
- The committee is chaired by the Chief Scientist;
- The committee will be struck by the Chief Scientist when a candidate is being considered for initial recruitment;
- For the appointment of a Scientist, the committee will include the Chief Scientist of the TBRHRI, the Vice President Research & Innovation at Lakehead University (LU), one professor in a relevant department at LU and one subject matter expert;
- For the appointment of a Clinician Scientist, the committee will include the Chief Scientist of the TBRHRI, the Chief of the relevant department at TBRHSC, the Associate Dean of Research at NOSM and a subject matter expert;
- The committee will consolidate all the information it receives (CVs, interviews, references) and make a formal recommendation to the CEO.

3.2 Performance Reviews:

- Annual Performance Reviews will be conducted by the direct Supervisor for all levels of designations and reviewed by the Chief Scientist;
- 5-year Reviews will be carried out by an ad hoc Committee chaired by the Chief Scientist.

4 APPOINTMENT

4.1 Scientist and Clinician Scientist Candidate:

- The candidate will give a public presentation to TBRHRI and affiliated research communities and include members of the Appointment Committee. The presentation will highlight the past and current research activities and accomplishments of the candidate and plans for future research. The individual will meet separately with the appointment committee to discuss the

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accomplishments and plans against the individual's science plan and the research institutes strategic plan;

- Candidates may receive a tour of facilities and meet with TBRHRI/TBRHSC/LU/NOSM leaders and/or staff, as deemed appropriate by the Chair of the committee;
- The Appointment Committee will review the information (CV, interviews, letters of recommendations as appropriate) and the consensus decision will be presented by the Chair of the committee to the CEO;
- Upon approval by the CEO, Scientists and Clinician Scientists will receive an initial three-year contract, conditional on the 1st year being satisfactory.

4.2 Associate Scientist and Associate Clinician

- Candidates will provide a copy of their most recent CV, along with their research plan for the upcoming year.
- Appointments will be issued by the Vice President of Research.

5 REVIEW, RENEWAL, PROGRESSION, APPEAL PROCESS

The following process is applicable to Scientists and Clinician Scientists (Associate Scientist positions are ongoing appointments with annual reviews and termination if there has been no demonstrated research productivity – per publications, grants, white paper - for at least 2 consecutive years):

5.1 Annual Review:

- A review will take place annually;
- Human Resources will identify the upcoming review requirements to the Chief Scientist for planning;
- The review will be based on an updated CV (as used by LU) and TBRHRI Annual Report & Review (Appendix A-TBRHRI Scientist Annual Report & Review Form, and Appendix B-TBRHRI Annual Report & Review Ratings for TBRHRI Scientists). Scientists whose primary appointment is at LU, will be required to provide a copy of their Annual Report for LU as well as documentation of their academic performance rating at LU.

5.2 Renewal:

- Renewal will be based on satisfactory annual reviews or successful remediation.



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- Contract renewal, for TBRHRI employees, will be scheduled at year three, year six, and year 10 after initial appointment. After this 10 year period, the cycle will be 5 years;
- Progression through the TBRHRI salary grid (other than cost of living increases), for TBRHRI employees, will be based on at least fully satisfactory performance, as characterized in Appendix B. Where necessary for comparison, average performance will be benchmarked to LU or NOSM criteria;
- Unsatisfactory performance will undergo structured remediation supervised by the Chief Scientist or his/her delegate, and if that is not successful, termination.

5.3 Appeal:

- Appeals can be addressed directly to the CEO.
- Appeals must be in writing.
- The decision of the CEO is final.

Attachments:

- Appendix A - TBRHRI Scientist Annual Report & Review Form
- Appendix B - TBRHRI Annual Report & Review Ratings for TBRHRI Scientists