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Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	General Faculties Council Executive Committee

For Definitions of staff categories, refer the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues and (Appendix B) Definition and Categories of Support Staff. .

Normally, the compositions of review committees will be the same as that of selection committees within individual Faculties.

1) AGRICULTURE, LIFE AND ENVIRONMENTAL SCIENCES

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Four (4) full-time continuing faculty members (Categories A1.1 or A1.6) from the Agricultural, Life and Environmental Sciences Faculty Council elected by the Agricultural, Life and Environmental Sciences Faculty Council. (In departmentalized Faculties at least one of the four will be a Department Chair from within the Faculty and unless there are three or fewer Departments, all four shall come from different Departments.)
- e) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

Where a Faculty is departmentalized, the students shall come from different Departments.

The undergraduate student representative(s) will be selected by the Undergraduate Student Association of Agricultural, Life and Environmental Sciences using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Association to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association.

- f) Two (2) persons who are the representatives of the appropriate professional or community associations. The representatives are from two of the following: the College of Alberta Professional Foresters, the Alberta Institute of Agrologists, the Alberta Human Ecology and Home Economics Association, or the Registered Dietitians Association.

- g) One (1) full-time member of the support staff (Category S1.0 and S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 and S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- h) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 13)

2) AUGUSTANA FACULTY

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Four (4) full-time continuing faculty members (Categories A1.1 or A1.6) from the Faculty Council concerned elected by the Faculty Council and one (1) full-time continuing academic staff member (Category A1.2 or A1.4) whose primary appointment is on the Augustana campus, elected by that Faculty Council. (In departmentalized Faculties at least one of the four A1.1 or A1.6 faculty members will be a Department Chair from within the Faculty and unless there are three or fewer Departments, all four shall come from different Departments.)
- e) Two (2) full-time undergraduate students from the Faculty concerned. Where a Faculty is departmentalized, the students shall come from different Departments.

The undergraduate student representatives will be selected by Augustana Students' Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Association to the Faculty Office and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

- f) One (1) full-time member of the support staff (Category S1.0 and S2.0) whose primary appointment is at the Augustana Campus, elected by the full-time support staff (Category S1.0) whose primary appointment is at the Augustana Campus. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- g) One member of the community.
- h) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total Members 13)

3) ARTS

- a) The selection committee shall consist of the following voting members:
- b) Provost and Vice-President (Academic), or designee, Chair.
- c) Vice-President (Research), or designee, Vice-Chair.
- d) Vice-Provost Dean of the Faculty of Graduate Studies and Research, or designee.
- e) Five (5) full-time continuing academic staff members (Categories A1.1, A1.3 or A1.6) elected by the Arts Faculty Council - At least one from each division of the Faculty (Fine Arts, Humanities, and Social Sciences); all five shall be from different Departments and Units.
- f) One (1) member of Arts Chairs' Council from within the Faculty, who shall be elected by the Arts Chairs' Council.

- g) Two (2) full-time undergraduate students. The undergraduate student representatives will be selected by the Arts Faculty Students Association using whatever method it deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Collective Body for Arts Students to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate Representatives.

The students shall come from different Departments and Programs.

- h) One (1) graduate student. The graduate student representative shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.
- i) The graduate student member(s) shall be selected by the organized graduate student association in the Faculty. If there is more than one organized graduate student association, the Provost and Vice-President (Academic) will decide on how the graduate student is selected.
- j) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- k) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.
- l) One (1) full-time continuing academic staff member (Category A1.2) elected by APOs in the Faculty.
- m) One (1) contract academic staff instructor (category A2.1 or A2.2) to be elected by contract academic staff in consultation with the Dean's office.

(Total members: 16)

4) BUSINESS

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Four (4) full-time continuing faculty members (Categories A1.1 or A1.6) from the Business Faculty Council elected by the Business Faculty Council. (In departmentalized Faculties at least one of the four will be a Department Chair from within the Faculty and unless there are three or fewer Departments, all four shall come from different Departments.)
- e) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

Where a Faculty is departmentalized, the students shall come from different Departments.

The undergraduate student representative(s) will be selected by the Business Students' Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Business Students' Association to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.

