



**PROCEDURES FOR THE
APPOINTMENT OF THE ASSOCIATE
DEAN OF GRADUATE STUDIES**

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1. EQUITY

The University of Victoria is committed to employment equity. The Faculty is strongly encouraged, where possible, to strike a representative Search Committee. During the selection process, the Committee should acquaint itself with human rights requirements, equity and harassment policies, and include equity issues in its consideration of criteria for the position. Postings for the position shall include an employment equity statement encouraging a diversity of applicants. 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. 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.

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*.

4. CONSULTATION

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

5. COMPOSITION, PROCEDURES AND RESPONSIBILITIES OF THE SEARCH COMMITTEE

5.1 The Dean of Graduate Studies shall be advised in the selection of an Associate Dean by a Search Committee. Representation on the Search Committee shall be constituted as follows:

- 9** One regular faculty member of the Faculty of Graduate Studies elected by and from each Faculty with an approved graduate program
- 1** Graduate student selected by the Graduate Students' Society
- 1** One member of the staff elected by and from the staff within the Office of the Dean of Graduate Studies
- 1** The Director of Graduate Admissions and Records
- 1** The Dean of Graduate Studies, who will serve as Chair of the Committee

13 total

5.2 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.

5.3 The Committee will elect one of its members to serve as Secretary of the Committee. 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.

5.4 The Committee shall acquaint itself with the requirements of the position through meetings with the incumbent and others as needed, and shall then establish criteria on which the candidates shall be judged.

5.5 If the appointment of the Dean coincides with that of the Associate Dean, the Committee to Advise on the Selection of the Dean may serve as the Search Committee for the Associate Dean of Graduate Studies. If the role of the Associate Dean is to be assumed by more than one individual, the Search Committee may likewise advise on both reappointments.

5.6 The Committee shall first determine if the incumbent wishes a further term. In the case of an incumbent seeking a second term, a review for reappointment shall be conducted before proceeding to an open search.

6.0 REAPPOINTMENT OF AN INCUMBENT

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 reappointment of the incumbent:

- 6.1 The past performance of the incumbent shall be assessed in the context of the University of Victoria's strategic plans concerning the Faculty of Graduate Studies. 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 position at the time of first appointment; the evaluations carried out by the Dean of Graduate Studies; and the results of consultation with constituency groups. In addition, the incumbent shall be invited by the Committee to provide a self-assessment, which should include a statement of past and projected leadership in the context of the criteria established for continuation in the position.
- 6.2 Normally a Search Committee should be struck at least six months prior to the beginning of the appointment. Under normal circumstances, a review should take no longer than six weeks.
- 6.3 The incumbent must be advised of the measures to be used for assessment, the individuals and constituency groups the Committee plans to consult, and the schedule for each stage of the process.
- 6.4 The Committee shall review all evidence and reach a decision by secret ballot on a recommendation to the Dean of Graduate Studies on reappointment by simple majority vote.
- 6.5 If the committee decides to recommend to the Dean that the incumbent be reappointed, the Committee shall determine by secret ballot, administered by the Office of the University Secretary, the acceptability of a reappointment to the regular faculty members of the Faculty of Graduate Studies. Before the ballot the Committee shall make a copy of the candidate's curriculum vitae available. If the incumbent receives at least sixty percent (60%) of the votes cast, the Dean shall present the recommendation to the Vice-President Academic and Provost. If the incumbent is not ratified, the Committee shall meet again to determine the appropriate course of action.
- 6.6 The recommendation for reappointment shall be in the form of a report including recommendations for action and a rationale for the Committee's recommendation.
- 6.7 If the Vice-President Academic and Provost decides to offer the reappointment to the incumbent and the incumbent accepts, the ratification ballot results shall be published.

- 6.8 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 reappointed Associate Dean to discuss any issues arising from the reappointment process as they relate to the mandate for the next term.

7.0 SEARCH PROCEDURES OF THE COMMITTEE

- 7.1 If the incumbent does not wish to be considered, the Committee will invite applications and nominations for the position from tenured regular members of the Faculty.
- 7.2 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.
- 7.3 The Committee will gather relevant information about the applicants, will short-list candidates, interview stronger candidates, and make a recommendation to the Dean for appointment of a candidate for the position. The recommendation for appointment shall be in the form of a report including recommendations for action and a rationale for the Committee's recommendation.
- 7.4 The Committee shall reach a decision by secret ballot on a recommendation to the Dean of Graduate Studies by simple majority vote.
- 7.5 The Committee shall determine by secret ballot, administered by the Office of the University Secretary, the acceptability of its recommended candidate to the regular faculty members of the Faculty of Graduate Studies. Before the ballot the Committee shall make a copy of the candidate's curriculum vitae available. If the candidate receives at least sixty percent (60%) of the votes cast, the Dean shall present the recommendation to the Vice-President Academic and Provost. If the candidate is not ratified, the Committee shall meet again to determine the appropriate course of action.
- 7.6 If the Vice-President Academic and Provost decides to offer the appointment to the candidate and the candidate accepts, the ratification ballot results shall be published.

8.0 LENGTH OF TERM

Normally an appointment of an Associate Dean of the Faculty of Graduate Studies will be for a period of three years, with the possibility for reappointment for a further term.

9.0 ACTING ASSOCIATE DEAN

Appointments as Acting Associate Dean for twelve months or less may be made by the Dean and the Vice President Academic and Provost after appropriate consultation within the Faculty. Appointments for greater than twelve months will follow the usual search process.
