

Advisory Committee for the Appointment of Deans Procedure			
Parent Policy	Appointment of Deans Policy		
Policy Sponsor	Provost and Vice President Academic	Category	Administrative
Policy Contact	Chief Human Resource Officer	Effective Date	July 3, 2019
Procedure Contact	Deputy Human Resource Officer	Review Date	July 3, 2024

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. These procedures outline the processes to be used for the appointment of a Dean.

2. Scope

This procedure applies to the Appointment of a Dean.

3. Definitions

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.
AUGSA	Athabasca University Graduate Students Association
AUSU	Athabasca University Undergraduate Students Association
Board	The Governors of Athabasca University.
Dean	The academic and administrative head of a Faculty at the University.
University Community	All faculty and staff, students, Board Members, contractors, postdoctoral fellows, volunteers, visitors and other individuals who work, study, conduct research or otherwise carry on business of the University.

4. Guiding Principles

4.1. Appointment Assessment Process

- a) The President, in consultation with the Provost and Vice President, Academic will establish the duties and responsibilities of the Dean and the skills, attributes and

- credentials required for the role.
- b) The President will initiate the commencement of an Advisory Committee to assist with the recruitment and appointment process.
 - c) The President will appoint the Provost and Vice President, Academic as Chair of the Advisory Committee.
 - d) The Chair of the Advisory Committee will inform the University Community of the commencement of the recruitment of a Dean and initiate the selection of members of the Advisory Committee.
 - e) The Chair of the Advisory Committee will work with Human Resources to activate talent acquisition activities.
 - f) The Chair of the Advisory Committee will set the critical path for the recruitment and will work with the Office of the University Secretariat to undertake the required elections.
 - g) The Chair may also engage an executive search firm to assist with the recruitment of a pool of qualified candidates.
 - h) A majority of the voting members of the committee shall constitute a quorum for any meeting.

4.2. Record Keeping

- a) Documentation received by the Advisory Committee during its deliberations is confidential. Personal information is protected by the [*Freedom of Information and Protection of Privacy Act*](#), R.S.A. 2000, c. F-25.
- b) The Chair's Administrative Staff Member assigned to the Advisory Committee will keep in camera minutes of the Advisory Committee's recommendations and actions. Deliberations of the Advisory Committee will not be recorded.

4.3. Recommendation to the President

- a) The Advisory Committee will review all evidence and recommend the appointment to the President.
- b) The Chair will meet with the President and present the Advisory Committee's recommendation for appointment and include a rationale for that recommendation.
- c) Following careful consideration of the Advisory Committee's recommendation the President may choose to accept or reject the Committee's recommendation in making a decision.
- d) Should the President reject the Advisory Committee's recommendation the Appointment for a Dean search will be declared a failed search and the process will start anew.
- e) The President's decision regarding the appointment of a Dean is final and cannot be appealed.

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 to the Appointment of Deans Policy](#)

History

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