

**PROCEDURES FOR THE
APPOINTMENT AND
RE-APPOINTMENT OF
THE ASSOCIATE DEAN
ACADEMIC ADVISING
(FACULTIES OF SCIENCE,
SOCIAL SCIENCES AND
HUMANITIES)**

University Policy No: GV0670
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PURPOSE

- 1.00 The following procedures define the method by which the appointment, or review and re-appointment, of the Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities) will be conducted.

SCOPE

- 2.00 These procedures apply to: the appointment of a new Associate Dean Academic Advising, the review and re-appointment of an incumbent, and to the appointment of an acting Associate Dean Academic Advising. An acting associate dean is not considered an incumbent.

PROCEDURES

Delegation of Appointment Authority

- 3.00 In accordance with Sections 27(2) (f) and (g) of the *University Act*, the Board of Governors shall with the approval of Senate establish procedures for the recommendation and selection of senior academic administrators and shall subsequently appoint these administrators.

- 3.01 The Board of Governors has delegated its authority to make appointments of academic and senior administrators to the President or the appropriate Vice-President. For the purpose of this procedure, the Vice-President Academic and Provost is responsible for approving the appointment of the Associate Dean Academic Advising.

Term and Conditions of Appointment

- 4.00 The Associate Dean Academic Advising will normally be appointed for a term of three to five years.
- 4.01 The Vice-President Academic and Provost, in consultation with the pertinent deans, may elect to appoint the Associate Dean Academic Advising for a shorter term.

4.02 To be considered for appointment, the individual must be a regular faculty member.

Appointment Committee Establishment and Governance

5.00 A reasonable time before the position needs to be filled or prior to the end of the incumbent’s term, an Appointment Committee (hereinafter referred to as “the Committee”) will be convened in accordance with these procedures.

5.01 If necessary, the Vice-President Academic and Provost will appoint an acting Associate Dean Academic Advising in accordance with section 24.00 of these procedures.

Committee Composition

6.00 The university is committed to equity and diversity. When electing members of the Committee, constituencies should encourage diverse representatives from their membership to stand for election including: women, Indigenous peoples, individuals with disabilities, visible minorities, people of all sexual orientations and genders and others who may contribute to the diversification of the Committee.

6.01 The Chair of the Committee shall be jointly determined by the deans of the faculties of Science, Social Sciences and Humanities.

6.02 All members of the Committee for the appointment, or review and re-appointment, of the Associate Dean Academic Advising are voting members unless otherwise noted. The Committee shall be composed as follows:

<u>Position</u>	<u>Number</u>	<u>Composition</u>
Committee Members	(3)	The deans of Science, Social Sciences and Humanities or their designate(s) – one of which shall be the Committee Chair
	(3)	A Chair or Director from each of the faculties of Science, Social Sciences and Humanities to be selected by the Chairs/Directors of each faculty
	(1)	Registrar (or designate)
	(1)	Director, Academic Advising
	(1)	Undergraduate Student selected by the University of Victoria Students’ Society
Total	9	
Secretary		An administrative staff member (non-voting) selected by the Committee Chair

General Committee Responsibilities

7.00 Committee members are expected to attend the Committee’s meetings and participate in interviews. A Committee member who is not able to meet these expectations shall resign from the Committee.

Establishment of Evaluation Criteria

- 8.00 The Committee shall acquaint itself thoroughly with the requirements of the position, and establish criteria by which to evaluate candidates.

Employment Equity

- 9.00 Throughout the appointment process, the Committee should acquaint itself with human rights requirements, university equity and diversity policies, include equity considerations when developing criteria for the position, and take steps to widen the pool of qualified applicants to include designated equity group members and others who may contribute to the further diversification of the university. Position advertisements shall include the current employment equity statement.

- 9.01 The Committee should familiarize itself with best practices for conducting fair and equitable search and selection processes.

Confidentiality, Protection of Privacy and Records Management

- 10.00 The Committee's records and the personal information of the incumbent and candidates shall be managed and protected in accordance with the *Freedom of Information and Protection of Privacy Act*, and the university's Protection of Privacy (GV0235) and Records Management (IM7700) policies and associated procedures.

- 10.01 Documentation containing personal information received by the Committee is confidential and shall be used or disclosed only for the purpose for which the information was collected or a purpose consistent with the original collection purpose. All other uses or disclosures of such information require the consent of the incumbent or candidate.

