

**PROCEDURES FOR THE  
APPOINTMENT OF AN ASSOCIATE**

**University Policy No.:** GV0615

**Classification:** Governance

**Approving Authority:** Board of Governors

**Effective Date:** June/07

the appror review and reappointment, of the A

Dean of Education (Undergraduate)

- 1 One undergraduate student in Education selected by the Education Students' Association (EdSA)
- 1 One regular staff member selected jointly by CUPE 951 and the PEA from the Faculty of Education elected by staff members in the Faculty of Education
- 1 The Dean, who will serve as Chair of the Committee

At the time of the election of the regular faculty members to the Committee an alternate for each elected faculty member shall be designated. Should a faculty member of the Committee agree to be considered by the Committee for the position of Associate Dean of Education (Undergraduate), then that member will be replaced

2.5 Members should respond to general questions on the Committee's progress by referencing procedural decisions of the Committee as recorded in the minutes. At no point is it appropriate to reference opinions or individual comments voiced at meetings.

2.6

position.

- 3.2 Under normal circumstances, a review should take four weeks, with six weeks being the maximum. During the period of assessment, the Committee must ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the process.
- 3.3 The incumbent must be advised of: the measures to be used under section 3.1 for assessment; the individuals and constituency groups the Committee plans to consult; and the schedule for each stage of the process.
- 3.4 The Committee shall review all evidence and reach a decision on a recommendation to the Vice President Academic and Provost on reappointment by simple majority vote.
- 3.5 The Committee shall determine by secret ballot administered by the

Chair of the relevant department about the proposed academic appointment. Both the Faculty Advisory Committee and the Department/School must indicate that they are prepared to approve the appointment