

Advisory Committee for the Appointment of Deans Policy			
Policy Sponsor	Chief Human Resource Officer	Category	Administrative
Policy Contact	Deputy Chief Human Resource Officer	Effective Date	July 3, 2019
Approved By	Executive Team	Review Date	July 3, 2024
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1. Purpose

The University is committed to a fair and equitable process for the selection and appointment of all AU team members and is committed to ensuring decision making is done with integrity and in a streamlined and transparent way to align with the University's values and strategic priorities. This policy outlines the principles underlying the decision making processes when appointing a Dean.

2. Scope

This policy applies to the Appointment of a Dean.

3. Definitions

Academic Staff	Academic staff who are appointed under the Faculty Association agreement to a full-time faculty position in which the person has been or may be granted tenure, and includes Professors, Associate Professors, Assistant Professors and Academic Coordinators.
Advisory Committee	The committee convened by the President to take part in the process of appointing an individual for the position of Dean and to recommend appointment to the President.
Board	The Governors of Athabasca University.
Dean	The academic and administrative head of a Faculty at Athabasca University.

4. Guiding Principles

4.1 Powers of the Board

- a) The [Post-secondary Learning Act](#) (Section 21) empowers the Board to appoint, prescribe the term of office of, and determine the remuneration of a Dean for each Faculty of Athabasca University. This includes the power to appoint a Dean upon the recommendation of the President.

4.2. Powers of the President

- a) The [*Post-secondary Learning Act*](#) (Section 81) confirms that the President has general supervision and direction of the operation of the Athabasca University and has other powers, duties and functions assigned to the President by the Board. This includes the power to commence a recruitment and appointment process for a Dean, and includes the authority to make the final decision as to the recommendation of an appointment of a Dean to the Board.
 - i. The President will order the engagement of an Advisory Committee to assist with the recruitment and appointment process of a Dean.
 - ii. The President shall determine the process for the appointment of a Dean. That process shall normally be in accordance with this Policy and the related Procedure, but where the President concludes that in the circumstances existing at the time the interests of Athabasca University are likely to be better served by some variation of the process set out in this Policy and the related Procedure, or some different process, the President may, by resolution, approve use of a different process.
 - iii. The President will appoint the Provost and Vice President, Academic as Chair of the Advisory Committee.
 - iv. The President's decision regarding the appointment of a Dean is final and cannot be appealed. This decision will be made following consultation with the Chair of the Advisory Committee, and the President may accept or reject the recommendation of the Advisory Committee.

4.3 Advisory Committee

- a) When the President orders the appointment of a Dean for the Faculty of Business, Faculty of Health Disciplines, Faculty of Humanities and Social Sciences and Faculty of Science and Technology be undertaken, a diverse Advisory Committee will be constituted as follows:
 - The Provost and Vice President Academic as Chair of the Advisory Committee (the Chair is a voting member of the committee);
 - One (1) Dean elected by the Deans;
 - Two (2) full-time academic faculty members elected by and from the full-time academic faculty members, representative of the Faculty to which the Dean is being recruited (the respective Faculty).
Nomination and election of the required academic faculty members will be coordinated by the Office of the University Secretariat;
 - One (1) full-time academic faculty member from the respective Faculty, appointed by the Chair;
 - One (1) full-time academic faculty member external to the applicable faculty, appointed by the Chair;
 - One (1) tutor/academic expert member from the respective Faculty,

- elected by and from the tutor/academic expert members in the respective Faculty; Nomination and election of the tutor/academic expert member will be coordinated by the Office of the University Secretariat;
- One (1) full-time professional or support staff member from the respective Faculty, elected by and from the professional and support staff members in the respective Faculty; Nomination and election of the professional or support staff will be coordinated by the Office of the University Secretariat;
 - One (1) student member nominated by the council representing the students association (AUSU);
 - One (1) student member nominated by the council of the graduate student association (AUGSA);
 - One (1) Human Resources Client Partner (HRCP) who supports the respective Faculty; and
 - One (1) member of the Provost administrative staff (Officer to the Committee) non-voting.
- b) When the President orders the appointment of a Dean for the Faculty of Graduate Studies be undertaken, a diverse Advisory Committee will be constituted as follows:
- The Provost and Vice President Academic as Chair of the Advisory Committee (the Chair is a voting member of the committee);
 - One (1) Dean elected by the Deans;
 - The Associate Vice President Research;
 - Four (4) Graduate Program Directors, one elected by and from each Faculty; Nomination and election of the Graduate Program Directors will be coordinated by the Office of the University Secretariat;
 - One (1) full-time non-academic staff member from the Faculty of Graduate Studies, elected by the non-academic staff within the Faculty; Nomination and election of the professional or support staff will be coordinated by the Office of the University Secretariat;
 - One (1) student member nominated by the council representing the students association (AUSU);
 - One (1) student member nominated by the council of the graduate student association (AUGSA);
 - One (1) Human Resources Client Partner (HRCP) who supports the respective Faculty; and
 - One (1) member of the Provost administrative staff (Officer to the Committee) non-voting.
- c) The role of the Advisory Committee is as follows:
- Review submissions from the applicant pool;
 - Create a short-list of qualified candidates;

- Create an interview plan for assessment of the short-listed candidates;
 - Interview candidates; and
 - Recommend the Appointment of a candidate to the President; and
 - Maintain confidentiality during and after the recruitment and appointment process.
- d) The appointment of the Dean process is a closed confidential process.
- e) All deliberations of the Advisory Committee will be confidential and members of the Advisory Committee will commit to this principle by signing a confidentiality agreement.
- i. Any member of the Advisory Committee who has breached confidentiality will be subject to sanction up to including dismissal from the Advisory Committee and, if employed by Athabasca University, up to and including dismissal from employment with Athabasca University.

4.4 General Policy Statements

- a) Deans shall normally hold regular academic appointments as members of the Athabasca University's Academic staff.
- b) An individual who is recommended for appointment as a Dean who is not an Academic Staff Member will be appointed as a member of the Academic Staff at the time the individual is appointed as Dean by the President.
- c) The term of office for Deans will not normally exceed five (5) years, however the President reserves the right to alter the terms in accordance with the best interest of the Athabasca University and respective contract language.

5. Applicable Legislation and Regulations

[*Post-Secondary Learning Act*](#), Section 81, SA 2003 c P-19.5

[*Alberta Public Agencies Governance Act*](#), SA 2009 c A-31.5

[*Freedom of Information and Protection of Privacy Act*](#), RSA 2000 c F-25

6. Related Procedures/Documents

[Code of Conduct for Members of the University Community](#)

[Advisory Committee for the Appointment of Deans Procedure](#)

History

<i>Date</i>	<i>Action</i>
July 3, 2019	Policy Approved (Executive Team)