

**PROCEDURES FOR THE
APPOINTMENT AND
RE-APPOINTMENT OF
THE ASSOCIATE DEAN
ACADEMIC ADVISING
(FACULTIES OF SCIENCE,
SOCIAL SCIENCES AND
HUMANITIES)**

University Policy No: GV0670
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PURPOSE

- 1.00 The following procedures define the method by which the appointment, or review and re-appointment, of the Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities) will be conducted.

SCOPE

- 2.00 These procedures apply to: the appointment of a new Associate Dean Academic Advising, the review and re-appointment of an incumbent, and to the appointment of an acting Associate Dean Academic Advising. An acting associate dean is not considered an incumbent.

PROCEDURES

Delegation of Appointment Authority

4.02 To be considered for appointment, the individual must be a regular faculty member.

Appointment Committee Establishment and Governance

5.00 A reasonable time before the position needs to be filled or prior to the end of the incumbent's term, an Appointment Committee (hereinafter referred to as "the Committee") will be convened in accordance with these procedures.

5.01 If necessary, the Vice-President Academic and Provost will appoint an acting Associate Dean Academic Advising in accordance with section 24.00 of these procedures.

Committee Composition

6.00 The university is committed to equity and diversity. When electing members of the Committee, constituencies should encourage diverse representatives from their membership to stand for election including: women, Indigenous peoples, individuals with disabilities, visible minorities, people of all sexual orientations and genders and others who may contribute to the diversification of the Committee.

6.01 The Chair of the Committee shall be jointly determined by the deans of the faculties of Science, Social Sciences and Humanities.

6.02 All members of the Committee for the appointment, or review and re-appointment, of the Associate Dean Academic Advising are voting members unless otherwise noted. The Committee shall be composed as follows:

<u>Position</u>	<u>Number</u>	<u>Composition</u>
Committee Members	(3)	The deans of Science, Social Sciences and Humanities or their designate(s) – one of which shall be the Committee Chair
	(3)	A Chair or Director from each of the faculties of Science, Social Sciences and Humanities to be selected by the Chairs/Directors of each faculty
	(1)	Registrar (or designate)
	(1)	Director, Academic Advising
	(1)	Undergraduate Student selected by the University of Victoria Students' Society

Search Procedures

- 13.00 If there is an incumbent who wishes to be re-nominated, the Committee will carry out a review of the incumbent's performance in accordance with sections 19.00 – 21.00. Taking into account the review and subsequent discussion, the committee will then decide whether to recommend the incumbent as the recommended candidate, or whether to consider additional candidates.
- 14.00 The deans of Humanities, Science and Social Sciences will solicit applications and nominations as required and by whatever means they deem appropriate.

Candidate Selection

- 15.00 The Committee shall gather relevant information about the candidates and select a short list of candidates.
- 16.00 The Committee may arrange for short-listed candidates to make a brief public presentation followed by a question period, and where necessary and appropriate to meet with students, staff, academic leaders and others.
- 17.00 Candidates shall be advised of the measures to be used for assessment, and the individuals and constituency groups the Committee intends to consult.
- 18.00 The Committee shall reach a decision on a recommended candidate in accordance with section 22.00.

Review and Re-Appointment of the Incumbent

- 19.00 If there is an incumbent who elects to stand for a consecutive term after reviewing the criteria established by the Committee under section 8.00, the Committee will determine through the steps contained in 19.01 – 19.02 whether or not to recommend the incumbent's re-appointment.
- 19.01 The past performance of the incumbent shall be assessed. Material to be examined by the Committee may include but is not limited to:
- a current curriculum vitae;
 - the criteria established by the Committee under section 8.00;
 - the criteria and objectives established m2-0.003 (e)-0.7 (c TdJ)-5.6 (e)-0.7 (c)-0.6 (t)-7.9 (i)-

