

**University Policy No.:** GV0630 (1047)  
**Classification:** Governance  
**Approving Authority:** Board of Governors  
**Effective Date:** March/09

**PROCEDURES FOR THE  
APPOINTMENT AND  
REVIEW OF THE ASSOCIATE**

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.

2.01 The board of governors has delegated its authority to make appointments to the president or the appropriate vice-president.

Appointment of an Acting Associate Dean

3.00 An appointment of an acting associate dean for a period of six or fewer months may be made by the dean of fine arts (Dean) and vice-president academic and provost after appropriate consultation within the faculty (such as, but not limited to, consultation with Chairs and Directors and, through these individuals, with regular faculty, sessionals and staff).

3.01 If the acting associate dean is to serve for a period longer than six months, the procedures shall be those used to appoint an associate dean set out below.

Formation and Composition of the Search Committee

4.00 A reasonable time prior to the end of the incumbent's term, the Dean will convene a Search Committee (Committee) consisting of:

- 5 Five faculty members, one elected by and from each Department
- 1 One undergraduate student in the Faculty selected by the University of Victoria Students' Society (UVSS)
- 1 One graduate student in the Faculty selected by the Graduate Students' Society (GSS)
- 1 One representative of the Professional Employees' Association (PEA) in the Faculty
- 1 The Dean who shall act as chair of the Committee

- 4.01 In no case, shall a faculty member on the Committee be a chair of a department or school.

#### Responsibilities of the Search Committee

##### Equity

- 5.00 The University of Victoria is committed to employment equity. Faculties are strongly encouraged, where possible, to strike a search committee including representation from the four designated groups: women, aboriginal peoples, persons with disabilities and members of visible minorities. During the selection process, the committee should acquaint itself with Human rights requirements, university equity and harassment policies, the faculty's equity plans, include equity issues in its consideration of criteria for the position, and take steps to widen the pool of qualified applicants to include the four designated groups.

- 5.01 The chair of the Committee is encouraged to consult the Equity and Human Rights Office for advice and support in running a fair and equitable search process.

5.02

- 13.00 The Committee shall not give substantive consideration to the suitability of any person for the position unless the committee has received clear evidence that the individual has agreed to be considered as a candidate by the committee.
- 14.00 The Committee will gather relevant information about the applicants, will short-list candidates, and interview short-listed candidates.

23.00 If the vice-president academic and provost decides to offer the appointment to a candidate or incumbent, and the candidate or incumbent accepts, the ratification resolution shall be published.

24.00 Where the vice-president academic and provost has approved the reappointment of an incumbent, and the incumbent has accepted, there shall be a meeting between the Dean and the reappointed associate dean to discuss any issues arising from the reappointment process as they relate to the mandate for the next term.

Terms and Conditions of Appointment

25.00 The appointment of an associate dean of fine arts will normally be for three years, with a two-year extension upon mutual agreement of the Dean and associate dean.

25.01 The maximum length of continuous service will normally be two terms, each term having a maximum of five years.

26.00 The usual stipend for associate deans applies to this position and appropriate teaching release will be given. 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