

**PROCEDURES FOR THE  
APPOINTMENT AND  
RE-APPOINTMENT OF DEANS**

**University Policy No:** GV0450

**Classification:** Governance

**Approving Authority:** Senate and the Board of Governors

**Effective Date:** January, 2011

**Supersedes:** New

**Last Editorial Change:** December 2020

**Mandated Review:** January, 2018

**PURPOSE**

- 1.00 The following procedures define the method by which the appointment, or review and re-appointment, of deans will be conducted.

**SCOPE**

- 2.00 These procedures apply to: the appointments of new deans, the review and re-appointment of incumbent deans, and to the appointment of acting deans in all faculties. An acting dean is not considered an incumbent.

- 2.01 These procedures also apply to the appointment of the dean of the Division of Continuing Studies with the exception of sections 4.00, 19.00 – 22.00, 29.00, 30.00, and 32.00.

**PROCEDURES**

Delegation 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 to the President or the appropriate vice-president. For the purposes of this procedure, the appropriate vice-president is the Vice-President Academic and Provost.

Term of Appointment

- 4.00

5.01 If necessary, the President will appoint an acting dean in accordance with section 34.00 of these procedures to serve until the new appointee takes office.

### **Appointment Committee Establishment and Governance**

6.00 A reasonable time prior to the end of the incumbent dean's term, the Vice-President Academic and Provost will ask the University Secretary to convene the Appointment Committee (hereinafter referred to as "the Committee") in accordance with these procedures.

### Representation from Equity Groups

with the incumbent and others as required, and shall establish criteria by which to evaluate candidates.

11.01



20.00 The incumbent must be advised of: the measures to be used under section 19.00 for assessment; the individuals and constituencies the Committee plans to consult; and the

### Academic Appointment Process

- 27.00 In the case of an external candidate, the Chair shall consult the appropriate academic unit through its chair or director before making the proposed academic appointment.

### Voting

- 28.00 The Committee shall reach a decision on a recommended candidate through a simple majority vote. The Chair has the right to vote.

## **Ratification and Appointment**

### Ratification

- 29.00 The Committee will determine by secret ballot, administered through the Office of the University Secretary, the acceptability of its recommended candidate to the regular faculty members of the relevant faculty.

29.01 To be ratified, the candidate must have a minimum approval rate of 60% of votes cast.

- 30.00 In the event of an unsuccessful ratification ballot, the Committee shall meet to determine an alternate course of action.

### Recommendation for Appointment

- 31.00 If the Committee's nominated candidate is ratified by the faculty, the Committee will recommend the candidate to the President for appointment.

31.01 The Committee's recommendation shall be in the form of a report and include recommendations for action and a rationale for the Committee's decision.

### Publication of Ratification Results

- 32.00 If the President offers the appointment to the candidate and the candidate accepts, the results of the ratification ballot shall be published.

### Debriefing

- 33.00 After the President has approved the appointment and the candidate has accepted the nomination, the Vice-President Academic and Provost may meet with the newly appointed dean as required to discuss any issues arising from the appointment process as they relate to the mandate for the upcoming term.

## **Appointment of an Acting Dean**

- 34.00 When the appointment of an acting dean is necessary, the Vice-President Academic and Provost shall consult members of the faculty and make a recommendation for appointment to the President.

34.01 Acting dean appointments for periods greater than six months are subject to the ratification procedures set out above.

## **AUTHORITIES AND OFFICERS**

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

## **LEGISLATION**

[University Act](#)

[Freedom of Information and Protection of Privacy Act](#)

## **RELATED POLICIES AND DOCUMENTS**

[Policy on Deans of Faculties and Divisions](#) (GV0660)





5.00 Decanal Appointment Committee Composition Framework

<u>Position</u>	<u>Number</u>	<u>Composition</u>	<u>Appointment Method</u>
Chair	(1)  (Minimum of 4 up to a maximum of 6)	Vice-President Academic and Provost (or designate)  Regular faculty members in the faculty. For	Ex Officio

Committee  
Members

(up to 2)

