



**PROCEDURES FOR THE  
APPOINTMENT OF AN ASSOCIATE  
DEAN OF EDUCATION  
(UNDERGRADUATE)**

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**PREAMBLE**

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. The Board of Governors has delegated its authority to make appointments to the President or the appropriate Vice President. The following procedures define the method by which the appointment, or review and reappointment, of the Associate Dean of Education (Undergraduate) will be carried out.

**1. Introduction**

A reasonable time prior to the end of incumbent's decanal term, or a reasonable time prior to the start of the decanal term in the case of a new position, the Dean will convene a Search Committee. If necessary, the Vice President Academic and Provost will appoint an Acting Associate Dean of Education (Undergraduate) to serve until such time as the new appointee takes office.

An appointment of an Acting Associate Dean of Education (Undergraduate) for a period longer than six months will follow the normal search procedures. An appointment of an Acting Associate Dean of Education (Undergraduate) for a period of six months or less may be recommended by the Vice President Academic and Provost, after appropriate consultation with the current Dean and the Faculty, and after a successful ratification ballot.

**2. Composition, Procedures and Responsibilities of the Search Committee**

2.1 The Search Committee shall be constituted as follows:

- 5 One regular faculty member elected by and from each Department of the Faculty of Education plus two regular faculty members-at-large
- 1 One graduate student in Education selected by the Graduate Students' Society or the Association of Graduate Students in Teacher Education (AGES)

- 1 One undergraduate student in Education selected by the Education Students' Association (EdSA)
- 1 One regular staff member selected jointly by CUPE 951 and the PEA from the Faculty of Education elected by staff members in the Faculty of Education
- 1 The Dean, who will serve as Chair of the Committee

At the time of the election of the regular faculty members to the Committee an alternate for each elected faculty member shall be designated. Should a faculty member of the Committee agree to be considered by the Committee for the position of Associate Dean of Education (Undergraduate), then that member will be replaced automatically by the alternate for that member. If a vacancy occurs on the Committee, during the interview stage, the vacancy shall not be filled.

The alternate for the members-at-large shall be that candidate in the election of the members-at-large who receives the next highest number of votes to the elected members.

The alternate for the faculty member elected from a Department shall be that candidate in the election from the Department who receives the next highest number of votes to the elected member.

In the event that an alternate is needed and that no alternate was determined at the time of the election, then the alternate shall be appointed by the remaining elected faculty members.

- 2.2 The Committee will elect one member to serve as secretary of the Committee.
- 2.3 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 plan, include equity issues in its criteria for the position, and take steps to widen the pool of qualified applicants to include the four designated groups. Posting for the position, both internal and external, shall include an employment equity statement encouraging applications from the four designated groups: women, aboriginal peoples, persons with disabilities and members of visible minorities. The Chair of the Committee is encouraged to consult the Equity Office for advice and support in running a fair and equitable search process.
- 2.4 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.

- 2.5 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.
- 2.6 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.
- 2.7 Members of the Committee shall be responsible for seeking information from their constituencies and keeping them advised of the process.
- 2.8 The Committee shall keep in camera minutes of its decisions and actions. Deliberations of the Committee concerning candidates, including the incumbent, shall not be recorded.
- 2.9 The Committee shall acquaint itself with the requirements of the position of Associate Dean of Education (Undergraduate) through meetings with the incumbent and others as needed, and shall then establish criteria on which the candidates shall be judged.
- 2.10 The Committee shall ensure that all candidates for the position receive a copy of these Procedures, with special attention drawn to the requirement for ratification.
- 2.11 The Committee shall determine if the incumbent wishes a further term; if so, the Committee shall proceed as outlined under section 3 of these Procedures.
- 2.12 If the incumbent (should there be one) does not wish to be considered, or if after completing the review under section 3.1 the Committee decides not to recommend the incumbent for a further term, the Committee shall invite members of the University community to suggest possible candidates and/or shall advertise the position externally.

### **3. Reappointment Procedures of the Committee**

- 3.1 If, after reviewing the criteria established for the position, the incumbent (should there be one) elects to stand for a consecutive term, the Committee shall determine through the following steps whether or not to recommend the reappointment: The past performance of the incumbent shall be assessed in the context of the Faculty of Education's present and future directions. Material to be examined by the Committee shall include: an updated curriculum vitae; the criteria established as part of the search process; the criteria and objectives established for the Associate Dean of Education (Undergraduate) at the time of first appointment; the evaluations carried out by the Dean; and the results of consultation with constituency groups. In addition, the incumbent shall be invited by the Committee to provide a self-assessment context of the criteria established for continuation in the

position.

- 3.2 Under normal circumstances, a review should take four weeks, with six weeks being the maximum. During the period of assessment, the Committee must ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the process.
- 3.3 The incumbent must be advised of: the measures to be used under section 3.1 for assessment; the individuals and constituency groups the Committee plans to consult; and the schedule for each stage of the process.
- 3.4 The Committee shall review all evidence and reach a decision on a recommendation to the Vice President Academic and Provost on reappointment by simple majority vote.
- 3.5 The Committee shall determine by secret ballot administered by the Office of the Dean the acceptability of a reappointment to the regular faculty members of the Faculty. Before the ballot the Committee shall make available a copy of the candidate's curriculum vitae to each Department and School. If the Committee's candidate receives at least sixty percent of the votes cast, the Dean shall present the recommendation to the Vice President Academic and Provost. If the Committee's candidate is not ratified, the Committee shall meet again to determine the appropriate course of action.
- 3.6 The recommendation for reappointment shall be in the form of a report including recommendations for action and a rationale for the Committee's recommendation. If the Vice President Academic and Provost decides to offer the reappointment to the candidate and the candidate accepts, the ratification ballot results shall be published.
- 3.7 When the Vice President Academic and Provost has approved the appointment, and the incumbent has accepted there shall be a meeting between the Dean and the Associate Dean to discuss any issues arising from the reappointment process as they relate to the mandate for the next term.

#### **4. Search Procedures of the Committee**

The Committee shall proceed as follows:

- 4.1 The Committee shall gather relevant information about the candidates and shall then select a short list of candidates. It shall arrange for those candidates to meet for discussion with the Chairs, faculty and staff.
- 4.2 The Committee shall reach a decision on a recommendation to the Vice President Academic and Provost by simple majority vote.
- 4.3 In the case of an external candidate, the Committee shall consult the

Chair of the relevant department about the proposed academic appointment. Both the Faculty Advisory Committee and the Department/School must indicate that they are prepared to approve the appointment and rank.

- 4.4 The Committee shall determine by secret ballot administered through the Office of the Dean the acceptability of its candidate to the regular faculty members of the Faculty. Before the ballot the Committee shall make available a copy of the candidate's curriculum vitae to each Department and School. If the Committee's candidate receives at least sixty percent of the votes cast, the Dean shall present the recommendation of the Committee to the Vice President Academic and Provost. If the candidate is not ratified, the Committee shall meet to determine the appropriate course of action.
- 4.5 The recommendation for the suggested candidate must be in the form of a report including recommendations for action and a rationale for the Committee's choice.

If the Vice President Academic and Provost decides to offer the appointment to a candidate for whom a secret ballot was conducted, the results of the ballot shall be published.

- 4.6 When the Vice President Academic and Provost has approved the appointment, and the successful applicant has accepted, there shall be a meeting between the Dean and the new Associate Dean of Education (Undergraduate) to discuss any issues arising from the appointment process as they relate to the mandate for the next term.
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