

Date: September 4, 2025

To: Regular Faculty Members from the Faculty of Engineering

From: Carrie Andersen
University Secretary

RE: Call for Nominations – Appointment Committee for Dean of Engineering
Nomination Deadline: Friday, September 12, 2025

The term of the Dean of Engineering, Mina Hoorfar, will end on June 30, 2026.

An appointment committee is being struck in accordance with Appendix B of policy GV0450. The policy may be viewed at [Procedures for the Appointment and Re-Appointment of Deans](#).

This is a call for nominations for one regular faculty member from each department to serve on the appointment committee.

The nomination form is included in the email containing this memo, and can also be found under the voting tab on the Office of the University Secretary website. Those eligible to make nominations, to stand for election, and to vote shall be regular faculty members. If there is more than one (1) nominee from any department an election will be conducted using Simply Voting. Nominees are invited to submit a brief biographical sketch and statement of candidacy (not to exceed 300 words and emailed to usec@uvic.ca). The election will open on 9:00 a.m. Tuesday, September 16 and close at 4:00 p.m. on Monday, September 22. **Completed nomination forms must be received at usec@uvic.ca not later than 4:30 p.m. on Friday, September 12, 2025.**

Committee members must ensure they are able to attend all the committee meetings and are available to participate in interviews. The meeting schedule will include some or all of the following dates. Additional dates may be determined in consultation with the committee.

Appointment Committee Meeting Schedule- Reappointment

Date	Time
Friday, October 3, 2025	9:00am-12:00pm
Wednesday, October 8, 2025	9:00am-12:00pm
Wednesday, November 18, 2025	9:00am-12:00pm
Wednesday, December 3, 2025	9:00am-12:00pm
Wednesday, December 10, 2025 (if needed)	9:00am-11:00am

Appointment Committee Meeting Schedule – Search

Additional dates will be needed should the current Dean not seek re-appointment, requiring a search for a new candidate. If that is the case, the meeting dates below will be required.

Date	Time
Wednesday, January 1, 2026	9:00am-12:00pm
Wednesday, January 28, 2026	9:00am-12:00pm
Wednesday, February 18, 2026	9:00am-12:00pm
Wednesday, March 13, 2026	9:00am-12:00pm
Wednesday, March 30, 2026	9:00am-12:00pm
Monday/Tuesday, April 27 & 28, 2026	All day
Wednesday/Thursday, April 29 & 30, 2026	All day
Monday/Tuesday, May 4 & 5, 2026	All day
Wednesday, May 20, 2026	9:00am-12:00pm

Where possible, alternates will be identified who may be asked to serve when a member needs to resign from the Committee before it begins to formally interview candidates. Alternates cannot be added after this point as each Committee member must be in a position to weigh the merits of each candidate prior to making a recommendation.

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, persons with disabilities, visible minorities, people of all sexual orientations and genders and others who may contribute to the diversification of the Committee.

Composition of the Committee

Number	Composition and Appointment Method
1	Vice-President Academic and Provost (ex officio)
6	Two (2) faculty members from different departments, at least one of whom must be a department chair, selected by and from the department chairs, the directors of the software engineering and biomedical engineering programs, and the associate deans. Four (4) regular faculty members: One regular faculty member from each department. The faculty members are to be elected by regular faculty in their Department in an election conducted by the Office of the University Secretary. Departments are: <ul style="list-style-type: none">• Computer Science• Electrical and Computer Engineering• Mechanical Engineering• Civil Engineering
1	Undergraduate student registered in the BEng or BSEng degree program in the Faculty of Engineering
1	Undergraduate student registered in a BSc degree program in the Faculty of Engineering
1	Graduate student registered in a degree program offered by a department in the Faculty of Engineering
1	Staff representative from the Faculty of Engineering with a continuing appointment. To be elected by and from all CUPE 951/PEA staff with a continuing appointment in the faculty and those CUPE 951/PEA staff working within the Faculty of Engineering, who have a continuing

Number	Composition and Appointment Method
	appointment outside the faculty, for whom at least 50% of their normal duties contribute to teaching, research or administrative duties in the faculty (e.g. co-op, development, student recruitment staff, etc.)
1	A dean from another faculty
1	Professional Engineer
--	An administrative staff member from the Vice-President Academic and Provost's office
13	Total