

**Procedures for the Appointment of  
Acting Associate Deans Indigenous****University Policy No.:** GV0805**Classification:** Governance**Approving Authority:** Senate and Board of  
Governors**Effective Date:** August 2023**Supersedes:** New**Last Editorial Change:** N/A**Mandated Review:** December 2025

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**Purpose**

- 1.00 The following procedures define how the interim appointment of acting Associate Deans Indigenous will be conducted. Acting appointments will be made to ensure the collective agreement and position description mandated tasks are undertaken while the policy for full search procedures for Associate Deans Indigenous is developed and searches can be conducted.

**Scope**

- 2.00 These procedures apply to the selection and appointment of acting Associate Deans Indigenous.

**Definitions**

- 3.00 For the purposes of these procedures, the following definitions apply:

**“Dean”** means the dean of a Faculty and includes the Dean of the Faculty of Graduate Studies, the Head of the Division of Medical Sciences, and in the case of an Associate Dean shared between Faculties means the Deans of the Relevant Faculties.

**“Faculty”** includes both departmentalized and non-departmentalized Faculties; the Division of Medical Sciences; and the Faculty of Graduate Studies. Where multiple Faculties are involved, Faculty also means “Faculties.”

**“Relevant Faculty”** means all Faculties associated with the appointment and may include groupings of Faculties.

**Procedures**Delegation of Appointment Authority

- 4.00 In accordance with 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.

- 4.01 The Board of Governors has delegated its authority to make appointments to the President or the appropriate vice-president. For the purposes of this procedure, the Vice-President Academic and Provost is responsible for approving appointments of acting Associate Deans Indigenous. The Vice-President Academic and Provost will act in collaboration with the Vice-President Indigenous for all such appointments.
- 5.00 By July 7, 2023 or as soon as practicable thereafter, the Vice-President Academic and Provost and the Vice-President Indigenous will collaborate to determine which Faculties or groupings of Faculties will host the initial set of Associate Deans Indigenous on an interim basis.
- 6.00 By September 1 2023 or as soon as practicable thereafter, the Dean of the Relevant Faculty will consult with the Indigenous faculty members of the Relevant Faculty regarding any additional criteria or mandate for the position beyond the role outlined in the *Position Description: Associate Dean Indigenous* (attached for information) and will provide any proposed additions specific to the Relevant Faculty to the Vice-President Indigenous. Any additional criteria or mandate will be based on the needs of the Faculty.
- 7.00 Once the final position description specific to the Relevant Faculty is approved by the Vice-President Indigenous and Dean of Relevant Faculty, the Dean will circulate the position description within the Relevant Faculty and seek nominations of Indigenous candidates for the role of acting Associate Dean Indigenous. The Dean will contact those who have been nominated to ensure they are willing to be considered as a candidate and will gather their cover letter and updated CV to support their consideration. The Dean will write a summary of the candidate's performance evaluations for the last four years. By October 1, or as soon as practicable thereafter, the Dean will advise the Vice-President Academic and Provost and the Vice-President Indigenous of the names of candidates and provide their cover letter, cv and the Dean's performance summary.
- 8.00 The Vice-President Academic and Provost and the Vice-President Indigenous will collaborate to select candidates for each Faculty or grouping of Faculties. Each candidate's information will be considered in relation to the position description.
- 8.01 In selecting an acting Associate Dean Indigenous, the Vice-President Academic and Provost will consult with the Deans of the group of Faculties sharing the Associate Dean Indigenous.
- 8.02 In selecting an acting Associate Dean Indigenous, the Vice-President Indigenous will form an advisory committee including representatives from Indigenous community and from the Indigenous Strategic Leadership Advisory (ISLA) (who will consult with and represent ISLA), to inform the Vice-President Indigenous.
- 9.00 As determined by the Vice-President Academic and Provost in collaboration with the Vice-President Indigenous, acting Associate Deans Indigenous will be appointed either for one or two years so that the future appointment of these positions can be staggered.

