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## Appointment and Reappointment of Deans Policy

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<b>Policy Sponsor:</b>	Provost and Vice-President, Academic
<b>Policy Contact:</b>	Director, Human Resources
<b>Policy Number:</b>	N/A
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<b>Procedure:</b>	<a href="#">Appointment and Reappointment of Deans Procedures</a>

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### **Purpose**

The purpose of this policy is to provide guidelines that ensure consistency in the recruitment, appointment and reappointment of Deans.

### **Definitions**

<b>Academic Staff</b>	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.
<b>Board</b>	The Board means the Governors of Athabasca University.
<b>Dean</b>	Deans provide strategic academic leadership for their Faculty and represent the Faculty to the academic community and externally. Deans are considered academic staff members.
<b>Selection Committee</b>	A Committee convened by the Provost and Vice President, Academic (P&VPA) for the purpose of recommending a



candidate for the position of Dean. The President will bring the recommendation to the Board of Governors of Athabasca University (the University).

### **Reappointment Committee**

A Committee convened by the P&VPA for the purpose of reviewing the performance of an incumbent Dean seeking reappointment.

### **Quorum**

Majority of Committee members.

### **Policy Statements**

1. Deans are appointed by the Governors of Athabasca University on the recommendation of the President, in consultation with the Provost and Vice-President, Academic. Pursuant to section 21 of the [Post- Secondary Learning Act](#), the Board may appoint a Dean for each Faculty of the University.
2. Deans shall normally hold regular academic appointments as members of the University's Academic Staff.
3. An individual who is appointed 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.
4. The term of office for Deans will not normally exceed five (5) years.
5. Appointments may be renewed for a subsequent five (5) year term after a University-wide review of the position and the performance of the incumbent during their previous term(s) as Dean.
6. If the incumbent wishes to step down before or at the end of their first term, the P&VPA shall initiate the search and appointment procedures related to this policy.
7. An acting or interim Dean is not considered an incumbent Dean for the purposes of this policy.
8. A Dean who is willing to be considered for reappointment will be reviewed at least six months prior to the end of their term. The P&VPA initiates the reappointment procedures related to this policy.
9. The P&VPA chairs Selection/ Reappointment Committees.

### **Confidentiality and Protection of Privacy**

All members of Appointment and Reappointment Committees must sign a confidentiality agreement. Deliberations of the committees will be confidential. Any member of either an Appointment or Reappointment Committee who has breached confidentiality will be subject to



sanction by the President, up to and including dismissal from the committee and, if employed by the University, up to and including dismissal from employment with the University.

### **Selection Committee Composition**

#### **Composition of Selection Committees for new Deans for the Faculty of Business, Faculty of Health Disciplines, Faculty of Humanities and Social Sciences and Faculty of Science and Technology.**

The Selection Committee will be constituted as follows:

The Provost and Vice President, Academic (Chair);

The Associate Vice President, Research;

The Associate Vice President, Student and Academic Services;

One Dean appointed by the P&VPA, in consultation with other Deans;

A selection of Faculty members, elected by and from the University's full-time Academic Faculty members, representative of the units within the Faculty to which the Dean is being recruited (the applicable Faculty). The number of full-time Academic faculty representatives shall be equal to or greater than the number of members who are not full-time Academic faculty representatives. Each Faculty Council shall specify the selection procedures for these positions;

One Tutor or Academic Expert nominated by and from the Tutors and Academic Experts within that faculty;

One Professional Staff member from the applicable Faculty, elected by the Professional Staff within the Faculty;

One Support Staff member from the applicable Faculty, elected by the Support Staff within the Faculty;

One Faculty member, external to the applicable Faculty, appointed by the P&VPA in consultation with the other Deans;

One undergraduate student representative from the applicable Faculty appointed by the Athabasca University Students' Union (AUSU);

One graduate student representative from the applicable Faculty appointed by the Athabasca University Graduate Student Association (AUGSA);

A Human Resources Advisor (non-voting member).



## **Composition of Selection Committees for New Deans for the Faculty of Graduate Studies**

The Selection Committee will be constituted as follows:

The Provost and Vice President, Academic; (Chair)

The Associate Vice President, Research;

The Associate Vice President, Student and Academic Services;

One Dean appointed by the P&VPA, in consultation with other Deans;

All graduate program directors;

One Professional Staff member from the Faculty of Graduate Studies;

One Support Staff member from the Faculty of Graduate Studies;

One graduate student representative from the Faculty of Graduate Studies appointed by the AUGSA;

A Human Resources Advisor (non-voting member).

## **Reappointment Committee Composition**

### **Composition of Reappointment Committees for the Deans of the Faculty of Business, Faculty of Health Disciplines, Faculty of Humanities and Social Sciences and Faculty of Science and Technology.**

The Reappointment Committee will be constituted as follows:

The Provost and Vice President, Academic; (Chair)

The Associate Vice President, Research;

The Associate Vice President, Student and Academic Services;

One Dean appointed by the P&VPA, in consultation with other Deans;

A selection of Faculty members, elected by and from the full-time Academic Faculty members, representative of the units within the Faculty to which the Dean is being recruited (the applicable Faculty). The number of full-time Academic Faculty representatives shall be equal to or greater than the number of members who are not full-time Academic Faculty



representatives. Each Faculty Council shall specify the selection procedures for these positions;

One Tutor or Academic Expert nominated by and from the Tutors and Academic Experts within the Faculty;

One Professional Staff member from the applicable Faculty, elected by the Professional Staff within the Faculty;

One Support Staff member from the applicable Faculty, elected by the Support Staff within the Faculty;

One Faculty member, external to the applicable Faculty, appointed by the P&VPA in consultation with the other Deans;

One undergraduate student representative from the applicable Faculty appointed by the AUSU;

One graduate student representative from the applicable Faculty appointed by the AUGSA;

A Human Resources Advisor (non-voting member).

### **Composition of Reappointment Committees for the Dean of the Faculty of Graduate Studies.**

The Reappointment Committee will be constituted as follows:

The Provost and Vice President, Academic (Chair);

The Associate Vice President, Research;

The Associate Vice President, Student and Academic Services;

One Dean appointed by the P&VPA, in consultation with other Deans;

All graduate program directors;

One Professional staff member from the Faculty of Graduate Studies;

One Support Staff member from the Faculty of Graduate Studies;

One graduate student representative from the Faculty of Graduate Studies appointed by the AUGSA;

A Human Resources Advisor (non-voting member).



## **Vacancy Prior to End of Term**

In the event of a prolonged leave of absence of a Dean, the President, in consultation with the P&VPA, may appoint an acting Dean for a period that will not normally exceed 24 months. The P&VPA will initiate the recruitment and appointment of a Dean in accordance with the [Appointment and Reappointment of Deans Procedures](#).

## **Applicable Legislation and Regulations**

[Section 21, Post-Secondary Learning Act, S.A. 2003, c. P-19.5](#)

[Alberta Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25](#)

## **Related References, Policies, Procedures and Forms**

[Addressing Concerns of Harassment by University Employees and Representatives Policy](#)

[Appointment and Reappointment of Deans Procedures](#)

[Classification and Retention Schedule](#)

[Code of Conduct](#)

[Conflict of Interest Policy](#)

[Employment Equity Policy Statement](#)

## **History**

Governors of Athabasca University, January 12, 2017, Motion # 221-05 (approved)