

OFFICE OF THE UNIVERSITY SECRETARY

To: All Regular CUPE 951 and PEA Staff Members from the Faculty of Fine Arts
with a continuing appointment

From: Carrie Andersen, University Secretary

Date: February 3, 2026

Subject: Appointment Committee for the Dean of Fine Arts

Re: Call for nominations for staff representative

The term of the Acting Dean of Fine Arts, Dr. Allana Lindgren, expires on December 31, 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 two (2) continuing staff members (one each from CUPE 951 and PEA) to serve on the appointment committee. Please see the committee composition table below for eligibility parameters as set out in the [Procedures](#).

The nomination forms have been sent along with this memo, and are also found under "Voting" the University Secretary website.

Committee members must ensure they are able to attend all the committee meetings and are available to participate in interviews. Additional dates may be determined in consultation with the committee.

Appointment Committee Meeting Schedule 2026 (for decanal review):

Date	Time & Place
Monday, March 2	9:00am-12:00pm MWB 220
Monday, March 9	9:00am-12:00pm MWB 220
Thursday, May 7	9:00am-12:00pm MWB 220
Monday, May 11	9:00am-12:00pm MWB 120
Thursday, May 14 (if needed)	8:30am- 9:30 am MWB 120



Appointment Committee Meeting Schedule 2026 (for search)

If the review is not successful, a full search will be conducted and some or all of the following meeting dates may be required.

Date	Time	Purpose
Thursday, April 16	9:00am-12:00pm	Committee Meeting
Thursday, May 7	9:00am-12:00pm	Committee Meeting
Monday, June 1	9:00am-12:00pm	Committee Meeting
Monday, August 31	9:00am-12:00pm	Committee Meeting
Thursday, September 10	9:00am-5:00pm	Committee Meeting
Monday, September 14	9:00am-12:00pm	Committee Meeting
Monday/Tuesday, September 28 & 29	All day	Site Visit
Thursday/Friday, October 1 & 2	All day	Site Visit
Monday/Tuesday, October 5 & 6	All day	Site Visit
Thursday, October 15	9:00am-12:00pm	Committee Meeting

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	Committee Composition	
1	Vice-President Academic and Provost (Ex Officio)	
6	One regular faculty members from each of the five Departments/Schools to be elected by and from regular faculty in each Department/School in an election conducted by the Office of the University Secretary	<ul style="list-style-type: none"> • Art History and Visual Studies • School of Music • Theatre • Visual Arts • Writing
	One chair or director to be selected by the chairs and directors	
1	Undergraduate student registered in a degree program in the faculty	
1	Graduate student registered in a degree program offered by a unit in the faculty	



1	Staff representative from the Faculty of Fine Arts with a continuing appointment. To be elected by and from all CUPE 951 staff with a continuing appointment in the faculty and those CUPE 951 staff working within the Faculty of Fine Arts, who have a continuing 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	Staff representative from the Faculty of Fine Arts with a continuing appointment. To be elected by and from all PEA staff with a continuing appointment in the faculty and those PEA staff working within the Faculty of Fine Arts, who have a continuing 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)	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)
12	Total

If there is more than one (1) nominee per staffing group, 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 at 9:00 a.m. Wednesday, February 12, 2026, and close at 4:00 p.m. on Tuesday, February 18, 2026.

Nomination papers must be received by the Office of the University Secretary, Michael Williams Building, Room A138 or via email to usec@uvic.ca not later than 4:30 p.m. on Wednesday, February 11, 2026.