Optional  
Additional  
Members

**APPENDIX B –**



4.00

		within the Faculty of Engineering, who have a continuing appointment outside the faculty, for whom at least 50% of their normal duties contribute to teaching, research or administrative duties in the faculty (e.g. co-op, development, student recruitment staff, etc.)	
	(1)	A dean from another faculty	Selected by Deans' Council
	(1)	Professional Engineer	Appointed by the Chair in consultation with Engineers and Geoscientists British Columbia.
TOTAL	13		
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's office (non-voting)	Appointed by the Chair

5.00 **Appointment Committee for the Dean of Fine Arts**

<b><u>Position</u></b>	<b><u>Number</u></b>	<b><u>Composition</u></b>	<b><u>Appointment Method</u></b>
Chair	(1)	Vice-President Academic and Provost	<i>ex officio</i>
Committee Members	(6)	Regular faculty members in the faculty. At least one of the faculty members must be a chair/director	One regular faculty member from each of the five Departments/Schools to be elected by and from regular faculty in each Department/School in an election conducted by the Office of the University Secretary One chair or director to be selected by the chairs and director
	(1)	Undergraduate student registered in a degree program in the faculty	Selected by the University of Victoria Students' Society
	(1)	Graduate student registered in a degree program offered by a unit in the faculty	Selected by the Graduate Students' Society from the graduate students registered in the graduate program in the Faculty

have a continuing appointment outside the faculty, for whom at least 50% of their normal duties contribute to

who have a continuing appointment  
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50% of their normal duties contribute  
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		Education; School of Social Work; or the Division of Medical Sciences	
	1	Staff representative from a CUPE/PEA position, with continuing appointment. To be elected from all CUPE/PEA staff with a continuing appointment in the School of Public Health and Social Policy; School of Health Information Science; School of Nursing; School of Exercise Science, Physical and Health Education; School of Social Work; or the Division of Medical Sciences; as well as from those CUPE/PEA staff with a continuing appointment outside the faculty for whom at least 50% of their normal duties contribute to teaching, research or administrative activities in the faculty including co-op, development, student recruitment staff, etc.	Representative to be elected in an election conducted by the Office of the University Secretary
	1	Faculty or staff member appointed by the Vice-President Indigenous	Appointed by the Vice-President Indigenous
	1	A dean from another faculty	Selected by Deans' Council
TOTAL	13		
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's Office (non-voting)	Appointed by the Chair

:00

	(1)	Undergraduate student registered in a degree program in the Faculty of Humanities	Selected by the University of Victoria Student Society
	(1)	Graduate student registered in a degree program offered by a unit in the Faculty of Humanities	Selected by the Graduate Students' Society
	(1)	Staff representative from the Faculty of Humanities with a continuing appointment. To be elected by and from all CUPE 951/PEA staff with a continuing appointment in the faculty and those CUPE 951/PEA staff working within the Faculty of Humanities, who have a continuing appointment outside the faculty, for whom at least 50% of their normal duties contribute to teaching, research or administrative duties in the faculty (e.g. co-op, development, student recruitment)	

(1)

(1) Underg

Committee Members			remaining six departments to be elected by regular faculty in each department in an election conducted by the Office of the University Secretary
	(1)	Undergraduate student registered in a degree program in the Faculty of Social Sciences	Selected by the University of Victoria Students' Society (UVSS)
	(1)	Graduate student registered in a degree program offered by a unit in the Faculty of Social Sciences	Selected by the Graduate Students' Society (GSS)
	(1)	Staff representative from the Faculty of Social Sciences with a continuing appointment. To be elected by and from all CUPE 951/PEA staff with a continuing appointment in the faculty and those CUPE 951/PEA staff working within the Faculty of Social Sciences, who have a continuing appointment outside the faculty, for whom at least 50% of their normal duties contribute to teaching, research or administrative duties in the faculty (e.g. co-op, development, student recruitment staff, etc.)	Representative to be elected in an election conducted by the Office of the University Secretary.
	(1)	A dean from another faculty	Selected by Deans' Council
Optional Additional Members	(1)	Regular faculty members in the faculty	One regular faculty member from the Department from which the chair above was selected. The faculty member is to be elected by regular faculty in that Department in an election conducted by the Office of the University Secretary.
TOTAL	13		
Secretary	–	An administrative staff member from the Vice-President Academic and Provost's Office (non-voting)	Appointed by the Chair