



**STATEMENT OF POLICY
REGARDING DEANS OF FACULTIES
AND DIVISIONS**

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Mandated Review:

1. TERM OF APPOINTMENT

The Dean of a Faculty or Division will normally be appointed for a term of five years.

2. ROLE OF THE DEAN

The Dean is the chief executive officer of a Faculty under the *University Act* and of a Division by authority of the Board of Governors. The Dean reports directly to the Vice-President Academic and Provost. The Dean has primary responsibility for the academic leadership of the Faculty or Division, including particularly the encouragement of excellence in teaching and research within the Faculty or Division, and for all administrative decisions within their jurisdiction. The Dean may delegate some of their duties to an Associate or Assistant Dean.

In Faculties or Divisions with Departments or Schools, the Dean will work with the Chairs and Directors in accordance with the Policy on Chairs and Directors to carry out the responsibilities assigned by this Policy. Where the Faculty or Division does not have Departments or Schools, the Dean will create appropriate structures to carry out these responsibilities.

3. QUALIFICATIONS

The qualifications of a Dean will be described in detail by the Appointment and Review Committee of a Faculty or Division appointed pursuant to the relevant search procedure policy approved by the Board of Governors. However, in all cases, Deans should be appointed for their intellectual and administrative abilities, devotion to education and research, judgment and qualities of leadership. The Dean should have the ability to create an environment conducive to the growth of intellectual life, to maintain the confidence and cooperation of the Faculty or Division and to manage effectively and efficiently its administrative affairs.

4. DUTIES AND RESPONSIBILITIES

4.1 To provide academic leadership. This includes the duty to:

- 4.1.1 Act as Chair of the Faculty or Division and, where the Faculty or Division is divided into departments or schools, provide supervision, advice and guidance to Chairs and Directors;
- 4.1.2 Oversee the processes and procedures of reappointment, promotion and tenure in the Faculty or Division to promote fair and consistent practices and make recommendations to the President through the Vice-President Academic and Provost regarding the reappointment, promotion and tenure of members of Faculty;
- 4.1.3 Oversee the implementation and, as necessary, amendment of the Faculty Evaluation Policy to reflect and promote the best interests of the Faculty and the University;
- 4.1.4 Ensure that the Standards of Duties and Responsibilities for an academic unit within the Faculty will enable the academic unit to meet its academic objectives and mandate;
- 4.1.5 Exercise leadership in promoting equity within the Faculty or Division and the University;
- 4.1.6 Apply the standards, policies and procedures of the Faculty or Division, taking into account the advice of Chairs and Directors, to make fair and appropriate recommendations to the Vice-President Academic and Provost regarding salary increases, including awards of merit, and all forms of leave;
- 4.1.7 Oversee the recruitment of Faculty Members in the Faculty or Division to promote excellence in the University and make recommendations to the President through the Vice-President Academic and Provost regarding appointment of new members of Faculty;
- 4.1.8 Lead academic planning and assessment within the Faculty or Division, including the development of curriculum, programs and plans to increase and sustain quality in teaching and research within the Faculty or Division and promote the strategic goals of the University;
- 4.1.9 Coordinate, at the direction of the Vice-President Academic and Provost, the periodic review of the units within the Faculty or Division to measure the success and quality of the various programs of teaching and research and to promote improvement wherever possible;
- 4.1.10 Develop budget and staffing plans that best forward the academic plans of the Faculty or Division; oversee the allocation of all academic resources within the Faculty or Division; and work to develop the necessary resources from internal and external sources;

- 4.1.11 Consult appropriately with Departmental Chairs and with members of the Faculty or Division and the University in formulating policy and reaching decisions in order to maintain an atmosphere of collegiality and cooperation in the University community;
 - 4.1.12 Represent the interests of the Faculty or Division in external relations both with external organizations appropriate to the discipline and with the wider University community, including providing advice, where appropriate, to the President and the Vice-President Academic and sitting (ex officio) as a member of Senate.
 - 4.1.13 In cooperation with the Vice-President Research, identify and as appropriate, pursue opportunities to advance the strategic research goals of the University.
- 4.2 To provide administrative leadership. This includes the duty to:
- 4.2.1 Under the direction of the Vice-President Academic and Provost, take primary responsibility for the financial operation of the Faculty or Division, including the preparation of budgets and the administration and allocation of funds;
 - 4.2.2 Manage faculty and staff within the Faculty or Division in compliance with the provisions of relevant collective agreements and contracts;
 - 4.2.3 Oversee the proper discharge of administrative duties of the Faculty or Division such as the advising of students, approval of student programs, and compliance with University policies and regulations in the Calendar including the regulations and procedures relating to student discipline;
 - 4.2.4 Oversee the appointment, professional development, performance management and recognition of staff and salary administration for such staff under the applicable employment or collective agreements;
 - 4.2.5 In cooperation with appropriate University authorities, manage the space needs of the Faculty or Division and its departments;
 - 4.2.6 In cooperation with the Division of External Relations, participate in programs to encourage giving to the University and the Faculty or Division, and contribute to the development of external relations with government, alumni and appropriate external agencies and organizations;
 - 4.2.7 Oversee appropriate measures to protect the health and safety of faculty, staff and students in their Faculty, including oversight of the assigned Local Safety Committee.
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