**Authorities and Officers**

10.00 The authorities and officers for this procedure are:

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

**Related Policies and Documents**

- [Position Description template, Associate Dean Indigenous](#)

## Position Description Template: Associate Dean Indigenous

Faculty: \_\_\_\_\_

Reporting to the Dean of \_\_\_\_\_ and working at the direction of the Vice-President Indigenous on strategic initiatives, the Associate Dean Indigenous (ADI) provides academic leadership for Indigenization and decolonization in Research /Scholarly Activity, Teaching and Service and in the operation of the Unit, in alignment with UVic's Strategic Framework, Indigenous Plan and other key university plans. As part of the Faculty's Leadership Team, the ADI works with the Vice-President Indigenous (VPI), the Associate Dean Indigenous Council and the Dean to provide leadership and guidance in the RPT, hiring, salary and other Collective Agreement processes for Indigenous faculty and librarians.

### The mandate for the Associate Dean Indigenous role is to:

1. Work with Leadership team to implement the xʷkʷənəŋ istəl | W̱ÇENEN̓ISTEL | Helping to Move Each Other Forward 2023-2028 Indigenous Plan
2. Provide leadership and advice regarding advancing decolonization and Indigenization practice in the relevant Faculty and ensuring that programs, initiatives, supports, and decisions involving Indigenous peoples consider Indigenous ways of knowing and being and align with the BC DRIPA;
3. Provide leadership and advice regarding all Collective Agreement processes impacting Indigenous faculty and librarians as specified in Appendix M of the Collective Agreement.
4. Provide leadership and advice that will support all leaders to enable and embed decolonized decision-making in our academic structures and processes.

### Key responsibilities:

1. The Associate Dean Indigenous, in consultation with the Vice-President Indigenous, shall work with Members to determine:
  - i. guiding principles to be applied in the assessment and evaluation of Indigenous Members' work, including guidance to support equitable evaluation of diverse methodologies and pedagogies, decolonization and Indigenization, to be included in the Faculty Evaluation Policy.
  - ii. specific criteria related to assessment of Academic Responsibilities specific to Indigenous Members under the Faculty's Unit Standards.
2. The Associate Dean Indigenous shall participate in the VPI's Associate Dean Indigenous Council and provide academic support for the strategic initiatives of the VPI.
3. The Associate Dean Indigenous shall co-chair any appointment committee where an Indigenous candidate is being interviewed and shall provide advice to the committee.
4. The Associate Dean Indigenous shall provide advice and support to the Dean, where the Dean is considering appointment of an Indigenous candidate.
5. Where requested by an Indigenous Member, the Associate Dean Indigenous shall co-chair the Member's reappointment, promotion or tenure/continuing appointment committee and shall provide advice to the committee.

6. The Associate Dean Indigenous shall provide advice and support to the Dean, where the Dean is making a recommendation in the reappointment, promotion or tenure/continuing appointment of an Indigenous candidate.
7. Where requested by an Indigenous Member, the Associate Dean Indigenous shall provide advice and support to the Chair/Salary Evaluation Committee where the evaluation of that Member is being undertaken.
8. The Associate Dean Indigenous shall provide advice and support to the Dean, where the Dean is determining salary adjustments of an Indigenous candidate.
9. Requests for cultural or ceremonial leave under the provisions of the *Special Leave* article will be made to the Chair, who shall forward it to the Associate Dean Indigenous for advice before it is sent to the Dean for their recommendation to the Vice-President Academic (or designate).

### **Qualifications:**

The Associate Dean Indigenous must be Indigenous<sup>1</sup> and must have a regular faculty appointment at the rank of Associate Professor or Associate Teaching Professor or higher.

In accordance with s. 27.00 of the *Appointment and Re-appointment of Associate Deans* (GV - TBD), candidates for Associate Dean must meet all core criteria for the position and be appointed within the relevant Faculty (or within one of the involved Faculties in the case of an Associate Dean shared among Faculties). The candidate must have established and maintained a record of academic achievement that “meets expectations” or “exceeds expectations” based on the Unit Standard in their department/school/Faculty for their rank.

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<sup>1</sup> Based on the principles established by the Office of the Vice-President Indigenous.