- f) One (1) person who is the representative of the appropriate professional or community association. The professional association represented is the Institute of Chartered Accountants of Alberta.
- g) Two (2) persons who are representative of the broader business community to be drawn from the Faculty's Business Advisory Council.
- h) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- i) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 14)

5) EDUCATION

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Five (5) full-time continuing faculty members (Categories A1.1 or A1.6) from the Education Faculty Council elected by the Education Faculty Council. (In departmentalized Faculties at least one of the five will be a Department Chair from within the Faculty and unless there are four or fewer Departments, all five shall come from different Departments.)
- e) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

Where a Faculty is departmentalized, the students shall come from different Departments.

The undergraduate student representative(s) will be selected by the Education Students' Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Education Students' Association to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.

- f) One (1) person who is the representative of the appropriate professional or community association. The professional association represented is the Alberta Teachers' Association.
- g) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.

- h) One (1) sessional teaching staff member from the Faculty of Education elected by the general population of sessional instructors in the Faculty of Education.
- i) One (1) representative from continuing academic staff members in categories A1.2, A1.3, and A1.4 from the Faculty of Education, to be elected by staff members in those categories.
- j) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 15)

6) ENGINEERING

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Six (6) full-time continuing faculty members (Categories A1.1 or A1.6), with at least one (1) from each Department elected by and from the membership of the Engineering Faculty Council. At least one of the six faculty members is to be a Department Chair in the Faculty of Engineering.
- d) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

Where a Faculty is departmentalized, the students shall come from different Departments.

The undergraduate student representative(s) will be selected by the Engineering Students' Society using whatever method the Society deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Engineering Students' Society to the Faculty Office, and the Students' Union. If the Society is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.

- e) One (1) person who is the representative of the appropriate professional or community association. The professional association represented is the Association of Professional Engineers and Geoscientists of Alberta (APEGA).
- f) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Faculty Deans Selection Procedure and the Faculty Deans Review Procedure.
- g) One (1) full-time continuing administrative professional officer (Category A1.2) or one (1) full-time continuing faculty service officer (Category A1.3), elected by the full-time continuing academic staff in both Categories A1.2 and A1.3.
- h) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.
- i) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.

(Total members: 15)

7) EXTENSION

- a) Provost and Vice-President (Academic), Chair.
- b) Vice-President (Research) or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Three (3) academic staff (Category A1.0) of the Faculty of Extension elected by the Council of the Faculty.
- e) Four (4) persons (Categories A1.0, A2.0, A3.0, S1.0 or S2.0), or persons who are neither students nor employees of the University, elected by GFC. One (1) of the four persons elected by GFC shall be a Department Chair from outside the Faculty of Extension.
- f) One (1) person who is a member of the Extension support staff (Category S1.0 or S2.0), elected by the full-time support staff (Category S1.0 or S2.0) in Extension. The Provost and Vice-President (Academic) shall direct the election of the support staff member.
- g) One (1) person who is appointed from the University Senate and who is a member from the external community.

(Total members: 12)

8) GRADUATE STUDIES AND RESEARCH (UNDER REVIEW)

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Three (3) faculty members from, and elected by, the Council of the Faculty of Graduate Studies and Research.
- d) Three (3) members from Categories A1.1, A1.6, and their counterparts in A1.5 and A1.7 from, and elected by, GFC.
- e) Two (2) graduate students, selected by the Graduate Students' Association.
- f) One (1) representative of the Chairs, chosen by and from the Chairs' Council
- g) One (1) representative from, and elected by, Deans' Council.
- h) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- i) One (1) graduate program administrator, selected by the Graduate Program Administrators' Council.

(Total members: 14)

9) LAW

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Four (4) full-time continuing faculty members (Categories A1.1 or A1.6) from the Law Faculty Council elected by the Law Faculty Council

- e) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

The undergraduate student representative(s) will be selected by the Law Students' Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Law Students' Association to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

The graduate student representative(s) shall be selected by the organized Faculty Graduate Student Association, by whatever means the organization deems suitable. This name shall be forwarded to the Graduate Students' Association and the representative will be ratified by the Graduate Students' Association Council. If no Faculty Graduate Student Association exists, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.

