

GV0620
Governance
Board of Governors
May/04

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1.1 In the appointment of an Associate Dean (Research) of Engineering, a Search Committee shall be established consisting of:

8 Two faculty members elected from and by the faculty members holding regular appointments in each Department in the Faculty of Engineering

1 Faculty member external to the Faculty of Engineering selected by the eight Departmental faculty members on the committee

1 Staff member from the Administrative and Academic Professional staff members in the Faculty of Engineering, including the Engineering and Computer Science Cooperative Education Offices, elected from and by those staff members*

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If a vacancy occurs on the Committee during the interview stage, the vacancy shall not be filled.

- 1.3 The University of Victoria is committed to employment equity. During the selection process the Committee should acquaint itself with human rights requirements, University equity and harassment policies, the Faculty's equity plan, and include equity issues in its criteria for the position.

The Chair of the Committee is encouraged to consult the Equity Office for advice and support in running a fair and equitable search process.

- 1.4 Deliberations of the Committee shall be confidential. A person who has breached confidentiality shall be subject to sanction by the Chair up to and including dismissal from the Committee and forfeiture of constituency representation. 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.
- 1.5 Documentation received by the Committee during its deliberations is confidential. Personal information is protected by the B.C. Freedom and Information and Protection of Privacy Act.
- 1.6 Members of the Committee shall be responsible for seeking information from their constituencies.

- 2.4 The Committee shall gather relevant information about the candidates and shall select and interview the stronger candidates.
- 2.5 The Committee shall determine by secret ballot, administered by the Office of the Dean of Engineering, the acceptability of its choice to the regular members of the Faculty. Before the ballot, the Committee shall make available a copy of the candidate's curriculum vitae and the candidate shall be available for at least two hours of open forum for questioning by the regular members and students of the Faculty. The result of the ballot shall be made public as soon as it is known.
- 2.6 If the Committee's choice receives at least sixty per cent of the faculty votes cast, the candidate shall be recommended for the Associate Deanship.
- 2.7 In the event of an unsuccessful ratification ballot, the Committee shall meet to determine an appropriate course of action.

The preceding appointment procedures shall also apply for the appointment of an Acting Associate Dean (Research) of Engineering for a period greater than six months.

Appointment of an Acting Associate Dean (Research) for a period of six months or less shall be made by the Dean of Engineering in consultation with the Faculty. Such appointments shall be subject to the normal ratification ballot.
