

**PROCEDURES FOR THE
APPOINTMENT AND
RE-APPOINTMENT OF DEANS**

University Policy No: GV0450

Classification: Governance

Approving Authority: Senate and the Board of Governors

Effective Date: January, 2011

Supersedes: New

Last Editorial Change: September 2015

Mandated Review: January, 2018

PURPOSE

- 1.00 The following procedures define the method by which the appointment, or review and re-appointment, of deans will be conducted.

SCOPE

- 2.00 These procedures apply to: the appointments of new deans, the review and re-appointment of incumbent deans, and to the appointment of acting deans in all faculties. An acting dean is not considered an incumbent.

- 2.01 These procedures also apply to the appointment of the dean of the Division of Continuing Studies with the exception of sections 4.00, 19.00 – 22.00, 29.00, 30.00, and 32.00.

PROCEDURES

Delegation of Appointment Authority

- 3.00 Under Sections 27(2) (f) and (g) of the *University Act*, the Board of Governors shall with the approval of Senate establish procedures for the recommendation and selection of senior academic administrators and shall subsequently appoint these administrators.
- 3.01 The Board of Governors has delegated its authority to make appointments to the President or the appropriate vice-president. For the purposes of this procedure, the appropriate vice-president is the Vice-President Academic and Provost.

Term of Appointment

- 4.00 Deans will normally be appointed for five-year terms with a normal maximum of two terms. Two five-year terms separated by one year of leave are considered consecutive.
- 4.01 The President, in consultation with the Vice-President Academic and Provost, may elect to appoint a dean for a term less than five years.

Notification of Vacancy

- 5.00 A reasonable time prior to the end of the incumbent dean's term, the Vice-President Academic and Provost will notify Senate and the President will inform the Board of Governors of the impending vacancy.

- 5.01 If necessary, the President will appoint an acting dean in accordance with section 34.00 of these procedures to serve until the new appointee takes office.

Appointment Committee Establishment and Governance

- 6.00 A reasonable time prior to the end of the incumbent dean's term, the Vice-President Academic and Provost will ask the University Secretary to convene the Appointment Committee (hereinafter referred to as "the Committee") in accordance with these procedures.

Representation from Equity Groups

- 7.00 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.

Committee Compositions

- 8.00 Committee compositions are determined by each faculty within the parameters established in Appendix A and are approved by the Vice-President Academic and Provost upon authority delegated by the Senate and the Board of Governors. The President is delegated the authority to approve exceptions to established Committee compositions.

8.01 Current Committee compositions for each faculty are set out in Appendix B

8.02 The Vice-President Academic and Provost (or designate) shall chair the Committee.

8.03 The Chair shall appoint an administrative staff member from the Vice-President Academic and Provost's office to serve as Committee secretary.

Alternate Committee Members

- 9.00 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.

General Committee Responsibilities

Committee Member Participation

- 10.00 Committee members are expected to attend the Committee's meetings and must participate in interviews. A Committee member who is not able to meet these expectations shall resign from the Committee and an alternate may be appointed in accordance with section 9.00.

Establishment of Position Criteria

- 11.00 The Committee shall acquaint itself thoroughly with the requirements of the dean position through a review of appropriate university policies and procedures, meetings

with the incumbent and others as required, and shall establish criteria by which to evaluate candidates.

11.01 In the case of the Faculty of Law, in advance of any indication on the part of an incumbent dean to stand for a consecutive term, and as part of its deliberations in establishing criteria by which to evaluate candidates, the Committee shall determine whether to proceed directly to the search procedures under sections 23.00 - 27.00 or to provide an opportunity for the incumbent dean to seek reappointment for a consecutive term in accordance with sections 19.00 - 21.00. The Committee will reach this decision having consulted with relevant constituencies and on the basis of a simple majority vote. The Chair has the right to vote.

Agreement by Candidates

12.00 The Committee shall normally not give substantive consideration to the suitability of any individual for the position unless it has received a clear indication from that individual that he or she is willing to be considered as a candidate.

Employment Equity

13.00 Throughout the appointment process, the Committee should acquaint itself with human rights requirements, university equity and diversity policies, include equity considerations when developing criteria for the position, and take steps to widen the pool of qualified applicants to include designated equity group members and others who may contribute to the further diversification of the university. Position advertisements shall include the current employment equity statement.

13.01 The Committee should familiarize itself with best practices for conducting fair and equitable search and selection processes.

