

**PROCEDURES FOR THE  
APPOINTMENT OF THE ASSOCIATE  
DEAN (UNDERGRADUATE  
PROGRAMS) OF ENGINEERING**

**University Policy No.:** GV0625  
**Classification:** Governance  
**Approving Authority:** Board of Governors  
**Effective Date:** May/04  
**Supersedes:** May/00  
**Last Editorial Change:** February 2019  
**Mandated Review:**

**1. COMPOSITION AND RESPONSIBILITIES OF THE SELECTION  
COMMITTEE**

- 1.1 In the appointment of an Associate Dean (Undergraduate Programs) of Engineering, a Search Committee shall be established consisting of:
- 8 Two faculty members elected from and by the faculty members holding regular appointments in each Department in the Faculty of Engineering
  - 1 Faculty member external to the Faculty of Engineering selected by the eight Departmental faculty members on the committee
  - 1 Staff member from the Administrative and Academic Professional staff members in the Faculty of Engineering, including the Engineering and Computer Science Cooperative Education Offices, elected from and by those staff members\*
  - 1 Undergraduate student selected by and from the undergraduate students registered in a degree program in the Faculty of Engineering\*
  - 1 Dean of Engineering (Chair)

12

\* The staff member and the undergraduate student on the Committee have an obligation to represent all staff members and undergraduate students within the Faculty, respectively, and to seek their views and to report them to the Committee.

- 1.2 If a vacancy occurs on the Committee at any time up to the interview stage, it will be filled by one of the following methods. If the vacancy occurs in a constituency for which an election was held, the runner-up in the election shall be invited to join the Committee. In the case where there was no runner-up, or the constituency representative was appointed, the Chair of the Committee shall consult with the appropriate

constituency and appointing authority in securing a new appointment to the Committee.

If a vacancy occurs on the Committee during the interview stage, the vacancy shall not be filled.

- 1.3 The University of Victoria is committed to employment equity. During the selection process the Committee should acquaint itself with human rights requirements, University equity and harassment policies, the Faculty's equity plan, and include equity issues in its criteria for the position.

The Chair of the Committee is encouraged to consult the Equity Office for advice and support in running a fair and equitable search process.

- 1.4 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. 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.
- 1.5 Documentation received by the Committee during its deliberations is confidential. Personal information is protected by the B.C. Freedom and Information and Protection of Privacy Act.
- 1.6 Members of the Committee shall be responsible for seeking information from their constituencies and keeping them advised of the process.
- 1.7 All members of the Committee are expected to attend all Committee meetings and public presentations throughout the selection process.
- 1.8 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. The Committee will elect one of its members to serve as Secretary.

## **2. PROCEDURES OF THE SEARCH COMMITTEE**

- 2.1 The Committee shall acquaint itself with the nature of the Associate Deanship and shall then establish criteria on which the candidates will be judged.
- 2.2 The Committee will seek nominations and applications for the position. A nominee or applicant must be a regular tenured faculty member in the Faculty of Engineering. Nominations will be accepted from regular faculty in the Faculty of Engineering.

- 2.3 The Committee shall not give any substantive consideration to the suitability of any person unless the Committee has received clear evidence that the individual has agreed to be a candidate.
- 2.4 The Committee shall gather relevant information about the candidates and shall select and interview the stronger candidates.
- 2.5 The Committee shall determine by secret ballot, administered by the Office of the Dean of Engineering, the acceptability of its choice to the regular members of the Faculty. Before the ballot, the Committee shall make available a copy of the candidate's curriculum vitae and the candidate shall be available for at least two hours of open forum for questioning by the regular members and students of the Faculty. The result of the ballot shall be made public as soon as it is known.
- 2.6 If the Committee's choice receives at least sixty per cent of the faculty votes cast, the candidate shall be recommended for the Associate Deanship.
- 2.7 In the event of an unsuccessful ratification ballot, the Committee shall meet to determine an appropriate course of action.

### **3. RESPONSIBILITIES OF THE ASSOCIATE DEAN (UNDERGRADUATE PROGRAMS) OF THE FACULTY OF ENGINEERING**

Specific duties and responsibilities will be negotiated between the Dean and the Associate Dean. It is anticipated that the Associate Dean will:

- Chair the B.Eng. Programs, Faculty Curriculum and Undergraduate Programs Coordination Committees, and Chair the Software Engineering Program Board.
- Assist with marketing and promotion of courses and programs in the Faculty.
- Oversee the operation of ENGR courses including recommendations of appointment of sessional instructors and teaching assistants.
- Oversee the admission of students to undergraduate programs in the Faculty.
- Oversee the review of undergraduate student standings.
- Oversee undergraduate student advising within the Faculty.
- Recommend to the Dean and Faculty appropriate policy and procedure development.
- Represent the Faculty in articulation with the other Universities and the Colleges in B.C.
- Assume other responsibilities as delegated by the Dean including serving as Acting Dean in the absence of the Dean.

### **4. TERMS AND CONDITIONS OF APPOINTMENT**

- 4.1 The term of the appointment will be for a maximum of five years.

4.2 The usual stipend for Associate Deans applies to this position and appropriate teaching release will be given.

**5. APPOINTMENT OF AN ACTING ASSOCIATE DEAN (UNDERGRADUATE PROGRAMS)**

The preceding appointment procedures shall also apply for the appointment of an Acting Associate Dean (Undergraduate Programs) of Engineering for a period greater than six months.

Appointment of an Acting Associate Dean (Undergraduate Programs) for a period of six months or less shall be made by the Dean of Engineering in consultation with the Faculty. Such appointments shall be subject to the normal ratification ballot.

---