



**PROCEDURES FOR THE
DEAN (UNDERGRADUATE
PROGRAMS) OF ENGINEERING**

University Policy No.: GV0625
Classification: Governance
Effective Date: May/04
Supersedes: May/00
Last Editorial Change: February 2019
Mandated Review:

1. COMPOSITION AND RESPONSIBILITIES OF THE SELECTION COMMITTEE

- 1.1 In the appointment of an Associate Dean (Undergraduate Programs) 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 ph Deparh Dstaff members in the Faculty of Engineering, including the Engineering and Computer Science Cooperative Education Offices, elected from and by those staff members*
 - 1 Undergraduate student selected by and from the undergraduate students registered in a degree program in the Faculty of Engineering*
 - 1

constituency and appointing authority in securing a new appointment to the Committee.

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.

4.2 The usual stipend for Associate Deans applies to this position and