

Approval Date: February 6, 2012

Most Recent Editorial Date: November 20, 2017

Parent Policy: [Recruitment Policy](#)

Department Chairs Selection Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	General Faculties Council Executive Committee
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

With respect to the procedures for the selection of Department Chairs, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.

These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Department Chairs.

Purpose

To detail the procedures for the selection of Department Chairs.

PROCEDURE

1. GENERAL

a. Where a Faculty is divided into Departments, for each Department there shall be appointed a Department Chair whose roles and responsibilities are outlined in the *Department Chair Selection Procedure (Appendix A) Chair's Roles and Responsibilities*.

b. For Department Chairs, selection procedures (rather than review procedures) will be used in all cases unless a Faculty Council has adopted regulations that review or other procedures be used in that Faculty and such regulations have been approved by GFC. Notwithstanding the two basic procedures - selection and review - a certain amount of flexibility may also be permitted. For example, a Faculty may propose using selection procedures in some cases and review in others. Some Faculty Councils have adopted an alternate procedure, approved by GFC, whereby Department Chairs are appointed for an initial term with consideration of renewal by review for one additional term before search and selection procedures are invoked. This is the case in the following Faculties:

i. Faculty of Agricultural, Life and Environmental Sciences

ii. Faculty of Arts

iii. Faculty of Education

iv. Faculty of Medicine and Dentistry

v. Faculty of Rehabilitation Medicine

- c. The letter of appointment must specify whether reappointment is to be by selection or review.
- d. The conditions of employment and criteria for future evaluation of the person selected must be specified fully at the time of the appointment if these differ from statutory duties or standard expectations. Acceptance of an appointment is taken as indicating full acceptance of the procedures and criteria to be used at the end of the term. The letter of appointment is binding on both the Board and the person being appointed.
- e. The term of office for a Department Chair will not exceed five (5) years.
- f. The process of selection or review at the end of a term is initiated by the Dean of the Faculty concerned. The process must be initiated at least six (6) months prior to the end of the incumbent's term.

2. THE SELECTION COMMITTEE

a. General Composition of Selection Committees

The selection committee will normally consist of the following voting members:

- i. Dean of the Faculty concerned, or designee, Chair.
- ii. Dean of the Faculty of Graduate Studies and Research, or designee.
- iii. Provost and Vice-President (Academic), or designee.
- iv. Three (3) **faculty members** from the Department concerned, elected by the faculty members of the Department.

No faculty member of the Department in question should be excluded from voting in this election. In practice among the departmental electorate there will be both declared and undeclared candidates for the Chair's position at the time of the election. Declared candidates may not be elected as departmental representatives; however, these faculty members should be included in the electorate. The actual election could be conducted by one of the following methods:

- The Dean of the Faculty or designee chairs a special departmental meeting.
- The Dean arranges for a secret ballot.
- The Dean approves election procedures proposed by the Department.

Faculty members cannot serve as representatives on selection and review committees for Department Chairs if they are on leave during the time the committee will meet.

The Provost and Vice-President (Academic) may approve exceptions to this regulation and may consult with the GFC Executive.

- v. One (1) faculty member, normally not a member of the Faculty of which the Department concerned is a part, selected from a panel which will consist of fifteen (15) members from **Categories A1.1, A1.6, or their counterparts in A1.5 and A1.7**, who shall be elected by GFC. Membership on the panel shall be for three years staggered. (The first such panel under this clause shall consist of five members with a one-year term, five members with a two-year term, and five members with a three-year term.)

The Chair of a Selection Committee shall notify the Office of the Provost and Vice-President (Academic) when a Selection Committee is being formed and the Office of the Provost and Vice-President (Academic) shall then notify the Chair of the Selection Committee which member of the panel will be serving on the Selection Committee.

The Office of the Provost and Vice-President (Academic) will designate the member of the panel for a particular Selection Committee after consultation with the Chair of the GFC Nominating Committee.

Determination of the staff member to serve on a particular Selection Committee shall be by rotation with the proviso that a member who has a conflict of interest may decline to serve on a particular committee.

If a Selection Committee has not completed its activities when the term of a GFC-elected representative on the panel finishes, they shall continue to be the GFC representative on that Committee even though they are no longer a member of the panel.

vi. One (1) full-time member of the support staff (Category S1.0 and S2.0) from the Department concerned, elected by the full-time support staff (Category S1.0 and S2.0) in that Department. The Dean's Office shall be responsible for directing the election of any support staff member serving on the selection committee.

vii. All Departments that enroll undergraduate students must include one undergraduate student on their Department Chair Selection Committees, as selected by the appropriate Department Student Association using whatever method the Association deems suitable. If the Department Student Association does not exist, then the appropriate Faculty Student Association will be responsible for selecting the undergraduate student from the Department.

Once selected, the name and contact information of the student representative must be forwarded by the appropriate Department or Faculty Student Association to the Department Office, and the Students' Union.

If the Department Student Association (or the student Faculty Association) is unable to find an undergraduate student, the Students' Union will be responsible for the selection of the undergraduate representative from the Department.

viii. All Departments that enroll graduate students must include a graduate student on their Department Chair Selection Committee, as selected by the Department Graduate Student Association by whatever means the Association deems suitable. Once a student is selected, the name and contact information of that student must be forwarded to the Department Office and Graduate Students' Association. If the Department Graduate Student Association is unable to find a graduate student, or if there is no Department Graduate Student Association, then the Graduate Students' Association will be responsible for the selection of the graduate student representative from the Department. If the Department enrolls fewer than ten (10) graduate students, the department may request permission to waive graduate student representation from the Provost and Vice-President (Academic).

b. Special Cases for General Composition of Selection Committee

i. Faculty of Medicine and Dentistry

One (1) person as representative of the University Hospital shall be added to the selection committees of Chairs of Clinical Departments.

ii. Faculty of Engineering

Only selection committees are formed at the end of an incumbent's term.

