



**PROCEDURES FOR THE
APPOINTMENT OF THE ASSOCIATE
DEAN OF HUMAN AND SOCIAL
DEVELOPMENT**

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1. COMPOSITION OF THE SELECTION COMMITTEE

In the appointment of an Associate Dean of Human and Social Development, the Dean of Human and Social Development shall establish a Search Committee consisting of:

- one faculty member elected from each of the Schools in the Faculty (i.e., Child and Youth Care, Health Information Science, Nursing, Public Administration, and Social Work)
- one faculty member elected from the HSD level faculty
- a member of the Administrative Professional staff, elected from the staff
- a member of the Office/Technical staff, elected from the staff
- one graduate student in the Faculty
- one undergraduate student in the Faculty
- the Dean of the Faculty of Human and Social Development as Chair

In the event that an alternate faculty member is needed, then the alternate shall be appointed by the remaining faculty members on the Committee.

2. PROCEDURES FOR THE SEARCH COMMITTEE

- 2.1. The quorum shall be at least two-thirds of Committee membership.
- 2.2. During the selection process, the Committee will develop criteria for the position after acquainting itself with the requirements of the position, 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.
- 2.3. In the case of an incumbent seeking a second term, a review for reappointment shall be conducted before proceeding to an open search, internal or external. A positive review will culminate in the normal ratification ballot (see III, Reappointment Procedures of the Committee).
- 2.4. 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, and such appointments are

subject to the normal ratification ballot. Appointments for greater than twelve months will follow the usual search process.

- 2.5. The Committee will invite members of the Faculty to suggest possible candidates.
- 2.6. Postings for the position shall include an employment equity statement encouraging applications from the four designated groups: women, aboriginal peoples, persons with disabilities and members of visible minorities.
- 2.7. 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 person has agreed to be considered as a candidate by the Committee.
- 2.8. Candidates will submit relevant information about themselves, the Committee will gather relevant information about the applicants, will short-list candidates and interview stronger candidates.
- 2.9. Short-listed candidates will meet publicly with interested faculty, staff and students on at least one occasion. Typically, the candidate will give a short presentation followed by a question period.
- 2.10. Deliberations of the Committee shall be confidential. It is the Chair's responsibility to discuss guidelines for confidentiality within the Committee. A person who has breached confidentiality may 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.
- 2.11. 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.
- 2.12. Members of the Committee shall be responsible for seeking information from their constituencies and keeping them advised of the process.
- 2.13. 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.
- 2.14. The Committee shall review all evidence and reach a decision on a recommendation to the Vice-President Academic and Provost through a simple majority vote.
- 2.15. Faculty in Human and Social Development must vote by secret ballot, to be administered by the Dean's Office, to ratify the appointment. The

candidate recommended to the Vice-President Academic and Provost by the Committee must be acceptable to 60% of faculty members voting.

- 2.16 The Vice-President Academic and Provost shall decide whether to appoint the recommended candidate as Associate Dean.

3. REAPPOINTMENT PROCEDURES OF THE COMMITTEE

- 3.1. 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:

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 first appointment; the evaluation carried out by the Dean; and the results of consultation with the Schools. 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.

- 3.2. 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.
- 3.3. The incumbent must be advised of: measures to be used under section III.1 for assessment; the individuals and Schools 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 a simple majority vote.
- 3.5. 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.
- 3.6. 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.

4. TERMS AND CONDITIONS OF APPOINTMENT

- 4.1. The term of the appointment will be for either three or five years.
 - 4.2. Three units of release from teaching will be provided for the position.
 - 4.3. The usual stipend for Associate Deans applies to this position.
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