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**PROCEDURES FOR THE
APPOINTMENT AND
REVIEW OF THE ASSOCIATE
DEAN OF FINE ARTS**

PURPOSE

- 1.00 The following procedures define the method by which the appointment, or review and reappointment, of the associate dean of fine arts will be conducted.

PROCEDURES

- 2.00 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.
- 2.01 The board of governors has delegated its authority to make appointments to the president or the appropriate vice-president.

Appointment of an Acting Associate Dean

- 3.00 An appointment of an acting associate dean for a period of six or fewer months may be made by the dean of fine arts (Dean) and vice-president academic and provost after appropriate consultation within the faculty (such as, but not limited to, consultation with Chairs and Directors and, through these individuals, with regular faculty, sessionals and staff).
- 3.01 If the acting associate dean is to serve for a period longer than six months, the procedures shall be those used to appoint an associate dean set out below.

Formation and Composition of the Search Committee

- 4.00 A reasonable time prior to the end of the incumbent's term, the Dean will convene a Search Committee (Committee) consisting of:
- 5 Five faculty members, one elected by and from each Department
 - 1 One undergraduate student in the Faculty selected by the University of Victoria Students' Society (UVSS)
 - 1 One graduate student in the Faculty selected by the Graduate Students' Society (GSS)
 - 1 One representative of the Professional Employees' Association (PEA) in the Faculty
 - 1 The Dean who shall act as chair of the Committee

- 4.01 In no case, shall a faculty member on the Committee be a chair of a department or school.

Responsibilities of the Search Committee

Equity

- 5.00 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: women, aboriginal peoples, persons with disabilities and members of visible minorities. During the selection process, the committee should acquaint itself with Human rights requirements, university equity and harassment policies, the faculty's equity plans, include equity issues in its consideration of criteria for the position, and take steps to widen the pool of qualified applicants to include the four designated groups.
- 5.01 The chair of the Committee is encouraged to consult the Equity and Human Rights Office for advice and support in running a fair and equitable search process.
- 5.02 Postings for the position, both internal and external, shall include an employment equity statement encouraging applications from the four designated groups.

Confidentiality and Protection of Privacy

- 6.00 Deliberations of the Committee shall be confidential. Members are expected to 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.
- 7.00 Documentation received by the Committee during its deliberations is confidential. Personal information is protected in accordance with the *British Columbia Freedom of Information and Protection of Privacy Act*.

Records

- 8.00 The Committee shall keep minutes of its decisions and actions.

Consultation

- 9.00 The Committee members are responsible for seeking information from their constituencies and keeping them advised of the process.

Search Procedures

- 10.00 The Committee members will familiarize themselves with the duties of the position and establish the criteria for the position.
- 11.00 The Committee will determine if the incumbent wishes to seek a further term; if so, the Committee shall proceed as outlined under the review and re-appointment of incumbent section of these procedures.
- 12.00 If the incumbent does not wish to seek reappointment, the Committee will invite applications and nominations for the position from regular members of the faculty.

13.00 The Committee shall not give substantive consideration to the suitability of any person for the position unless the committee has received clear evidence that the individual has agreed to be considered as a candidate by the committee.

14.00 The Committee will gather relevant information about the applicants, will short-list candidates, and interview short-listed candidates.

15.00 The committee shall review all relevant information and reach a decision by secret ballot on a recommendation by simple majority vote.

16.00 The appointment of the recommended candidate shall be ratified and approved in accordance with the ratification and appointment section below.

Review and Reappointment of Incumbent

17.00 If, after reviewing the criteria established for the position, the incumbent elects to stand for a consecutive term, the committee shall determine through the following steps whether or not to recommend the reappointment.

18.00 The past performance of the incumbent shall be assessed in the context of the faculty's 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 at the time of initial appointment;
- evaluations carried out by the Dean; and
- the results of consultation with the departments and school.

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

20.00 Under normal circumstances, a review should take no longer than six weeks. 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.

21.00 The Committee shall review all evidence and reach a decision on a recommendation on reappointment by simple majority vote.

Ratification and Appointment

22.00 Regular Faculty Members in Fine Arts must vote to ratify the appointment of a candidate or reappointment of the incumbent. If the candidate or incumbent recommended by the committee receives 60 per cent of the votes cast, the Dean shall present the recommendation to the vice-president academic and provost in the form of a report including recommendations for action and the rationale for the Committee's recommendation.

23.00 If the vice-president academic and provost decides to offer the appointment to the candidate or incumbent, and the candidate or incumbent accepts, the ratification results shall be published.

24.00 Where the vice-president academic and provost has approved the reappointment of the incumbent, and the incumbent has accepted, there shall be a meeting between the Dean and the reappointed associate dean to discuss any issues arising from the reappointment process as they relate to the mandate for the next term.

Terms and Conditions of Appointment

25.00 The appointment of an associate dean of fine arts will normally be for three years, with a two-year extension upon mutual agreement of the Dean and associate dean.

25.01 The maximum length of continuous service will normally be two terms, each term having a maximum of five years.

26.00 The usual stipend for associate deans applies to this position and appropriate teaching release will be given.

AUTHORITIES AND OFFICERS

27.00 The authorities and officers for these procedures are:

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

LEGISLATION

University Act

Freedom of Information and Protection of Privacy Act