MEMO

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: November 17, 2026

Subject: Appointment Committee for the Dean of Fine Arts

Re: Call for nominations for staff representatives

The search for the next Dean of Fine Arts is underway. 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 form has been sent along with this memo, and is 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.

Appointment Committee Meeting Schedule 2027:

Date	Time & Place
Thursday, January 21	9:00 am-2:00 pm MWB 220
Monday, January 25	9:00 am-2:00 pm MWB 120
Thursday, March 18	9:00 am-3:00 pm MWB 220
Monday, March 22	9:00 am-12:00 pm MWB 220
Thursday, April 1	9:00 am- 4:30 pm MWB 220
Monday, April 5 (if needed)	9:00 am-10:30 pm MWB 220
April 26 & 27, April 29 & 30, May 3 & 4	Full Days MWB 220
Thursday, May 13	9:00 am-12:00 pm MWB 120
Friday, May 14 (if needed)	9:00 am-12:00 pm MWB 120

UVic is committed to upholding the values of equity, diversity, inclusion and human rights in our living, learning and work environments. We seek committee members who are eager to actively participate in that shared responsibility. In selecting your representative,

please consider nominating members of historically and systemically marginalized groups.

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	• 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	The Associate Dean, Indigenous from the Faculty of Fine Arts (an individual from a designated equity group)	
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)	
13	**Total**	

If there is more than one (1) nominee from either union, 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 in total and emailed to usec@uvic.ca. The election will open at 9:00 a.m. Friday, November 27, 2026, and close at 4:00 p.m. on Thursday, December 3, 2026.

Nomination forms must be received by the Office of the University Secretary in person or via email to usec@uvic.ca not later than 4:30 p.m. on Wednesday, November 25, 2026.