- f) One (1) person who is the representative of the appropriate professional or community association. The professional association represented is the Law Society of Alberta.
- g) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- h) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 12)

10) CHIEF LIBRARIAN

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Chair of Committee on the Learning Environment, or designee.
- e) Three (3) elected representatives from Library Council, one (1) from each of the three Library ranks.
- f) Three (3) members of the academic staff (Categories A1.1 or A1.5), one (1) from each of the Tri-Council granting agencies areas, elected by GFC.
- g) Two (2) full-time students--one undergraduate (selected by the Students' Union using whatever method the Union deems suitable) and one graduate (elected by the Graduate Students' Association Council);.
- h) One (1) member of the full-time support staff (Categories S1.1 or S1.2) of the Library elected by the full-time support staff (Categories S1.1 and S1.2) in the Library. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedures.
- i) Two (2) Faculty Deans, one (1) from a SSHRC area and one (1) from a NSERC/CIHR area.
- j) One (1) Director from Academic Ancillary Services, Museums and Collections, or Copyright Office.

(Total members: 16)

11) MEDICINE AND DENTISTRY

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.

- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Four (4) full-time continuing faculty members (Categories A1.1 or A1.6) – two (2) of whom shall represent clinical faculty members and two (2) of whom shall represent basic science faculty members, from the Medicine and Dentistry Faculty Council elected by the Medicine and Dentistry Faculty Council.
- e) Two (2) department chairs elected by the Chairs' Council in the Faculty of Medicine and Dentistry – one (1) of whom will be from a clinical department and one (1) of whom will be from a basic science department.
- f) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

Where a Faculty is departmentalized, the students shall come from different Departments.

The undergraduate student representative(s) will be selected by both the Medical Students' Association and the Dentistry Students' Association using whatever method the Associations deem suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Students' Associations to the Faculty Office, and the Students' Union. If the Associations cannot agree on a selection, or are unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.

- g) Two (2) persons who are the representatives of the appropriate professional or community associations. The professional associations represented are the Alberta Dental Association and the College of Physicians and Surgeons. In addition there shall be two (2) additional representatives who shall represent the Alberta Medical Association and the AHS (Alberta Health Services).
- h) One (1) full-time member of the support staff (Categories S1.0 and S2.0) from the Faculty concerned, elected by the full-time support staff (Categories S1.0 and S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- i) One (1) full-time continuing academic staff member (Category A1.2) elected by the Faculty Council.
- j) In addition there shall be one (1) person representative of the part-time faculty, appointed by the Edmonton Zone Medical Staff Association.
- k) One (1) full-time, elected faculty member representing the Department of Dentistry.
- l) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 20)

12) NATIVE STUDIES

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Two (2) faculty members drawn from the tenure track faculty (Category A1.1) of the Faculty of Native Studies, and elected by the Council of the Faculty of Native Studies. Two (2) members elected by GFC from Categories A1.0, A2.0, at least one (1) of whom must be from Categories A1.1 or A1.6. The Provost and Vice-President (Academic) may change this ratio depending on the available faculty members in the pool of tenure track faculty in Native Studies.

- e) Two (2) full-time undergraduate students, at least one of which will be Aboriginal, enrolled in the Faculty of Native studies and selected by students of the Faculty through the Native Studies Students' Association. If the Native Studies Students' Association (NSSA) is unable to select the required number of undergraduate students, then the Students' Union will be responsible for selecting the undergraduate students from the Faculty of Native Studies as the representatives.
- f) One (1) full time graduate student enrolled in the Faculty of Native Studies selected by the Native Studies Graduate Students' Association. If no association exists, the Graduate Students' Association will be responsible for selecting a graduate student from the Faculty of Native Studies as the representative.
- g) Two (2) members of the Aboriginal community at large, one representing the Métis, and one representing the First Nations (one of whom shall be an Elder); both to be nominated by the Faculty of Native Studies Council.
- h) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty of Native Studies, elected by all support staff (full- and part-time) in the Faculty.
- i) The process for recruitment of the Dean's Selection Committee shall aspire to create a committee with an Indigenous majority.

(Total members: 13)

13) NURSING

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Four (4) full-time continuing faculty members (Categories A1.1 or A1.6) from the Nursing Faculty Council elected by the Nursing Faculty Council.
- e) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

The undergraduate student representative(s) will be selected by the Nursing Undergraduate Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Nursing Undergraduate Association to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

The graduate student representative(s) shall be selected by the organized Faculty Graduate Student Association, by whatever means the organization deems suitable. This name shall be forwarded to the Graduate Students' Association and the representative will be ratified by the Graduate Students' Association Council. If no Faculty Graduate Student Association exists, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.

