

**Letter of Understanding: 2022-2025
Acting Chair when Term Chair has Ended**

Between

The University of Victoria

And

The University of Victoria Faculty Association

Re: Acting Chair when Appointment when sitting Chair is asked to serve for up to six months

Whereas the Collective Agreement, under Article 54, section 54.33, includes a provision for the Dean to designate a Faculty Member to act as Chair for more than six months but does not account for appointments of six months or less in the case of a vacancy and whereas the parties wish on the terms below to identify the process under this circumstance;

The parties hereby agree:

1. Section 54.33 will be amended as follows:
If the appointment of an Acting Chair is to fill a vacant Chair position, the Dean will consult, with the members of the Department and will recommend a Tenured Faculty Member with qualifications as per s. 54.7 – s. 54.10. If the appointment is for more than six months, the recommended candidate must be ratified in accordance with s. 54.5.1 before the appointment is approved by the Dean and Vice-President Academic and Provost under s. 54.6.
2. Deans are encouraged to use confidential electronic survey tools to conduct the consultations, and to consult with staff members as well as faculty members.
3. For clarity, ratification is not required if a current sitting Chair's term has ended and they are being asked to serve in an acting capacity for an additional term of six months or less.

SIGNED this __24__ day of __November__ 2023



Dr. Lynne Marks
President
University of Victoria Faculty Association



Pamela Richards
Director
Faculty Relations and Academic Administration
University of Victoria