



**PROCEDURES FOR THE  
APPOINTMENT AND REVIEW OF  
THE ASSOCIATE DEAN OF SOCIAL  
SCIENCES**

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If the Faculty of Social Sciences should wish to have an Associate Dean, the following procedures will apply.

1. Responsibilities of the Search Committee

- 1.1 Equity. 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, and include equity issues in its consideration of criteria for the position. Postings for the position shall include an employment equity statement encouraging applicants from the four designated groups. The Chair of the Committee is encouraged to consult the Equity Office for advice and support in running a fair and equitable search process.
- 1.2 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.
- 1.3 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.
- 1.4 Consultation. Members of the Committee shall be responsible for seeking information from their constituencies and keeping them advised of the process.

2. Size and Composition of the Search Committee

- 2.1 In the appointment of an Associate Dean of Social Sciences, the Dean of Social Sciences shall establish a Search Committee consisting of five regular Faculty members elected by the members of the Faculty (no more than one from any academic unit, at least one woman, and another representative from one of the four designated equity groups); **one staff member elected by and from the CUPE and PEA members in the Faculty**, one graduate student in the Faculty of Social Sciences selected by the GSS; one undergraduate student in the Faculty selected by the UVSS; and the Dean of the Faculty of Social Sciences as Chair.

Representation from the designated equity groups may require moving successively down the list of candidates.

If the required two members from the designated equity groups are not elected, the Faculty Committee on Committees shall make the appointment(s) necessary to fulfill the requirements contained in paragraph 2.1 above.

3. Procedures for the Search Committee

- 3.1 The Committee members will familiarize themselves with the duties of the position and establish the criteria for the position.
- 3.2 The Committee will invite applications and nominations for the position from regular members of the Faculty.
- 3.3 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.
- 3.4 The Committee will gather relevant information about the applicants, will short-list candidates, interview stronger candidates, and make a recommendation for appointment of a candidate for the position.

4. Ratification Procedures.

- 4.1 Regular faculty members in Social Sciences must vote to ratify the appointment. The candidate recommended by the Committee must be acceptable to 60 per cent of the Faculty members voting.

5. Acting Associate Dean

If required for six months or less, an Acting Associate Dean shall be nominated by the Dean after consultation with the Chairs/Director of the Faculty of Social Sciences.

If the Acting Associate Dean is to serve for more than six months, the procedures shall be those used to appoint an Associate Dean.

6. Length of Service

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

7. Incumbency

In the case of an incumbent Associate Dean seeking a second term, a review for reappointment shall be conducted (see Section 3.4) before proceeding to an open internal search. A positive review should culminate in the normal ratification ballot. If the incumbent does not wish to be considered, or if after completing the review described in Section 3.4 the Committee decides not to recommend the incumbent for a second term, the Committee shall seek another internal candidate and inform the Faculty of its decision.

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