- f) One (1) person who is the representative of the appropriate professional or community association. The professional association represented is the College and Association of Registered Nurses of Alberta (CARNA).
- g) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- h) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.
- i) One (1) senior officer to represent Nursing from Capital Health.

- j) One (1) additional representative from the A2.1 or A2.2 academic staff category to the Dean Search and Selection Committee.

(Total members: 14)

14) PHARMACY AND PHARMACEUTICAL SCIENCES

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Four (4) full-time continuing academic staff members (Categories A1.1, A1.6, A1.2 or A2.1) including at least one (1) full-time continuing faculty member (Category A1.1) from each Division of the Faculty of Pharmacy and Pharmaceutical Sciences, all of whom shall be from the membership of the Faculty of Pharmacy and Pharmaceutical Sciences Council and elected by that Faculty Council.
- e) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

The undergraduate student representative(s) will be selected by the Alberta Pharmacy Students' Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Alberta Pharmacy Students' Association to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

The graduate student representative(s) shall be selected by the organized Faculty Graduate Student Association, by whatever means the organization deems suitable. This name shall be forwarded to the Graduate Students' Association and the representative will be ratified by the Graduate Students' Association Council. If no Faculty Graduate Student Association exists, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.

- f) One (1) person who is the representative of the appropriate professional or community association. The professional association represented is the Alberta College of Pharmacists.
- g) One (1) member of the support staff (≥ 0.8 FTE, Category S1.0 or S2.0) from the Faculty concerned, elected by the support staff (≥ 0.8 FTE, Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- h) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 12)

15) PHYSICAL EDUCATION AND RECREATION

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Three (3) full-time continuing faculty members (Categories A1.1 and A1.6) from the Physical Education and Recreation Faculty Council elected by that Faculty Council

- e) One (1) full-time continuing academic staff member (Category A1.1, A1.2, A1.3 or A2.1) elected by that Faculty Council. A1.2 staff must NOT be from Athletics, Campus Recreation, and Operations.
- f) One (1) full-time Golden Bears/Pandas Head Coach (Category A1.2) from the Physical Education and Recreation Faculty Council elected by that Faculty Council.
- g) Three (3) full-time continuing academic staff members (Category A1.2 or 2.1) from the Service Areas (Athletics, Campus Recreation, and Operations) elected by that Faculty Council.
- h) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

Where a Faculty is departmentalized, the students shall come from different Departments.

The undergraduate student representative(s) will be selected by both the Students' Council of Physical Education and the Recreation Students' Association (PERCS) using whatever method the Council and Association deem suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Council and Association to the Faculty Office, and the Students' Union. If the Council and Association cannot agree on a selection, or are unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

The graduate student representative(s) shall be selected by the organized Faculty Graduate Student Association (PERGSS), by whatever means the organization deems suitable. This name shall be forwarded to the Graduate Students' Association and the representative will be ratified by the Graduate Students' Association Council. If no Faculty Graduate Student Association exists, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.

- i) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- j) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 15)

16) REHABILITATION MEDICINE

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) One (1) Department Chair from the Faculty Council concerned, elected by the Faculty Council.
- e) Four (4) full-time faculty members (Categories A1.1, or A1.6, or A2.1, ie, clinical track) from the Faculty Council concerned elected by the Faculty Council. . The Departments of Occupational Therapy, Physical Therapy, Communication Sciences & Disorders shall each have representation and the fourth (4th) member will be elected from all eligible Faculty, including Administrative and Professional Officers in Category A1.2.
- f) Two (2) full-time graduate students.

Where a Faculty is departmentalized, the students shall come from different Departments.

The graduate student representatives will be selected by the Rehabilitation Medicine Students' Association (RMSA) using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Rehabilitation Medicine Students' Association to the Faculty Office. If the RMSA is unable to fill the required number of graduate students, then

the Graduate Students' Association will be responsible for the selection of the graduate student representatives.

One graduate student will be selected to represent the professional programs in Occupational Therapy, Physical Therapy or Communication Sciences and Disorders and one graduate student will be selected to represent the Rehabilitation Science programs.