Confidentiality, Protection of Privacy and Records Management

14.00 The personal information of the incumbent and decanal candidates shall be managed and protected in accordance with the *Freedom of Information and Protection of Privacy Act*, and the university's Protection of Privacy (GV0235) and Records Management (IM7700) policies and associated procedures.

14.01 Documentation containing personal information received by the Committee is confidential and shall be used or disclosed only for the purpose for which the information was collected or a purpose consistent with the original collection purpose. All other uses or disclosures of such information require the consent of the incumbent or candidate.

15.00 Deliberations of the Committee are confidential. The Committee shall keep a confidential summary record of its meetings detailing its decisions and actions. Deliberations of the Committee concerning the incumbent or candidates shall not be recorded in the summary record.

16.00 Only the Chair (or designate) is authorized to speak on behalf of the Committee. Committee members shall not disclose opinions or individual comments voiced at Committee meetings and are expected to respond to questions on the Committee's progress as directed by the Chair.

16.01 A Committee member who has breached confidentiality shall be subject to sanction by the Chair potentially including dismissal from the Committee.

17.00 Committee records shall be managed in accordance with the university's Protection of Privacy (GV0235) and Records Management (IM7700) policies and associated procedures.

Consultation with Constituencies

18.00 Committee members are responsible for exercising their best judgment in the interests of the appointment process and their faculty. They are also expected to seek information from their constituencies and keep constituencies apprised of the non-confidential aspects of the appointment process.

18.01 The Chair will guide Committee members with respect to consultations with their constituencies.

Review and Re-Appointment of the Incumbent

19.00 If the incumbent dean elects to stand for a consecutive term after reviewing the criteria established by the Committee under section 11.00, the Committee shall determine through the steps contained in 19.01 – 19.03 whether or not to recommend the reappointment.

19.01 The past performance of the incumbent shall be assessed in the context of the university's and faculty's future directions. Material to be examined by the Committee shall include but is not limited to:

- a current curriculum vitae;
- the criteria established by the Committee under section 11.00;
- the criteria and objectives established for the dean at the time of initial appointment;
- a summary of the evaluations carried out by the Vice-President Academic and Provost; and
- the results of consultations with constituency groups.

19.02 The incumbent shall be invited by the Committee to provide a written self-assessment which includes a statement of past and projected leadership in the context of the criteria established for continuation in the position.

19.03 The Committee will meet with the incumbent and may arrange for the incumbent to make a public presentation. The incumbent may request an opportunity to make a public presentation where the Committee has not arranged one.

- 20.00 The incumbent must be advised of: the measures to be used under section 19.00 for assessment; the individuals and constituencies the Committee plans to consult; and the schedule for each stage of the review process.
- 21.00 Under normal circumstances, a review should take no longer than eight weeks. During the period of assessment, the Committee must take steps to ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the process.

Voting

- 22.00 The Committee shall reach a decision on its recommendation to re-appoint an incumbent through a simple majority vote. The Chair has the right to vote.
- 22.01 If after completing the review process the Committee recommends the incumbent for a further term, the Committee shall proceed with the actions set out in sections 29.00 – 32.00 of these procedures.
- 22.02 If after completing the review process the Committee does not recommend the incumbent for a further term, the Committee shall proceed to the procedures to search for a new dean.

Search Procedures

Determination of Candidate Field

- 23.00 The Chair, in consultation with the Committee, shall determine whether or not to initially seek internal candidates only, and will inform the respective faculty of this decision.
- 23.01 The Vice-President Academic and Provost may elect to engage a search consultant in cases where the position is open to external candidates.

Candidate Selection

- 24.00 The Committee will gather relevant information about the candidates and will select and interview a short list of candidates.

Communication with Candidates

- 25.00 The Committee is responsible for ensuring all candidates are made aware of, and provided with a copy of these procedures.
- 25.01 Candidates shall be advised of the measures to be used for assessment, the individuals and constituency groups the Committee intends to consult and the ratification requirements contained under sections 29.00 and 32.00.

Meetings and Presentations

- 26.00 The Committee shall arrange for short-listed candidates to make a brief public presentation followed by a question period and, where necessary and appropriate, to meet with faculty, staff, students, academic leaders and others.

Academic Appointment Process

- 27.00 In the case of an external candidate, the Chair shall consult the appropriate academic unit through its chair or director before making the proposed academic appointment.

Voting

- 28.00 The Committee shall reach a decision on a recommended candidate through a simple majority vote. The Chair has the right to vote.

