

Appointment and Reappointment of Deans Procedure

<p>Classification Human Resources</p>	<p>Table of Contents</p> <p>1 Purpose 1</p> <p>2 Scope 1</p> <p>3 Definitions 1</p> <p>4 Procedure 2</p> <p>5 Appendices 4</p> <p>6 Parent Policy..... 4</p> <p>7 Related Policies 4</p> <p>8 Related Information 4</p> <p>9 References..... 4</p> <p>10 History 4</p>
<p>Approval Authority Board of Governors General Faculties Council</p>	
<p>Implementation Authority President</p>	
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- 1 Purpose** The purpose of this procedure is to outline the process for the recruitment, appointment and reappointment of Deans.
- 2 Scope** This procedure applies to:
- a) the recruitment and appointment of Deans; and
 - b) the review and reappointment of Deans.
- 3 Definitions** In this procedure, including Appendix A:
- a) “Academic Staff” or “Academic Staff Member” means an employee of the University who is designated as an academic staff member under the Post-Secondary Learning Act.
 - b) “Advisory Committee” means the committee established in accordance with Appendix A for the purpose of assisting with the recruitment, appointment or reappointment of a Dean.
 - c) “Board” means the Board of Governors of the University.
 - d) “Dean” means the head of a faculty at the University or the head of the University’s Qatar Campus.
 - e) “Subject Faculty” means the faculty to which the Dean will be appointed or reappointed.
 - f) “Subject Faculty Members” means the Subject Faculty’s Academic Staff Members, administrative and support staff members and undergraduate and graduate students.

g) “University” means the University of Calgary.

4 Procedure

Selection of a New Dean

- 4.1 The President will identify the faculty to which the Dean will be appointed and outline the duties and responsibilities of the Dean and the desired skills and attributes of an individual fulfilling the role of Dean.
- 4.2 This information will be provided to the Provost and Vice-President (Academic) who will undertake to:
 - a) establish an Advisory Committee to assist with the recruitment and appointment process;
 - b) inform the University community about the position of Dean to be filled and the composition of the Advisory Committee; and
 - c) advertise the position.
- 4.3 The Provost and Vice-President (Academic), in collaboration with the Advisory Committee, will undertake to:
 - a) create a short-list of candidates; and
 - b) formulate an interview plan for each of the short-listed candidates.
- 4.4 The Provost and Vice-President (Academic) may engage an executive search firm to assist with 4.2 c) and 4.3 a) and b).
- 4.5 In the case of an appointment of a Dean who is not currently an Academic Staff Member, the Advisory Committee will also serve as the selection committee in relation to the Academic Staff appointment.
- 4.6 The Advisory Committee will provide a list of recommended, qualified candidates, which may be ranked according to Advisory Committee preference, to the President with a briefing on the work of the Advisory Committee.
- 4.7 The President may:
 - a) select one of the recommended candidates and negotiate and sign the terms of the candidate’s appointment as Dean and, if applicable, as an Academic Staff Member; or
 - b) reject all the recommended candidates and direct the Advisory Committee to resume the search for Dean; or
 - c) reject all the recommended candidates, dissolve the Advisory Committee, and restart the process.

Reappointment of an Incumbent Dean

- 4.8 If an incumbent Dean is eligible for reappointment pursuant to the Appointment and Reappointment of Deans Policy, the President will provide the Dean with the review criteria for reappointment and will consult with the Dean to ascertain if they are willing to be considered for reappointment. The review criteria will include an assessment of the Dean’s performance based on the annual review criteria and an evaluation of the Dean’s vision and plan for the Subject Faculty if the Dean is reappointed.

An acting or interim Dean is not considered an incumbent Dean for the purposes of this procedure.

