

**APPOINTMENT AND REVIEW OF THE
ASSOCIATE DEAN OF HUMANITIES**

University Policy No.: GV0600
Classification: Governance
Approving Authority: Senate and the
Board of Governors
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PURPOSE

- 1.00 The following procedures define the method by which the appointment, or review and reappointment of the Associate Deans (Faculty of Humanities) will be conducted.

SCOPE

- 2.00 These procedures apply to the appointment of a new Associate Dean Academic or Associate Dean Research, the review and reappointment of an incumbent, and to the appointment of an Acting Associate Dean Academic or Associate Dean Research. An Acting Associate Dean is not considered an incumbent.

PROCEDURESDelegation of Appointment Authority

- 3.00 Under 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.
- 3.01 The Board of Governors has delegated its authority to make appointments of academic and senior administrators to the President or the appropriate Vice-President Academic and Provost. For the purpose of this procedure, the Vice-President Academic and Provost is responsible for approving the appointment of Associate Deans in the Faculty of Humanities.

Responsibilities of the Search CommitteeEquity

- 4.00 The University of Victoria is committed to employment equity. Faculties are strongly encouraged, where possible, to strike a Search Committee including representation from equity deserving groups. 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 equity deserving groups. The Chair of the Committee is encouraged to consult the Equity and Human Rights Office for advice and support in running a fair and equitable search process.

Confidentiality

- 5.00 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.

FIPPA

- 6.00 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.

Consultation

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

Size and Composition of the Search Committee

- 8.00 The Dean of Humanities shall establish a Search Committee consisting of:
- (5) Regular faculty members elected by the members of the Faculty; each department will be asked to nominate one member to stand for election and that slate of members will then be submitted to the Faculty for the final selection of the five members
 - (1) Regular faculty member from outside the Faculty of Humanities, elected by the chair and directors of the Faculty of Humanities
 - (1) Staff member elected by and from the CUPE and PEA members in the Faculty
 - (1) Graduate student in the Faculty of Humanities selected by the Graduate Students' Society
 - (1) Undergraduate student registered in a program in the Faculty of Humanities selected by the University of Victoria Students' Society
 - (1) Dean of the Faculty of Humanities as Chair

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- 9.00 The Committee members will familiarize themselves with the duties of the position and establish the criteria for the position.
- 10.00 The Committee shall determine if the incumbent wishes to seek a further term; if so, the Committee shall proceed as outlined under the review and re-appointment of incumbent section of these procedures.
- 11.00 If the incumbent does not wish to seek reappointment, the Committee shall invite applications and nominations for the position from tenured regular members of the Faculty.

- 12.00 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.
- 13.00 The Committee shall gather relevant information about the applicants, shall short-list candidates, interview shortlisted candidates, and make a recommendation for appointment of a candidate for the position.
- 14.00 The Committee will review all relevant information and reach a decision by secret ballot on a recommendation by simple majority vote.

Review and Reappointment of Incumbent

- 15.00 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.
- 16.00 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:
- a) an updated curriculum vitae;
 - b) the criteria established as part of the search process;
 - c) the criteria and objectives established for the Associate Dean at the time of initial appointment; and
 - d) the results of consultation with the departments.
- 17.00 The incumbent shall be invited by the Committee to provide a self-assessment which shall include a statement of past and projected leadership in the context of the criteria established for continuation in the position.
- 18.00 The incumbent shall make a presentation to the members of the Faculty.
- 19.00 The Committee shall interview the candidate.
- 20.00 The Committee shall review all evidence and reach a decision on a recommendation on reappointment by simple majority vote.

Ratification Procedures

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

Acting Associate Dean

- 22.00 If required for six months or less, an Acting Associate Dean shall be nominated by the Dean after consultation with the chairs and directors of the Faculty of Humanities. If the Acting Associate Dean is to serve for more than six months, the procedures shall be those used to appoint an Associate Dean.

Length of Term

- 23.00 The term of appointment will have a maximum length of five years.

AUTHORITIES AND OFFICERS

The authorities and officers for this policy are:

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

RELATED POLICIES AND DOCUMENTS

[Appointment and Re-Appointment of the Associate Dean Academic Advising \(Faculties of Science, Social Sciences and Humanities\) \(GV0670\)](#)