

# Letter of Understanding

And

The University of Victoria Faculty Association

Re: Acting Chair when Appointment when sitting Chair is asked to serve for up to six months

Whereas the Collective Agreement, under Article 54, section 54.33, includes a provision for the Dean to designate a Faculty Member to act as Chair for more than six months but does not account for appointments of six months or less in the case of a vacancy and whereas the parties wish on the terms below to identify the process under this circumstance;

The parties hereby agree:

1. Section 54.33 will be amended as follows:  
If the appointment of an Acting Chair (or the appointment of a Dean) is for a term of six months or less, the recommended candidate must be ratified in accordance with s. 54.5.1 before the appointment is approved by the Dean and Vice-President Academic and Provost under s. 54.6.
2. Deans are encouraged to use confidential electronic survey tools to conduct the consultations, and to consult with staff members as well as faculty members.
3. For clarity, ratification is not required if a current sitting Chair's term has ended and they are being asked to serve in an acting capacity for an additional term of six months or less.

SIGNED this 24 day of November 2023



President  
University of Victoria Faculty Association



Director  
Faculty Relations and Academic Administration  
University of Victoria