Ratification and Appointment

Ratification

- 29.00 The Committee will determine by secret ballot, administered through the Office of the University Secretary, the acceptability of its recommended candidate to the regular faculty members of the relevant faculty.

29.01 To be ratified, the candidate must have a minimum approval rate of 60% of votes cast.

- 30.00 In the event of an unsuccessful ratification ballot, the Committee shall meet to determine an alternate course of action.

Recommendation for Appointment

- 31.00 If the Committee's nominated candidate is ratified by the faculty, the Committee will recommend the candidate to the President for appointment.

31.01 The Committee's recommendation shall be in the form of a report and include recommendations for action and a rationale for the Committee's decision.

Publication of Ratification Results

- 32.00 If the President offers the appointment to the candidate and the candidate accepts, the results of the ratification ballot shall be published.

Debriefing

- 33.00 After the President has approved the appointment and the candidate has accepted the nomination, the Vice-President Academic and Provost may meet with the newly appointed dean as required to discuss any issues arising from the appointment process as they relate to the mandate for the upcoming term.

Appointment of an Acting Dean

- 34.00 When the appointment of an acting dean is necessary, the Vice-President Academic and Provost shall consult members of the faculty and make a recommendation for appointment to the President.

34.01 Acting dean appointments for periods greater than six months are subject to the ratification procedures set out above.

AUTHORITIES AND OFFICERS

- i) Approving Authority: Senate and Board of Governors
- ii) Designated Executive Officer: Vice-President Academic and Provost
- iii) Procedural Authority: Senate and Board of Governors
- iv) Procedural Officer: Vice-President Academic and Provost

LEGISLATION

University Act

Freedom of Information and Protection of Privacy Act

RELATED POLICIES AND DOCUMENTS

[Policy on Deans of Faculties and Divisions](#) (GV0660)

[Procedures for the Appointment and Review of the Head of the Division of Medical Sciences](#) (GV0500)

[Protection of Privacy Policy](#) (GV0235) and associated procedures

[Records Management Policy](#) (IM7700) and associated procedures

APPENDIX A – DECANAL APPOINTMENT COMMITTEE COMPOSITION FRAMEWORK

Procedural Authority: Senate and Board of
Governors

Procedural Officer: Vice-President Academic and
Provost

Effective Date: January, 2011

Supersedes:

Last Editorial Change:

PURPOSE

- 1.00 The purpose of this document is to set out the framework for the establishment of decanal Appointment Committees at the university.

PROCEDURES

- 2.00 Faculties shall establish their individual Appointment Committee compositions in accordance with the parameters contained in section 5.00 of this appendix.
- 2.01 The Division of Continuing Studies shall establish its Appointment Committee in accordance with the parameters contained in section 6.00 of this appendix.
- 3.00 The Vice-President Academic and Provost is responsible for approving Appointment Committee compositions.
- 4.00 In recognition of the unique requirements of different faculties, a faculty may elect to pass supplementary provisions associated with its Appointment Committee composition providing that the Committee composition is in alignment with section 5.00 or, for the Division of Continuing Studies, section 6.00.
- 4.01 Where there are compelling reasons to do so, the President may approve an exception to the Appointment Committee framework set out in sections 5.00 or 6.00 on a case-by-case basis.

5.00 Decanal Appointment Committee Composition Framework

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost (or designate)	Ex Officio
Committee Members	(Minimum of 4 up to a maximum of 6)	Regular faculty members in the faculty. For departmentalized faculties, at least one of the faculty members must be a chair/director.	Each faculty shall specify the election procedures for these positions and whether the election is faculty-wide or at the departmental level. A departmentalized faculty may choose a procedure by which the chair/director is selected rather than elected.
	(1)	Undergraduate student registered in a degree program in the faculty ⁱ	Each faculty shall specify if the student is elected or selected by a recognized student group or groups representative of all undergraduate students in the faculty or whether the student is selected by the UVSS.
	(1)	Graduate student registered in a degree program offered by a unit in the faculty	Each faculty other than Graduate Studies shall specify if the student is elected or selected by a recognized student group or groups representative of all graduate students in the faculty or whether the student is selected by the GSS. For the faculty of Graduate Studies, the student is selected by the GSS.
	(1)	Staff representative from the faculty with a continuing appointment. Staff representatives shall include: <ul style="list-style-type: none"> • all CUPE/PEA staff with continuing appointments in the faculty; and • staff members for whom at least 50% of their normal duties contribute to teaching, research or administrative activities in the faculty including co-op, development, student recruitment staff, etc. 	Each faculty shall specify the election procedures for this position and whether the election is faculty-wide or at the departmental level
	(1)	A dean from another faculty	Selected by Deans' Council

ⁱ The Faculty of Graduate Studies may elect to have a second graduate student in place of an undergraduate student.

