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**Parent Policy: [Recruitment Policy](#)**

## Faculty Deans Selection Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council Executive Committee
<b>Scope:</b>	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B)

### Overview

With respect to the procedures for the selection of Faculty Deans, 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 Deans.

### Purpose

To detail the standard procedures for the selection of Faculty Deans.

## **PROCEDURE**

### 1. GENERAL

By virtue of the Post-Secondary Learning Act (section 22(2), 83 and 84(1)), the appointment of a Dean is made by the Board of Governors in accordance with procedures approved by General Faculties Council.

These procedures declare that such appointments shall be made by the Board on the recommendation of the President. The President's recommendation is based on the recommendation of the selection committee. The Provost is required to present the Committee's selection to the President. The President has the authority to accept or reject the committee's recommendation. If the President accepts, he or she recommends the appointment to the Board of Governors through the Board Human Resources and Compensation Committee (BHRCC). If the President does not accept the committee's recommendation, he/she will meet with the committee to explain this decision.

The process of selection or review at the end of a term is initiated by the Provost and Vice-President (Academic) for Deans at least nine (9) months prior to the end of the incumbent's term.

### 2. THE SELECTION COMMITTEE

#### a. Composition of Selection Committees

All selections shall be carried out by a duly constituted Selection Committee. The composition of Dean Selection Committees varies by Faculty. Changes to the composition of individual Faculties' selection committees may be initiated by the Faculty or by the Provost. The composition of Dean Selection Committees must be approved by their respective Faculty Councils. The following are requirements common to selection committees across all Faculties.

Common elements to the Dean Selection Committees include the following:

- i. Provost and Vice-President (Academic), or designee, chairs the Committee.
- ii. Vice-President (Research), or designee, vice-chair.
- iii. Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee
- iv. **Faculty members**
- v. **Students**
- vi. **Staff**
- vii. Representation from General Faculties Council.
- viii. Once the Committee has been established and all members elected or designated, the Provost will consult with the President on the composition of the selection committee. The President may, in consultation with the Chair or Vice-Chair of the GFC Nominating Committee, name up to two additional members to the selection committee to ensure broad representation.
- ix. In no instance shall the membership of a selection committee include (1) a candidate for the office or (2) the outgoing Dean (3) any **person** with an apparent conflict of interest as determined by the Provost and Vice-President (Academic).

Notwithstanding the provisions above, the incumbent shall not be eligible to vote in the election of representatives to serve on the selection committee.

### 3. QUORUM

At any meeting of a selection committee for Dean where a final decision is made, at least one (1) of the two (2) Vice-Presidential members must be present, Provost and Vice-President (Academic) or Vice-President (Research), and no more than two (2) of the other members shall be absent.

### 4. SELECTION PROCEDURES

#### a. General Case

The Provost shall establish guidelines for selection committees. 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 in accordance with the University's Advertising of Faculty vacancies Procedure. If a vacancy may be filled by an appointee from outside the University, then the vacancy must be advertised widely outside the University.
- iv. In the case of the appointment of a Dean from outside the University, the selection committee established for the administrative positions of Dean 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.
- v. Where a selection committee requires additional information concerning the duties, responsibilities, authorities, etc. of the Dean position in question, it is urged to obtain such information from the incumbent and/or other source in the Faculty.
- vi. If the incumbent is a candidate, past performance must be considered by the selection committee.
- vii. When the selection committee has reached a decision on the candidate, the Provost is required to present the committee's selection to the University President.

#### b. Special Cases for Selection Procedures

##### i. Engineering Deans

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

The full-time academic staff of the Faculty 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 Dean
- I reject the selection committee's recommendation for Dean

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 Provost and Vice-President (Academic), as Chair of the selection committee, shall make the vote known to the successful candidate, including abstentions

#### 5. DEAN APPOINTMENT PROCEDURE

If the conditions of employment and criteria for future evaluation of the person selected differ from statutory duties or standard expectations, these must be specified fully at the time of appointment. 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.

The term of office shall not exceed five (5) years. The letter of appointment must specify whether reappointment is to be by Selection or Review.

A new Dean will be appointed for an initial term through a Selection procedure. Should the incumbent seek renewal for a second term, review procedures will be employed. A Dean will normally serve no more than two terms. Any exception to the two-term limit will be based on a recommendation from the Provost to the President, who will make the final decision. In instances where the President decides that a third term may be sought, review procedures will be employed. Under no circumstances will a Dean serve more than three terms.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">▲Top</a>	
<b>Faculty Member</b>	"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.
<b>Student</b>	"Student" means any student enrolled at the University of Alberta, either full-time or part-time. The term "student" may be preceded by "undergraduate" or "graduate" or "full-time" for clarification.
<b>Staff</b>	Support Staff who are represented by and pay dues to the Non-Academic Staff Association (NASA) and who are employed by the University of Alberta.
<b>Category A1.1 or A1.6</b>	See Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues
<b>Person</b>	"Person" means any individual selected or elected by the particular group or body referred to and may include faculty members, students, other employees of the University, or persons who are neither students nor employees of the University.

**FORMS**

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

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[Faculty Deans Selection Procedure Appendix A Dean Selection Committees for Individual Faculties](#) (UAPPOL)