1. COMPOSITION OF THE SEARCH COMMITTEE

1.1 In a Department or Division which has ten or more graduate students enrolled in its graduate programme, the Search Committee shall be composed as follows:

FOUR faculty members elected from and by the Department or Division;

ONE graduate student enrolled in the graduate programme of the Department or Division elected by and from the graduate students enrolled in the graduate programme of the Department or Division;

ONE undergraduate student selected by the University of Victoria Students Society from among those students registered in the last two years of undergraduate programmes in the Department or Division;

TWO faculty members from other disciplines appointed by the Dean after consultation with the four faculty members elected by the Department or Division;

THE DEAN or Associate Dean of the Faculty as Chair.

The Department or Division may, with the agreement of the Dean, expand the composition of the Committee by the addition of representatives of other groups.

1.2 In a Department or Division which has fewer than ten graduate students enrolled in its graduate programme, the Search Committee shall be composed as follows:

THREE faculty members elected from and by the Department or Division concerned;

ONE undergraduate student selected by the University of Victoria Students Society from among those students registered in the last two years of undergraduate programmes in the Department or Division;
TWO faculty members from other disciplines appointed by the Dean after consultation with the three faculty members elected by the Department or Division.

THE DEAN or Associate Dean of the Faculty as Chair.

The Department or Division may, with the agreement of the Dean, expand the composition of the Committee by the addition of representatives of other groups.

2. PROCEDURES OF THE SEARCH COMMITTEE

2.1 The Committee shall acquaint itself with the nature of the position and establish the criteria on which the candidates shall be judged.

2.2 The Committee shall recommend to the Dean on whether or not the Committee should first seek internal candidates and shall inform the Department or Division of the Dean's decision.

2.3 The Committee shall invite members of the Department or Division to suggest possible candidates and, if it should be decided by the Dean to consider external candidates, the Committee will advertise the position.

2.4 The Committee shall not give any substantive consideration to the suitability of any person for the position unless the Committee shall have received clear evidence that the person has agreed to be considered as a candidate by the Committee.

2.5 The Committee shall gather relevant information about the candidates and shall select and interview the stronger candidates, and arrange for these candidates to meet with members of the Department or Division.

2.6 The Committee shall determine by secret ballot the acceptability of its choice to the regular faculty members of the Department or Division. The minimum number of votes that must be cast in favour of a candidate to be deemed acceptable to the Department or Division shall be suggested by the Committee and shall be approved by the Department or Division prior to the consideration of any candidates by the Committee. Before the ballot the Committee shall make available a copy of the candidate's curriculum vitae to the faculty members of the Department or Division.

2.7 If the Committee's final choice is voted acceptable to the Department, the candidate will be recommended to the President. If the Committee's final choice is not voted acceptable to the Department or Division, then that candidate will not be recommended to the President.