Optional Additional Members	(up to 2)	<p>Individuals who can contribute to the appointment process in a manner appropriate to the faculty. Such members may include but are not limited to:</p> <ul style="list-style-type: none"> • an individual from an advisory board or professional body; • an individual from a designated equity group; • a faculty member from a different faculty; • an additional chair/director; • an additional student representative; • a continuing sessional; • an additional staff representative; or • a staff member whose normal duties are closely related to the duties and responsibilities of the dean. 	<p>Each faculty shall specify the procedures by which additional members are selected, elected or appointed.</p> <p>If the additional member is in the same category as a committee member listed above, (e.g., an additional staff member), the procedures should be similar to those for that position.</p>
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's Office (non-voting)	Appointed by the Chair

6.00 Appointment Committee for the Dean of Continuing Studies

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost (or designate)	Ex Officio
Committee Members	(2)	Faculty members	Selected by the Senate Committee on Continuing Studies
	(2)	Deans	Selected by Deans' Council
	(2)	Students	A current or past student of Continuing Studies Programs appointed by the Chair after consultation with the UVSS and GSS
	(4)	Members from the Divisions' professional and clerical groups (1) Executive Council member (1) Program and Service Coordinator (1) CUPE 951 (1) CUPE 4163 (Component II)	Each elected from within their respective group
Optional Additional Member	(Up to 1)	Member external to the University	Appointed by the Chair
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	Appointed by the Chair

APPENDIX B – CURRENT DECANAL APPOINTMENT COMMITTEE COMPOSITIONS

Procedural Authority: Vice-President Academic and Provost

Effective Date: October 2018

Supersedes: September 2017

Procedural Officer: Vice-President Academic and Provost

Last Editorial Change:

Note: Appendix B will be used to record the committee compositions (when they are established) within the parameters set out in Appendix A

PURPOSE

1.00 The purpose of this document is to set out the current composition of appointment committees of each faculty for the appointment or review and re-appointment of deans.

2.00 Appointment Committee for the Dean of the Peter B. Gustavson School of Business

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost (or designate)	<i>ex officio</i>
Committee Members	(6)	Regular faculty members in the school	Six faculty to be elected by and from regular faculty in an election conducted by the Office of the University Secretary
	(1)	Undergraduate student registered in a degree program in the school	Selected by the Commerce Students' Society
	(1)	Graduate student registered in a degree program offered by a unit in the school	Selected by the MBA Student Council from MBA, MGB and PhD students
	(2)	Staff representative from the Peter B. Gustavson School of Business with a continuing appointment. To be elected by and from all CUPE 951/PEA staff with a continuing appointment in the school and those CUPE 951/PEA staff working within the School of Business, who have a continuing appointment outside the school, for whom at least 50% of their normal duties contribute to teaching, research or administrative duties in the school (e.g. co-op, development, student recruitment staff, etc)	Representatives to be elected in an election conducted by the Office of the University Secretary
	(1)	A dean from another faculty	Selected by Deans' Council
	(1)	Board of Advisers member	Selected by the Board of Advisers' Executive Council
TOTAL	13		

Secretary	-	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	Appointed by the Chair
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3.00 Appointment Committee for the Dean of Education

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost	<i>ex officio</i>
Committee Members	(6)	Regular faculty members in the faculty. At least one of the faculty members must be a chair/director.	-One regular faculty member from each of the four 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 -One member-at-large to be elected by the faculty in an election conducted by the Office of the University Secretary -One chair or director to be elected by the faculty in an election conducted by the Office of the University Secretary
	(1)	Undergraduate student registered in a degree program in the faculty	Elected by the Education Students' Association (EdSA)
	(1)	Graduate student registered in a degree program offered by a unit in the faculty	Elected by the Association of Graduate Education Students (AGES)
	(1)	Staff representative from CUPE/PEA, with continuing appointment. To be elected from all CUPE/PEA staff with a continuing appointment in the faculty as well as from those CUPE/PEA staff with a continuing appointment outside the faculty for whom at least 50% of their normal duties contribute to teaching, research or administrative activities in the faculty including co-op, development, student recruitment staff, etc.	Representative to be elected in an election conducted by the Office of the University Secretary.
	(1)	A dean from another faculty	Selected by Deans' Council
TOTAL	11		
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	Appointed by the chair