- g) Three (3) persons who are representatives of the appropriate professional or community associations. These representatives are from: a) Alberta College of Occupational Therapists (ACOT) or the Society of Alberta Occupational Therapists (SAOT); b) Physiotherapy Alberta – College + Association (PACA); c) Alberta College of Speech Language Pathologists and Audiologists (ACSLPA). In category a) the organizations will jointly select one representative.
- h) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- i) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 15)

17) FACULTÉ SAINT-JEAN

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Four (4) full-time continuing faculty members (Category A1.1), one from each of the sections at Faculté Saint-Jean (Arts and Languages, Education, Sciences, Social Sciences) elected by the Faculty Council and one (1) full-time continuing academic staff member (Categories A1.2, A1.3 or A1.4) elected by that Faculty Council.
- e) One (1) contract academic staff instructor (category A2.1) to be elected by contract academic staff in the Faculté Saint-Jean.
- f) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

The undergraduate student representative(s) will be elected by L'Association des Universitaires de la Faculté Saint-Jean. Once elected, the name(s) and contact information of these student representative(s) must be forwarded by L'Association des Universitaires de la Faculté Saint-Jean to the Faculty Office, and the Students' Union. If L'Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

If the 20:1 ratio is no longer met, then one (1) full-time graduate student representative(s) shall be elected by the organized Faculty Graduate Student Association, by whatever means the organization deems suitable, and shall replace the second undergraduate representative. This name shall be forwarded to the Graduate Students' Association and the representative will be ratified by the Graduate Students' Association Council. If no Faculty Graduate Student Association exists, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.

- g) Three (3) representatives of the appropriate professional or community associations: one (1) of the Alberta Teachers' Association and two (2) of the community associations already represented at the Faculty Council.
- h) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.

- i) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 16)

18) SCIENCE

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Four (4) full-time continuing faculty members (Categories A1.1 or A1.6) from the Faculty Council concerned elected by the Faculty Council. (In departmentalized Faculties at least one of the four will be a Department Chair from within the Faculty and unless there are three or fewer Departments, all four shall come from different Departments.)
- e) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]

Where a Faculty is departmentalized, the students shall come from different Departments.

The undergraduate student representative(s) will be selected by the University of Alberta Science Undergraduate Society using whatever method the Society deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the University of Alberta Science Undergraduate Society to the Faculty Office, and the Students' Union. If the Society is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.

The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.

- f) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- g) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 11)

19) SCHOOL OF PUBLIC HEALTH

The selection committee for Dean shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Faculty representation: Four (4) full-time continuing faculty members (Categories A1.1 or A1.5) from the School of Public Health Faculty Council elected by the Faculty Council. To be eligible to stand and to be eligible to vote Faculty Council members shall hold their primary appointment in the School of Public Health.

- e) Graduate student representation: The School of Public Health Students' Association will name two representatives to the Selection Committee.
- f) Professional representation: One (1) public health practitioner from a government ministry, department or agency to be chosen by the Provincial Deputy Minister of Health.
- g) One (1) Alumni representative selected by the School of Public Health Alumni Association.
- h) One (1) full-time member of the support staff (Categories S1.1 or S1.2) from the Faculty concerned, elected by the full-time support staff (Categories S1.1 or S1.2) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.
- i) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total numbers: 13)

20) STUDENTS

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) Registrar, or designee.
- e) Three (3) Administrative Professional Officers (Category A1.2) who are from units which report to the Dean of Students, elected by those in Category A1.2 who are in units which report to the Dean.
- f) One (1) member of the Graduate Students' Association executive selected by the Graduate Students' Association executive.
- g) One (1) member of the Students' Union executive selected by the Students' Union executive.
- h) Two (2) undergraduate students to reflect the diversity of the student body, as selected by the Students' Union using whatever method the Union deems suitable.
- i) Two (2) graduate students, as selected by the Graduate Students' Association using whatever method the Association deems suitable to reflect the diversity [of graduate students..](#)
- j) Three (3) academic staff (Categories A1.0 or A2.0) elected by GFC who are not affiliated with a unit that reports to the Dean of Students.
- k) Two (2) representatives of the full-time support staff (Category S1.0 or S2.0) from the units that report to the Dean, elected by the full-time support staff in those units. The Provost and Vice-President (Academic) shall direct the election.
- l) Two (2) academic staff representatives from Category A1.1 or A1.6 who have experience dealing with student and faculty issues (such as Associate Deans) to be selected by the Provost and Vice-President (Academic).

(Total members: 18)

DEFINITIONS

There are no definitions for this Appendix. [\[▲ TOP\]](#)

RELATED LINKS

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[Faculty Deans Review Procedure](#) (UAPPOL)

[Faculty Deans Selection Procedure](#) (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)