

**PROCEDURES FOR THE  
APPOINTMENT OF THE ASSOCIATE  
DEAN OF SCIENCE**

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**1. Preamble**

The following procedure defines how the Faculty of Science will choose a person to recommend for appointment as an Associate Dean of Science. The procedure will be overseen and effected by the office of the Dean of Science.

**2. Choosing a candidate**

**2.1** A Search and Selection Committee ("the Committee") will be assembled, consisting of

- the unit heads in the Faculty of Science (Chairs of the Departments and Director of the School of Earth and Ocean Sciences)
- one graduate student from the Faculty of Science selected by the Graduate Students' Society
- one undergraduate student registered in the Faculty of Science and selected by the University of Victoria Students' Society
- one regular staff member elected by and from the PEA/CUPE staff in the Faculty of Science
- the Dean of Science as Chair of the Committee

**2.2** The Committee members will acquaint themselves with human rights requirements, University Equity and Harassment Policies, and the Faculty Equity Policy and Plan before considering candidates for the position.

**2.3** Deliberations of the Committee are confidential. It is not appropriate or acceptable for Committee members, outside the meetings of the Committee, to reference opinions or comments voiced at meetings. A person who has breached confidentiality may be subject to sanction by the Dean, up to and including dismissal from the Committee and forfeiture of constituency representation.

**2.4** All information, documentary or otherwise, received by the Committee is confidential. Personal information is protected by the B. C. Freedom of Information and Protection of Privacy Act.

**2.5** The list of duties and responsibilities of the Associate Dean of the Faculty will be brought forward by the Dean for discussion and possible modification.

- 2.6 If there is an incumbent Associate Dean of Science who wishes to be re-nominated, the Committee will carry out a review of the incumbent's performance. Taking into account the review and subsequent discussion, the committee will then decide whether to select the incumbent Associate Dean as the recommended candidate, or whether to consider additional candidates first.
- 2.7 The Dean will solicit applications and nominations as required and by whatever means appropriate.
- 2.8 To be considered for the position, a person must be a regular tenured faculty member in the Faculty of Science who agrees to be a candidate.
- 2.9 The Committee will decide on a short list of candidates, and will interview the individuals on it.
- 2.10 After meeting to discuss the short-listed candidates, the Committee will make a recommendation to the Dean as to the candidate for Associate Dean of Science.

### **3. Ratification of the candidate**

- 3.1 The selected candidate shall be submitted for a secret ratification ballot by all regular Faculty Members of the Faculty of Science. If the nominee receives at least sixty per cent (60%) of the votes cast, they shall be recommended to the President, through the Provost, for the position of Associate Dean of Science.
- 3.2 If the candidate fails the ratification vote, the Dean will meet with the Committee to determine an appropriate course of action.

### **4. Terms and Conditions of Appointment**

- 4.1 The appointment of an Associate Dean of Science will ordinarily be for three years, with a two-year extension upon mutual agreement of the Dean and Associate Dean.
- 4.2 The usual stipend for an Associate Dean applies to this position and appropriate teaching release will be given. The Dean shall provide adequate compensation to the home department or school of the Associate Dean, in terms of support for teaching relief or other considerations.

### **5. Appointment of an Acting Associate Dean**

- 5.1 The preceding appointment procedures shall also apply for the appointment of an Acting Associate Dean of Science for a period greater than six months.
- 5.2 If required for six months or less, an Acting Associate Dean shall be nominated by the Dean after consultation with the unit heads in the Faculty of Science.

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