- 11.00 Deliberations of the Committee are confidential. The Committee shall keep a confidential summary record of its meetings detailing its decisions and actions. Deliberations of the Committee concerning the incumbent or candidates shall not be recorded in the summary record.

- 11.01 Committee members shall not disclose opinions or individual comments voiced at Committee meetings and are expected to respond to questions on the Committee's progress as directed by the Committee Chair.

- 11.02 A Committee member who has breached confidentiality shall be subject to sanction by the Committee Chair, potentially including dismissal from the Committee.

Consultation with Constituencies

- 12.00 Committee members are responsible for exercising their best judgment in the interests of the appointment process and are also expected to seek information from their constituencies and keep their constituencies apprised of the non-confidential aspects of the appointment process.

- 12.01 The Committee Chair will guide Committee members with respect to such consultations.

Search Procedures

- 13.00 If there is an incumbent who wishes to be re-nominated, the Committee will carry out a review of the incumbent's performance in accordance with sections 19.00 – 21.00. Taking into account the review and subsequent discussion, the committee will then decide whether to recommend the incumbent as the recommended candidate, or whether to consider additional candidates.
- 14.00 The deans of Humanities, Science and Social Sciences will solicit applications and nominations as required and by whatever means they deem appropriate.

Candidate Selection

- 15.00 The Committee shall gather relevant information about the candidates and select a short list of candidates.
- 16.00 The Committee may arrange for short-listed candidates to make a brief public presentation followed by a question period, and where necessary and appropriate to meet with students, staff, academic leaders and others.
- 17.00 Candidates shall be advised of the measures to be used for assessment, and the individuals and constituency groups the Committee intends to consult.
- 18.00 The Committee shall reach a decision on a recommended candidate in accordance with section 22.00.

Review and Re-Appointment of the Incumbent

- 19.00 If there is an incumbent who elects to stand for a consecutive term after reviewing the criteria established by the Committee under section 8.00, the Committee will determine through the steps contained in 19.01 – 19.02 whether or not to recommend the incumbent's re-appointment.
- 19.01 The past performance of the incumbent shall be assessed. Material to be examined by the Committee may include but is not limited to:
- a current curriculum vitae;
 - the criteria established by the Committee under section 8.00;
 - the criteria and objectives established for the position at the time of initial appointment;
 - a summary of evaluations conducted by the pertinent deans; and
 - the results of consultations with constituency groups.
- 19.02 The incumbent may be invited by the Committee to provide a written self-assessment including a statement of past and projected leadership in the context of the criteria established for continuation in the position.
- 20.00 The incumbent must be advised of: the measures to be used for assessment; the individuals and constituencies the Committee plans to consult; and the schedule for each stage of the review process.

21.00 Under normal circumstances, a review should not exceed four weeks. During the period of assessment, the Committee must take steps to ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the review process.

Voting and Ratification

22.00 The Committee shall reach a decision on a recommended candidate through a simple majority vote, by secret ballot. The Committee Chair has the right to vote.

22.01 The candidate shall be submitted for ratification by all regular faculty members of the three pertinent faculties, by secret ballot. If the candidate receives at least sixty per cent (60%) of the votes cast, he or she shall be recommended to the Vice-President Academic and Provost for approval for appointment.

Debriefing

23.00 After the Vice-President Academic and Provost has approved the appointment and the candidate has accepted, the pertinent deans may meet with the newly appointed Associate Dean to discuss any issues arising from the appointment process related to the mandate for the upcoming term.

Acting Associate Dean

24.00 When the appointment of an acting Associate Dean Academic Advising is necessary, the pertinent deans shall undertake necessary consultations and make a recommendation for appointment to the Vice-President Academic and Provost. The Vice-President Academic and Provost will appoint an acting associate dean to serve until the new appointee takes office.

24.01 Acting associate dean appointments for periods greater than six months are subject to the search procedures set out above.

AUTHORITIES AND OFFICERS

- i. Approving Authority: Senate and the Board of Governors
- ii. Designated Executive Officer: Vice-President Academic and Provost
- iii. Procedural Authority: Senate and the Board of Governors
- iv. Procedural Officer: Vice-President Academic and Provost

RELEVANT LEGISLATION

University Act

Freedom of Information and Protection of Privacy Act

RELATED POLICIES AND DOCUMENTS

[Protection of Privacy Policy](#) (GV0235) and associated procedures

[Records Management Policy](#) (IM7700) and associated procedures