

**Date:** July 7, 2025

**To:** All Regular Faculty Members in the Faculty of Humanities

**From:** Carrie Andersen  
University Secretary

**RE:** Call for Nominations – Appointment Committee for Dean of Humanities  
**Nomination Deadline: Monday, July 14, 2025 4:30 p.m.**

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1. TERM: The term of the Dean of Humanities, Dr. Annalee Lepp, ends on June 30, 2026.
2. POLICY: 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](#).
3. CALL: This is a call for nominations for one remaining seat to be filled by a faculty member from one of the below departments to serve on the appointment committee. The departments not listed below already have a faculty member on the committee.
  - English
  - French
  - Gender Studies
  - Greek and Roman Studies
  - School of Languages, Linguistics & Cultures
4. FORM: The Nomination Form is attached to the original email. It can also be found under “Voting” on the University Secretary website.
5. SCHEDULE: 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 all of the following dates. 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 “additional meeting dates” highlighted below will be required.

**Appointment Committee Meeting Schedule:**

Date	Time
Monday, September 8, 2025	9:00am – 12:00pm
Monday, September 15, 2025	9:00am – 12:00pm
Monday, November 3, 2025	9:00am – 12:00pm
Wednesday, November 5, 2025	9:00am – 12:00pm
Thursday, November 6, 2025	1:00pm- 2:00pm

**PLEASE NOTE THAT FURTHER MEETING DATES MAY BE REQUIRED AS FOLLOWS:**

If the review is not successful, a full search will be conducted and some or all of the following meeting dates may be required. (An Acting Dean may be required for six months)

Monday, October 20	8:30am-12:00pm	Committee Meeting
Monday, November 3	9:00am-12:00pm	Committee Meeting
Monday, December 1	9:00am-12:00pm	Committee Meeting
Monday, January 5, 2026	9:00am-12:00pm	Committee Meeting
Monday, January 19	9:00am-12:00pm	Committee Meeting
Thursday/Friday, February 19 & 20	All day	Site Visit
Monday/Tuesday, February 23 & 24	All day	Site Visit
Thursday/Friday, February 26 & 27	All day	Site Visit
Thursday, March 12	9:00am-12:00pm	Committee Meeting

6. **ELIGIBILITY:** Those eligible to make nominations, to stand for election, and to vote shall be regular faculty members.
7. **EQUITY & DIVERSITY:** 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.
8. **Composition of the Committee**

Number	Committee Composition	
1	Vice-President Academic and Provost (Ex Officio)	
1	One department Chair	
5	<b>Five (5) regular faculty members, with no more than one (1) from each department, (except the unit from which the chair above was selected).</b>	
	1. English 2. French 3. Gender Studies 4. Germanic and Slavic Studies 5. Greek and Roman Studies	6. Hispanic and Italian Studies 7. History 8. Linguistics 9. Pacific and Asian Studies 10. Philosophy
1	Undergraduate student registered in a degree program in Faculty of Humanities	
1	Graduate student registered in a degree program in Faculty of Humanities	
1	Staff representative from the Faculty of Humanities with a continuing appointment.	
1	A dean from another faculty	
1	A regular faculty member from a designated group (aboriginal peoples, persons with disabilities, persons who because of their race or colour are visible minority in Canada, and women).	
(1)	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	
<b>11-12</b>	<b>Total</b>	



10. ELECTION: If there is more than one nomination 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](mailto:usec@uvic.ca)). The election will open on 9:00 a.m. July 16, 2025 and close July 22, 2025.
11. DUE DATE: Completed Nomination Forms must be received at [usec@uvic.ca](mailto:usec@uvic.ca), **not later than 4:30 p.m. Monday, July 14, 2025.**
12. CONFIRMATION: The Office of the University Secretary will contact nominees to confirm receipt of nomination form. If you do not receive a notification please email [usec@uvic.ca](mailto:usec@uvic.ca) to enquire about the submission.