

Office of the University Secretary  
MWB A138 | PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T250.721.8101 | F 250.721.6223 | [voting@uvic.ca](mailto:voting@uvic.ca) |

**Date:** November 18, 2021

**To:** All Regular Faculty Members

**From:** Carrie Andersen  
University Secretary

**RE:** Call for Nominations – Appointment Committee for Associate Vice-President Research  
**Nomination Deadline: Tuesday, November 30, 2021 4:30 p.m.**

---

1. Rachael Scarth is retiring from her role as Associate Vice-President Research Operations in 2022. The position will be split into two roles: Associate Vice-President Research and a staff Operations position. This search for an Associate Vice-President Research will focus on internal candidates.
2. An appointment committee is being struck in accordance with Appendix B of policy GV0350. The policy may be viewed at [Procedures for the Appointment and Re-appointment Academic Associate Vice-Presidents](#).
3. This is a call for nominations **for four (4) regular faculty members from each of the faculty groupings listed below** to serve on the appointment committee.
4. The nomination form has been sent along with this memo, and is also found under “Voting” on the University Secretary website.
5. 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:

Date	Time
Friday, January 7, 2022	12:30 pm- 3:00pm
Monday, January 17, 2022	10:30 am – 12:00pm
Wednesday, February 23, 2022	9:00 am- 11:00am
Tuesday, March 1, 2022	1:30 pm- 3:30pm
Interviews <ul style="list-style-type: none"><li>• March 9, 2022</li><li>• March 10, 2022</li><li>• March 11, 2022</li></ul>	Hold full days – interview and presentation times TBD
Post interviews committee meeting	TBD
Additional dates may be determined in consultation with the committee	

6. 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.
7. Those eligible to make nominations, to stand for election, and to vote shall be regular faculty members from the Faculty to which they belong.
8. 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.
9. **Composition of the Committee**

Position	Number	Composition and Appointment Method
Chair	(1)	Vice-President Research and Innovation (Ex-Officio)
Committee Members	<b>(4)</b>	<b>A regular faculty member elected by and from each of the following faculty groupings:</b> <ul style="list-style-type: none"> <li>• <b>Fine Arts and Humanities;</b></li> <li>• <b>Law, Business and Education;</b></li> <li>• <b>Science, Engineering and the Division of Medical Sciences; and</b></li> <li>• <b>Social Sciences and Human and Social Development</b></li> </ul>
	(1)	Dean elected by Deans' Council
	(1)	Undergraduate student selected by the University of Victoria Students' Society
	(1)	Graduate student selected by the Graduate Students' Society
	(1)	Faculty member appointed by the President after elections are complete with a view to considerations such as diversity and balance
	(Up to 2)	Senior administrators or staff members appointed by the President in consultation with the Vice-President
<b>Total</b>	9-11	
Secretary	-	An administrative staff member from the Vice-President Research and Innovation's office (non-voting)

10. If there is more than one (1) nominee from any faculty grouping, an election will be conducted using WebVote. 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 9:00a.m. Wednesday, December 1, 2021 and close at 4:00 p.m. on Thursday, December 9, 2021.
11. 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 Tuesday, November 30, 2021.**
12. The Office of the University Secretary will contact nominees to confirm receipt of nomination form.