4.00 **Appointment Committee for the Dean of Engineering**

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost (or designate)	<i>ex officio</i>
Committee Members	(6)	Regular faculty members from the Faculty of Engineering. At least one of the faculty members must be a chair	-Two 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. -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.
	(1)	Undergraduate student registered in a BEng or BSEng degree program in the Faculty of Engineering	Selected from and by the students registered in a BEng or BSEng degree program in the Faculty of Engineering. The selection shall be organized by the Engineering Student Society
	(1)	Undergraduate student registered in a BSc degree program in the Faculty of Engineering	Selected by and from the students registered in a BSc degree program in the Faculty of Engineering. The selection shall be organized by the Computer Science Course Union
	(1)	Graduate student registered in a degree program offered by a department in the Faculty of Engineering	Selected by and from the graduate students registered in the graduate programs offered by departments in the Faculty of Engineering. The selection shall be organized by the Dean's Office
	(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	Representative to be elected in an election conducted by the Office of the University Secretary

		within the Faculty of Engineering, 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	Selected by Deans' Council
	(1)	Professional Engineer	Appointed by the Chair in consultation with Engineers and Geoscientists British Columbia.
TOTAL	13		
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	Appointed by the Chair

5.00 **Appointment Committee for the Dean of Fine Arts**

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost	<i>ex officio</i>
Committee Members	(6)	Regular faculty members in the faculty. At least one of the faculty members must be a chair/director	One regular faculty member 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 One chair or director to be selected by the chairs and director
	(1)	Undergraduate student registered in a degree program in the faculty	Selected by the University of Victoria Students' Society
	(1)	Graduate student registered in a degree program offered by a unit in the faculty	Selected by the Graduate Students' Society from the graduate students registered in the graduate program 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	Representative to be elected in an election conducted by the Office of the University Secretary

		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).	Representative to be elected in an election conducted by the Office of the University Secretary
	(1)	A dean from another faculty	Selected by Deans' Council
TOTAL	12		
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	Appointed by the chair

6.00 **Appointment Committee for the Dean of Graduate Studies**

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost (or designate)	<i>ex officio</i>
Committee Members	(5)	Regular faculty members	One regular faculty member to be elected by and from regular faculty in the following groupings: HUMS & FINE; LAWF, BUSI & EDUC; SOSC; HSDF; SCIE & ENGN. The elections to be conducted by the Office of the University Secretary
	(2)	Graduate students registered in a degree program	Selected by the Graduate Students' Society
	(1)	Staff representative from the Faculty of Graduate Studies 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 Graduate Studies,	Representative to be elected in an election conducted by the Office of the University Secretary

		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	Selected by Deans' Council
	(1)	Director of Graduate Admissions and Records Office	<i>ex officio</i>
TOTAL	11		
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	Appointed by the chair

7:00 **Appointment Committee for the Dean of Human and Social Development**

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	1	Vice-President Academic & Provost	<i>ex officio</i>
Committee members	6	Regular faculty members in the faculty. At least three (3) of the faculty members must be a chair/director.	- Three (3) Chairs/Director to be selected by the Faculty Executive Council - Three (3) regular faculty members to be elected by and from regular faculty in the faculty of Human and Social Development (except the units from which the Chairs/Director above were selected) in an election conducted by the Office of the University Secretary.
	1	Undergraduate student registered in a degree program in the faculty	Selected by the University of Victoria Students' Society
	1	Graduate student registered in a degree program offered by a unit in the faculty	Selected by the Graduate Students' Society
	1	Staff representative from the Faculty of Human and Social Development 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	Representative to be elected in an election conducted by the Office of the University Secretary

		staff working within the Faculty of Human and Social Development, 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	Selected by Deans' Council
TOTAL	11		
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's Office (non-voting))	Appointed by the Chair