The term of a Department Chair shall be five years and at the end of that term the office is considered to be vacant.

There shall be the addition of one (1) faculty member elected by Engineering Faculty Council from another Department within the Faculty.

There shall be one (1) undergraduate student member, chosen by and from the undergraduate students of the Department concerned, and one (1) graduate student member, chosen by and from the graduate students of the Department concerned.

The Provost and Vice-President (Academic) shall not be a member.

iii. Department of Psychology (Faculty of Arts)

Both the Dean of Arts and the Dean of Science shall serve on the Selection Committee for the Chair of the Department of Psychology, with the Dean of Arts in the Chair.

iv. Small Departments

For Departments with fewer than six (6) faculty members, two (2) of the three (3) committee members referred to in 2(a)(iv) (above) will be replaced by two (2) faculty members elected by the faculty members elected by the Faculty Council concerned.

For Departments with six (6) to ten (10) faculty members, inclusive, one (1) of the three (3) committee members referred to in 2(a)(iv) (above) will be replaced by one (1) faculty member elected by the Faculty Council concerned.

v. Department of Biomedical Engineering

The Provost and Vice-Provost (Academic) shall be a member.

The Committee shall contain the Dean of the Faculty of Medicine and Dentistry and the Dean of the Faculty of Engineering or their designees.

The Committee shall be chaired by the Dean or designee of one Faculty decided by mutual agreement between the Deans of the Faculties, or in the event of no agreement, by the Provost and Vice-President (Academic) or designee.

The selection of faculty members from the Department must be such that at least one Full-time Member shall be from the Faculty of Medicine and Dentistry and one from the Faculty of Engineering or, if this is not possible, from Part-time or Cross Members.

c. Changes in Committee Composition

In the event that the majority of the statutory members of a selection committee, or the Dean, is of the opinion that divisions within the Department are such that the normal composition of the committee is inappropriate, the statutory members, or the Dean, shall recommend to the Provost and Vice-President (Academic) that a committee with a different composition be established. The Provost and Vice-President (Academic) is authorized to establish a revised composition of the committee, bearing in mind the principles underlying the normal composition.

d. Quorum

No more than one (1) member of a selection committee for Department Chair can be absent from any meeting at which a final decision is made.

3. SELECTION PROCEDURES

a. General Selection Procedures

A selection committee is charged with the task of obtaining the best person available for the position. In order to do so, it may have to play an active, rather than a passive, role in the process.

i. The selection committee shall invite suggestions concerning possible candidates from the members of the academic unit concerned.

ii. In addition to accepting applications from qualified candidates, a selection committee may, if it sees fit, solicit applications.

- iii. All vacancies must be advertised within the University. If a vacancy could, potentially, be filled by an appointee from outside the University, then the vacancy must be advertised in accordance with the Advertising of Faculty Vacancies Procedure.
- iv. In the case of the appointment of a Department Chair from outside the University, the selection committee established for the administrative position of Department Chair shall serve as both the selection committee in relation to the administrative appointment and the advisory selection committee in relation to the academic staff appointment. The appointment of a Department Chair from outside the University will be done in accordance with the Appointment of Faculty Procedure.
- v. Where a selection committee requires additional information concerning the duties, responsibilities, authorities, etc. of the Department Chair position in question, it is urged to obtain such information from the incumbent and/or other source in the Faculty or Department.
- vi. If the incumbent is a candidate, past performance must be considered by the selection committee.
- vii. When the selection committee has made its decision, the Dean of the Faculty has the authority to accept or reject the committee's recommendation. If the Dean accepts the recommendation, the Dean offers the appointment to the candidate and, following the candidate's acceptance, advises the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) formally advises the candidate on behalf of the University.
- viii. If the Dean of the Faculty doesn't accept the committee's recommendation, the Dean will explain their reasons to the committee and the committee will then discuss whether another candidate should go forward, or whether to terminate the search and begin again.
- ix. The Provost and Vice-President (Academic) will provide the Board with an annual report of Chair appointments.

b. Special Cases for Selection Procedures

i. Engineering Chairs

The selection committee shall recommend one (1) candidate as the proposed Chair.

The full-time academic staff of the Department concerned shall, by a simple majority vote, indicate acceptance or rejection of the committee's recommendation. The ballot paper shall read:

I accept the selection committee's recommendation for Chair.

I reject the selection committee's recommendation for Chair.

In the event of rejection the committee shall recommend another candidate.

The vote, by secret ballot, shall be conducted by the selection committee in accordance with the procedures laid down by the Faculty of Engineering.

The Dean, as Chair of the selection committee, shall make the vote known to the successful candidate, including abstentions.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲Top	
Faculty Members	A faculty member means a full-time faculty member (from Category A1.1 or A1.6) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty.

Categories A1.1, A1.6, or their counterparts in A1.5 or A1.7	See Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues

FORMS

There are no forms for this Procedure. [▲Top](#)

RELATED LINKS

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[Academic Staff Posting and Advertising Procedure](#)

[Appointment of Faculty Procedure](#) (UAPPOL)

[Department Chairs Selection Procedure \(Appendix B\) Terms and Conditions for Department Chairs](#) (UAPPOL)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) (UAPPOL)

[Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) (UAPPOL)

[Selection of Department Chairs Procedure \(Appendix A\): Roles and Responsibilities](#) (UAPPOL)