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## Appointment and Reappointment of Deans Procedures

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<b>Policy Sponsor:</b>	Provost and Vice-President, Academic
<b>Name of Parent Policy:</b>	<a href="#">Appointment and Reappointment of Deans Policy</a>
<b>Policy Contact:</b>	Director, Human Resources
<b>Procedure Contact:</b>	Director, Human Resources
<b>Effective Date of Procedures:</b>	January 12, 2017
<b>Review Date:</b>	Biennially

### **Purpose**

To outline the process for the 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 the Faculty and represent the Faculty to the academic community and externally. Deans are considered as an academic staff member.
<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.

## **Procedure**

### **1. Committee Establishment**

At least six months prior to the end of the incumbent Dean's term, the P&VPA will convene a Selection Committee or Reappointment Committee to assist with the recruitment or reappointment process.

### **2. Search Procedures**

2.1 The P&VPA, in consultation with the respective Faculty, will outline the duties and responsibilities of the Dean and the desired skills and attributes of an individual fulfilling the role of Dean. This information will establish evaluation criteria for candidates.

2.2 The P&VPA, in consultation with Human Resources, may elect to engage an external search firm.

2.3 The Chair of the Selection Committee, in conjunction with Human Resources, shall:

ensure that the University community is informed that a search is underway and that the composition of the Selection Committee is made known;

ensure that the Selection Committee has similar and complete information about all candidates;

ensure that each member has the full opportunity to participate in discussions in the presence of all Committee members;

ensure the scheduling of Committee meetings and the maintenance of a record of the Committee proceedings; and

ensure, at the conclusion of the entire process, that all notes and transitory materials are destroyed.

### **3. Selection Committee Responsibilities**

3.1 The Selection Committee members shall:

- declare conflicts of interest in accordance with the *Code of Conduct* and the *Conflict of Interest Policy*;



- adhere to regulations regarding privacy of all documentation received or prepared by the Selection Committee. Personal information of the candidates shall be managed and protected in accordance with the *Freedom of Information and Protection of Privacy Act*;
- adhere to human rights legislation and the University's equity policies when establishing selection criteria for the position;
- attend all Committee meetings and participate in all interviews in person or via teleconference. A Committee member who is not able to meet these expectations shall resign from the Committee; and
- review the position profile and any relevant documents pertaining to the Faculty (i.e., Program Reviews, Research Profile, Strategic Plans);

3.2 The Selection Committee as a whole shall:

- recommend selection criteria by which to evaluate candidates;
- shortlist candidates;
- prepare questions for candidates;
- interview candidates; and
- recommend the appointment of a candidate to the Chair.

3.3 The Selection Committee will arrange for the candidate to make a public presentation through the Human Resources Advisor.

3.4 The Selection Committee will review all documentation and materials and reach a decision by a majority vote. The Chair has the right to vote.

3.5 A Quorum is necessary to reach a decision.

3.6 The Chair will provide the written recommendation of the Selection Committee to the President.

3.7 If the President accepts the recommendation, the President shall present the recommendation to the Board. The final decision will rest with the Board and is not open to appeal.

#### **4. Reappointment of an Incumbent Dean**

If an incumbent Dean is eligible for reappointment pursuant to the Appointment and Reappointment of Deans Policy and their employment contract, a Reappointment Committee will be established.



## 5. Reappointment Committee Responsibilities

Reappointment Committee members shall:

- declare conflicts of interest in accordance with the *Code of Conduct* and the *Conflict of Interest Policy*;
- adhere to regulations regarding privacy of all documentation received or prepared by the Reappointment Committee. Personal information of the candidates shall be managed and protected in accordance with the *Freedom of Information and Protection of Privacy Act*;
- attend all Committee meetings and participate in interviews in person or via teleconference. A Committee member who is not able to meet these expectations shall resign from the Committee;
- review the position profile and any relevant documents pertaining to the Faculty (i.e., Program Reviews, Research Profile, Strategic Plans);
- recommend accepting or refusing reappointment to the Chair.

## 6. Review of Incumbent

- 6.1 The incumbent Dean shall provide the Reappointment Committee with a self-assessment based on the review criteria, a vision and plan setting out what objectives they would like to accomplish in a subsequent term and the steps they would take to achieve those objectives.
- 6.2 The Chair of the Reappointment Committee will solicit confidential feedback on the performance of the incumbent from the University community through an institution-wide solicitation by the Human Resources Advisor.
- 6.3 Committee members shall exercise integrity and good judgment in the interests of the reappointment process and the applicable Faculty. Members may seek information from their constituencies and keep constituencies apprised of the non-confidential aspects of the reappointment process. The Chair will guide Committee members with respect to consultations with their constituencies.
- 6.4 Additional materials to be examined by the Reappointment Committee will include:
  - a current curriculum vitae;
  - any formal evaluations carried out by the P&VPA; and



- the goals and objectives set by the P&VPA for the Dean at the time of initial appointment and performance goals and objectives set out during annual performance reviews.
- 6.5 The Committee may arrange for the incumbent to make a public presentation through the Human Resources Advisor.
  - 6.6 When all relevant information has been received, the Reappointment Committee will schedule an interview with the incumbent. Any concerns identified during the review process should be discussed with the incumbent during the meeting.
  - 6.7 The Reappointment Committee will review all evidence and reach a decision by a majority vote. The Chair has the right to vote. The Chair will provide the recommendations of the Reappointment Committee to the President.
  - 6.8 If the President accepts the recommendation, the President shall present the recommendation to the Board. The final decision will rest with The Board and is not open to appeal.
  - 6.9 If, after completing the review process, the Committee does not recommend the incumbent for a further term, or the President does not accept a recommendation for reappointment or the Board does not ratify the President's recommendation for reappointment, a Selection Committee will be established to assist with the recruitment of a new Dean.

## **7. Human Resources**

- 7.1 All applications shall be received and held by the Human Resources Advisor, in accordance with the University's Classification and Retention schedule.
- 7.2 Human Resources will check references, in consultation with the P&VPA.
- 7.3 The Human Resources Advisor will keep in camera minutes of Selection Committees' and Reappointment Committees' recommendations and actions. Deliberations of Selection Committees and Reappointment Committees concerning candidates, including the incumbent, will not be recorded.
- 7.4 The record of the Committee's decisions will be retained for the length of time outlined in the University's Classification and Retention schedule.

### **Applicable Legislation and Regulations**

[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 Policy](#)

[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 (associated policy approved)