



**PROCEDURES FOR THE
APPOINTMENT OF THE ASSOCIATE
DEAN OF GRADUATE STUDIES**

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1. EQUITY

The University of Victoria is committed to employment equity. The Faculty is strongly encouraged, where possible, to strike a representative Search Committee. During the selection process, the Committee should acquaint itself with human rights requirements, equity and harassment policies, and include equity issues in its consideration of criteria for the position. Postings for the position shall include an employment equity statement encouraging a diversity of applicants. The Chair of the Committee is encouraged to consult the Equity Office for advice and support in running a fair and equitable search process.

2. CONFIDENTIALITY

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.

3. FOIPOP

Documentation received by the Committee during its deliberations is confidential. Personal information is protected by the *B.C. Freedom of Information and Protection of Privacy Act*.

4. CONSULTATION

Members of the Committee shall be responsible for seeking information from their constituencies and keeping them advised of the process.

5.

6.0 REAPPOINTMENT OF AN INCUMBENT

If, after reviewing the criteria established for the position, the incumbent elects to stand for a consecutive term, the Committee shall determine through the following steps whether or not to recommend reappointment of the incumbent:

- 6.1 The past performance of the incumbent shall be assessed in the context of the University of Victoria's strategic plans concerning the Faculty of Graduate Studies. Material to be examined by the Committee shall include: an updated curriculum vitae; the criteria established as part of the search process; the criteria and objectives established for the position at the time of first appointment; the evaluations carried out by the Dean of Graduate Studies; and the results of consultation with constituency groups. In addition, the incumbent shall be invited by the Committee to provide a self-assessment, which should include a statement of past and projected leadership in the context of the criteria established for continuation in the position.

6.8 When the Vice-President Academic and Provost has approved the appointment, 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.

7.0 SEARCH PROCEDURES OF THE COMMITTEE

7.1 If the incumbent does not wish to be considered, the Committee will invite applications and nominations for the position from tenured regular members of the Faculty.

7.2 The Committee shall not give any substantive consideration to the suitability of any person for the position unless the Committee shall have received clear evidence that the person has agreed to be considered as a candidate by the Committee.

7.3 The Committee will gather relevant information about the applicants, will short-list candidates, interview stronger candidates, and make a recommendation to the Dean for appointment of a candidate for the position. The recommendation for appointment shall be in the form of a report including recommendations for action and a rationale for the Committee's recommendation.

7.4 The Committee shall reach a decision by secret ballot on a

9.0 ACTING ASSOCIATE DEAN

Appointments as Acting Associate Dean for twelve months or less may be made by the Dean and the Vice President Academic and Provost after appropriate consultation within the Faculty. Appointments for greater than twelve months will follow the usual search process.
