



**PROCEDURES FOR THE  
APPOINTMENT AND REVIEW OF  
THE ASSOCIATE DEAN OF  
HUMANITIES**

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**1. RESPONSIBILITIES OF THE SEARCH COMMITTEE**

**1.1 Equity**

The University of Victoria is committed to employment equity. Faculties are strongly encouraged, where possible, to strike a Search Committee including representation from the four designated groups. During the selection process, the Committee should acquaint itself with human rights requirements, University equity and harassment policies, the Faculty's equity plans, and include equity issues in its consideration of criteria for the position. Postings for the position shall include an employment equity statement encouraging applicants from the four designated groups. The Chair of the Committee is encouraged to consult the Equity Office for advice and support in running a fair and equitable search process.

**1.2 Confidentiality**

Deliberations of the Committee shall be confidential. A person who has breached confidentiality shall be subject to sanction by the Chair up to and including dismissal from the Committee and forfeiture of constituency representation. Members should respond to general questions on the Committee's progress by referencing procedural decisions of the Committee as recorded in the minutes. At no point is it appropriate to reference opinions or individual comments voiced at meetings.

**1.3 FOIPOP**

Documentation received by the Committee during its deliberations is confidential. Personal information is protected by the B.C. Freedom of Information and Protection of Privacy Act.

**1.4 Consultation**

Members of the Committee shall be responsible for seeking information from their constituencies and keeping them advised of the process.

## **2. SIZE AND COMPOSITION OF THE SEARCH COMMITTEE**

The Dean of Humanities shall establish a Search Committee consisting of:

- 5 Regular faculty members elected by the members of the Faculty; each department will be asked to nominate one member to stand for election and that slate of ten members will then be submitted to the Faculty for the final selection of the five members
- 1 Regular faculty member from outside the Faculty of Humanities, elected by the chair and directors of the Faculty of Humanities
- 1 Staff member elected by and from the CUPE and PEA members in the Faculty
- 1 Graduate student in the Faculty of Humanities selected by the Graduate Students' Society
- 1 Undergraduate student registered in a program in the Faculty of Humanities selected by the University of Victoria Students' Society
- $\frac{1}{10}$  Dean of the Faculty of Humanities as Chair

## **3. PROCEDURES FOR THE SEARCH COMMITTEE**

- 3.1 The Committee members will familiarize themselves with the duties of the position and establish the criteria for the position.
- 3.2 The Committee will invite applications and nominations for the position from tenured regular members of the Faculty.
- 3.3 The Committee shall not give any substantive consideration to the suitability of any person for the position unless the Committee shall have received clear evidence that the person has agreed to be considered as a candidate by the Committee.
- 3.4 The Committee will gather relevant information about the applicants, will short-list candidates, interview stronger candidates, and make a recommendation for appointment of a candidate for the position.

## **4. RATIFICATION PROCEDURES**

Regular faculty members in the Faculty of Humanities must vote to ratify the appointment. The candidate recommended by the Committee must be acceptable to 60 per cent of the faculty members voting.

## **5. ACTING ASSOCIATE DEAN**

If required for six months or less, an Acting Associate Dean shall be nominated by the Dean after consultation with the chairs and directors of the Faculty of

Humanities. If the Acting Associate Dean is to serve for more than six months, the procedures shall be those used to appoint an Associate Dean.

**6. LENGTH OF TERM**

The term of appointment will have a maximum length of five years.

**7. INCUMBENCY**

Incumbents who desire to be considered for renewal will be treated like any other potential candidate.

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