8:00 **Appointment Committee for the Dean of Humanities**

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost (or designate)	<i>ex officio</i>
Committee Members	(6)	Regular faculty members in the faculty. At least one of the faculty members must be a chair.	One department Chair to be selected by the Faculty of Humanities Chairs' Council. Five (5) regular faculty members, with no more than one (1) from each department (except the unit from which the chair above was selected), to be elected by and from regular faculty in an election conducted by the Office of the University Secretary.
	(1)	Undergraduate student registered in a degree program in the Faculty of Humanities	Selected by the University of Victoria Student Society
	(1)	Graduate student registered in a degree program offered by a unit in the Faculty of Humanities	Selected by the Graduate Students' Society
	(1)	Staff representative from the Faculty of Humanities with a continuing appointment. To be elected by and from all CUPE 951/PEA staff with a continuing appointment in the faculty	Representative to be elected in an election to be conducted by the Office of the University Secretary.

		and those CUPE 951/PEA staff working within the Faculty of Humanities, 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	Selected by Deans' Council
Optional Additional Member	(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).	Appointed by the Associate Dean's Advisory Group
TOTAL	12		
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	Appointed by the Chair

9:00 **Appointment Committee for the Dean of Law**

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost (or designate)	<i>ex officio</i>
Committee Members	(4)	Regular faculty members in the Faculty of Law	Four regular faculty members to be elected by and from regular law faculty in an election conducted by the Office of the University Secretary
	(1)	Undergraduate student registered in the J.D. degree program in the Faculty of Law	Elected by and from J.D. students in an election conducted by the Law Students' Society
	(1)	Graduate student registered in a degree program offered by the Faculty of Law	Elected by and from graduate law students in an election conducted by the Graduate Assistant in the Faculty of Law
	(1)	Staff representative from the Faculty of Law 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	Representative to be elected in an election conducted by the Office of the University Secretary

		within the Faculty of Law, 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	Selected by Deans' Council
TOTAL	(9)		
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	Appointed by the Chair

10:00 **Appointment Committee for the Dean of Science**

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost (or designate)	<i>ex officio</i>
Committee Members	(6)	Regular faculty members in the faculty. At least one of the faculty members must be a chair.	-One unit chair or director to be elected by the Science Chair's Council. - Five regular faculty members one from each of the units (except the unit from which the chair above was selected) to be elected by and from regular faculty in each unit in an election conducted by the Office of the University Secretary At least one of the committee members who is a regular faculty member in the Faculty of Science either in this category or the "additional members" category must be a woman.
	(1)	Undergraduate student registered in a degree program in the Faculty of Science	Selected by the UVSS
	(1)	Graduate student registered in a degree program offered by a unit in the Faculty of Science	Selected by the GSS
	(1)	Staff representative from the Faculty of Science with a continuing appointment. To be elected by and from all CUPE 951/PEA staff with a continuing appointment in the faculty	Representative to be elected in an election conducted by the Office of the University Secretary

		and those CUPE 951/PEA staff working within the Faculty of Science, 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	Elected by Deans' Council
Optional Additional Member	(1)	Regular Faculty Member	One regular faculty member from the Unit from which the above chair was selected. The faculty member is to be elected by and from regular faculty in that Department in an election conducted by the Office of the University Secretary.
Optional Additional Member	(1)	Associate Dean of Science – unless the incumbent is a candidate for the position of Dean.	<i>Ex officio</i>
TOTAL	13		
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	Appointed by the Chair

11.00 **Appointment Committee for the Dean of Social Sciences**

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)	Vice-President Academic and Provost (or designate)	<i>ex officio</i>
Committee Members	(7)	Regular faculty members in the faculty. At least one of the faculty members must be a chair.	-One chair or director to be selected by the department chairs and directors. - six regular faculty members from each of the remaining six departments to be elected by regular faculty in each department in an election conducted by the Office of the University Secretary
	(1)	Undergraduate student registered in a degree program in the Faculty of Social Sciences	Selected by the University of Victoria Students' Society (UVSS)

	(1)	Graduate student registered in a degree program offered by a unit in the Faculty of Social Sciences	Selected by the Graduate Students' Society (GSS)
	(1)	Staff representative from the Faculty of Social Sciences 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 Social Sciences, 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.)	Representative to be elected in an election conducted by the Office of the University Secretary.
	(1)	A dean from another faculty	Selected by Deans' Council
Optional Additional Members	(1)	Regular faculty members in the faculty	One regular faculty member from the Department from which the chair above was selected. The faculty member is to be elected by regular faculty in that Department in an election conducted by the Office of the University Secretary.
TOTAL	13		
Secretary	—	An administrative staff member from the Vice-President Academic and Provost's Office (non-voting)	Appointed by the Chair