



Department of Curriculum & Instruction **POLICY**

Search Committee Structure

In accordance with the guidelines set out by the University of Victoria Collective Agreement (2015) the C&I Department will follow the following procedures for constituting and conducting search committees:

- a) To ensure that the committee will be a reasonable size, the committee will consist of:
 - Three members elected from the department. If possible, at least 2 members shall be from the subject/disciplinary “are” (i.e., with a record of scholarship and/or teaching in the area). If necessary, the department Chair will conduct an election with all faculty members in the department eligible to vote;
 - One member from outside the department appointed by the department Chair;
 - The department Chair or designate;
- b) To ensure fair voting procedures of the committee, only those committee members who have participated fully in the short-listing, interview and discussion processes can vote in the selection of the successful candidate.
- c) The Chair will remind all committee members that all proceedings of the committee are confidential (Collective Agreement, 2015).