Senior Fellows Program at the Institute of Health Policy, Management, and Evaluation (IHPME or the “Institute”)

The Need for Senior Fellows at IHPME

As the population ages, a large proportion of our health system leadership (health care executives, senior researchers, and academic physicians) is approaching the third chapter of their careers. This is a point where the insights, experiences and expertise of seasoned health professionals are best leveraged for the future and their ability to contribute to the education of the next generation of health systems leaders: our graduate students in IHPME programs.

Objectives of the Senior Fellows Program at IHPME

The Institute for Health Policy, Management, and Evaluation Senior Fellows Program (the Institute Fellows) \(^1\) will leverage this change and recruit select individuals who have played significant senior roles in the broader health system in Canada to contribute to the Institute.

These individuals have played a significant role, on the provincial, national or international stage, in support of health system innovations and transformation and have helped shape how Canadians think about important health systems issues. Going beyond organizational leadership, these individuals are thought leaders often having taken on scholarly or other activities such as advocacy, teaching, independent or collaborative research, or publications in the form of books, journal articles or editorials.

The IHPME Senior Fellows will:

- Provide Institute Faculty and students the opportunity to benefit from the presence of executive talent with recognized health service and system leadership abilities in areas relevant to the mission and academic programs of the Institute.
- Strengthen the linkages between IHPME and health system policy makers locally, provincially, nationally and internationally.
- Create a national and international footprint and brand presence for IHPME through networking and thought leadership work.\(^2\)
IHPME Support for Senior Fellows

In the main, Senior Fellows will function on a volunteer basis for their activities as a way to “give back” and contribute to the University, to the Institute and to the future of Canada’s health system.

At the discretion of the IHPME Director, the Institute will maintain a small operating budget to support the activities of the Senior Fellows and such funding will be managed by the appointed Chair, Senior Fellows. In addition, the Institute will endeavor to provide Senior Fellows with work or meeting space and general administrative services to support their activities.

Senior Fellows will be listed on the Institute website as Faculty and their activities, either collectively or individually, will be kept up to date and profiled as part of the Institute’s communications activities.

Senior fellows cannot be paid or receive direct personal compensation from the Institute’s operating budget for any of their activities although they may seek or bring personal or grant funding for their activities. Questions or general guidance for funding matters from Senior Fellows should be directed to the Director of the Institute, the Senior Fellows Chair or directly to the Institute’s Business Manager.

Senior fellows may hold other academic appointments with other academic organizations while serving as a Senior Fellow of the Institute.

IHPME Expectations: Contribution of Senior Fellows

The Senior Fellows Program will be based on an Annual Plan for the Program as a whole composed of brief, individual contribution plans from Senior Fellows by November 30 of each year. Senior Fellows will submit their individual Contribution Plan for review and discussion with the IHPME appointed Chair, Senior Fellows. The Chair shall review with each Senior Fellow their annual involvement and contribution. Individual Contribution Plans will form the basis of appointment renewal for IHPME Senior Fellows (see below). The annual execution of the program and individual Senior Fellow contribution plans will be reviewed by the Chair and Director annually.

As part of a contribution plan Senior Fellows may consider responsibilities that may
include, but are not limited to, the following:

- Participate in educational lectures or other forums on topics of interest related to the health system for Faculty, students or the public.
- Participate in educational seminars, topical round tables or debates involving students and faculty on topical issues of interest.
- Participate in collaborative research as competencies permit with students and Faculty, advise on Institute research initiatives.
- Serve as student mentors and interact with graduate students in a variety of formats (roundtables, seminars, executive in residence, health systems meetings and other IHPME mentorship programs) to provide experiential learning as well as coaching, mentorship and career advice to students as it relates to their academic work or careers within the health system.
- Organize or participate in the teaching of a course or educational program as a guest Lecturer or Tutor, at the request of Faculty. Organize and deliver non credited initiatives for students including journal clubs, reading courses or skills development relevant to graduate students within the Institute.
- Author journal articles, publications or other thought leadership products for publication individually or in conjunction with other Institute Faculty and students. Senior Fellows shall acknowledge IHPME and their role as Senior Fellow as a key affiliation in all publications arising from their Senior Fellow’s role with the Institute.
- Lead or participate in Institute Student and Faculty Committees or represent the Institute on other University or health sector Committees as requested by the Director.
- Engage in the Institute’s advisory services (commissioned analysis, projects, evaluation activities) for sector partners or government sponsors as requested by the Director.
- Annually, Senior Fellows will provide input to the Chair to develop an Annual Plan for the IHPME Senior Fellows program at a Senior Fellows meeting and consider their planned participation in activities.

Original – September 17, 2017
Updated – October 3, 2019; January 8th, 2020
Senior Fellows Appointment Process and Term

Each year, the Chair of the IHPME Senior Fellows will bring forward a slate of Senior Fellow candidates, with supporting documentation, for consideration of appointment or appointment renewal as Senior Fellow (Adjunct Professor) no later than the end of May of each year. All appointments will be considered by the Institute’s Appointments and Promotions Committee. The following is required from Senior Fellow candidates to support the Faculty appointments process:

- Full Curriculum Vitae (including significant leadership service and any academic publications)
- Letter of Reference or Recommendation from an IHPME Faculty Member of Chair, Senior Fellows
- Cover letter from applicant (initial appointment only) outlining their expected contributions as Senior Fellow to IHPME students and Faculty
- Contributions Report (reappointments only) summarizing their accomplishments and activities completed during their term.

Term of Appointment

The term of a Senior Fellow will be for three (3) years and may be renewed or terminated by mutual agreement.

Program Review

The Senior Fellows Program as a whole will be reviewed by the Director on a five-year cycle to determine impact and achievement of objectives.

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1 This will allow a naming opportunity to provide support for the program...i.e. the XXXX Institute Fellows Program.
2 White papers, symposia, and networking events that integrate Institute faculty and/or students