- 4.9** If the incumbent Dean is willing to be considered for reappointment, the President will provide this information to the Provost and Vice-President (Academic) who will undertake the following:
- a) establish an Advisory Committee to review the performance of the incumbent Dean and the progress of the Subject Faculty during the incumbent's term;
 - b) inform the University community about the review of the incumbent Dean and the composition of the Advisory Committee; and
 - c) in collaboration with the Advisory Committee, formulate an interview plan for the incumbent Dean.
- 4.10** The Advisory Committee will:
- a) consult with Subject Faculty Members;
 - b) consult with community members who have an association with the Subject Faculty, such as alumni and other relevant stakeholders; and
 - c) interview the incumbent Dean.
- 4.11** Comments may be submitted to the chair of the Advisory Committee by Subject Faculty Members and community members if they are in writing and signed.
- 4.12** At least 2 weeks prior to the Advisory Committee's interview with the incumbent Dean:
- a) the incumbent Dean will provide the Advisory Committee with their self-assessment, based on the review criteria, a vision and plan setting out what they would like to accomplish in a subsequent term and the steps they would take to achieve their objectives; and
 - b) the Advisory Committee will provide the incumbent Dean with the results of the consultation with the Subject Faculty and the stakeholder community.
- The results of the consultation will be summarized and provided to the Dean in a form that does not identify the individuals who submitted comments.
- 4.13** The Advisory Committee will provide its recommendation to the President with a briefing on the work of the Advisory Committee. The Advisory Committee may recommend that the incumbent Dean:
- a) be reappointed for another term; or
 - b) not be reappointed and the process to appoint a new Dean be initiated.
- 4.14** The President may:
- a) accept the recommendation of the Advisory Committee that the incumbent Dean be reappointed; or
 - b) reject the recommendation of the Advisory Committee that the incumbent Dean be reappointed and initiate the process for the appointment of a new Dean; or
 - c) accept the recommendation of the Advisory Committee that the process to appoint a new Dean be initiated; or
 - d) reject the recommendation of the Advisory Committee that the process to appoint a new Dean be initiated and reappoint the incumbent Dean.

Delegation

4.15 The President may delegate any of their responsibilities under this procedure, subject to any restrictions on the President’s ability to delegate imposed by the Board of Governors, the Post-Secondary Learning Act or the Delegation of Authority Policy.

Quorum

4.16 Attendance of the chair of the Advisory Committee and at least a majority of the other Advisory Committee members will constitute a quorum for a meeting of the Advisory Committee.

Confidentiality and Protection of Privacy

4.17 Personal information collected or created by or on behalf of the Advisory Committee is classified as confidential and will be managed in accordance with the University’s Privacy Policy.

4.18 Members of the Advisory Committee will be required to sign confidentiality agreements.

Records Management

4.19 The chair of the Advisory Committee will keep a record of its decisions.

4.20 At the conclusion of the process, Advisory Committee members will ensure that notes, duplicates, and other transitory material are destroyed.

4.21 The record of the Advisory Committee’s decisions will be stored in a secure place for two years at which time it will be destroyed in accordance with procedures for the secure destruction of University records.

5 Appendices [Appendix A: Composition of the Advisory Committee](#)

6 Parent Policy [Appointment and Reappointment of Deans Policy](#)

7 Related Policies [Employment Equity Policy](#)
[Delegation of Authority Policy](#)

8 Related Information [Destruction of Records](#), Archives and Special Collections

9 References [Post-Secondary Learning Act](#), SA 2003, c P-19.5

10 History

April 22, 1980	Approved by GFC.
December 12, 2013	Revised. Procedure for the Appointment and Reappointment of Deans has been revised and renamed. Revisions approved by GFC.
December 13, 2013	Revised. Procedure for the Appointment and Reappointment of Deans has been revised and renamed. Revisions approved by BoG.
January 1, 2020	Editorial Revision. Updated format and links.

Appendix A: Composition of the Advisory Committee

1. The Advisory Committee will be comprised of the following members:
 - President or delegate as Chair;
 - Provost and Vice President (Academic) unless the President delegates the role of Chair to the Provost and Vice President (Academic);
 - Vice-President (Research) or designate;
 - 4 tenured academic staff representatives from the Subject Faculty elected by the Faculty Council;
 - 2 tenured academic staff representatives from faculties other than the Subject Faculty elected by GFC;
 - 1 Dean of another faculty appointed by the Chair of the Advisory Committee;
 - 1 representative appointed by the Management and Professional Staff Executive Committee;
 - 1 representative appointed by the Alberta Union of Public Employees, Local 52;
 - 1 student appointed by the Students' Union;
 - 1 graduate student appointed by the Graduate Students' Association;
 - 1 representative appointed by Faculty Association; and
 - up to 2 representatives from the community at large, such as alumni and members of professional associations, appointed by the Chair of the Advisory Committee.
2. As far as reasonably possible, the composition of the Advisory Committee will be gender representative and gender inclusive.
3. Advisory Committee members will declare a relationship with an applicant or incumbent that may constitute a conflict of interest. The Chair of the Advisory Committee will seek the advice of the Advisory Committee and will determine if the Advisory Committee member will continue to serve on the Advisory Committee.
4. An Advisory Committee member appointed from a specified group who ceases to be a member of the group must immediately resign from the Advisory Committee.
5. If an Advisory Committee member resigns, the Chair of the Advisory Committee may appoint a new Advisory Committee member from the same group that the former Advisory Committee member represented provided the new member was recommended by such group.