

REPORT OF THE COMMITTEE TO REVIEW THE SEARCH AND REVIEW PROCEDURES FOR SENIOR ADMINISTRATORS

December 2004

PREAMBLE

The Committee reviewing the Search and Review Procedures for Senior Administrators is keenly aware of the changing environment in which the University currently functions. The highly competitive national and international market for qualified and experienced academic leadership requires that recruitment of senior administrators be responsive to the new dynamic and be sensitive to the processes and procedures of competing institutions. The Strategic Directions, endorsed by the University, regarding adherence to international standards, and recognition for pre-eminence in specific areas, requires that careful attention be paid to the calibre of personnel sought and to the specifics of search and review procedures for all senior administrators

The responsibilities and powers of the Board of Governors as set out in the *University Act 1995*, establishes that the Board shall “appoint the president, vice-president or vice-presidents, the secretary, the faculty members and any other officers and employees that are required to be appointed...or that it considers necessary for the purposes of the university, fix their salaries or remuneration and define their duties and terms of office or employment.” The Board fully recognizes and accepts the critically important and sensitive nature of this duty, and invites and values the support and advice of the wider community in executing this responsibility. For this reason, the establishment of appropriate search and review committees is considered an integral part of the process.

The Committee acknowledges the value of the principles enunciated in previous reviews of the Search and Review Procedures regarding openness, accountability, representation and most importantly, confidentiality. The Committee also reaffirms the requirement that search and review committees be fully cognizant and proceed in accordance with the University’s employment equity policies.

Interpretation

In the Search and Review Procedures for Senior Administrators, the following interpretation applies:

Board means the Board of Governors of the University of Saskatchewan

Council means the University of Saskatchewan Council

GAA means the General Academic Assembly of the University of Saskatchewan

GSA means the University of Saskatchewan Graduate Students' Association

USSU means the University of Saskatchewan Students' Union

SEARCH PROCEDURES FOR THE PRESIDENT

General

1. The Board of Governors shall make the appointment.
2. The term of office shall not normally exceed five (5) years.
3. The Committee will submit to the Board the names of at least two candidates with a comprehensive report outlining the Committee's assessment of the candidates. This report should be presented for advice to the Board at a meeting of the full Committee and the full Board of Governors.

Composition of the Committee

Chair - Chair of the Board of Governors

Two members of the Board of Governors

One member of the Senate selected by Senate

Two Deans appointed by the Deans

Four members of the GAA selected by Council

Two students, one who is President of the USSU and one who is President of the GSA

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck by the Board of Governors.
2. The Committee shall review the job description and may recommend revision.
3. The Committee will establish its own procedures, but these will provide opportunity for interested members of the University Community to provide written comments on the goals and objectives of the university, and on the progress made or problems encountered in achieving those goals and objectives. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions are acceptable with provisions made to confirm the authenticity of the author.
4. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.

REVIEW PROCEDURES FOR THE PRESIDENT

General

1. The Board of Governors shall make the appointment.
2. The term of office shall not normally exceed five (5) years.
3. The Committee will submit to the Board a comprehensive report outlining the Committee's assessment of the incumbent. This report should be presented for advice to the Board at a meeting of the full Committee and the full Board of Governors.

Composition of the Committee

Chair - Chair of the Board of Governors

Two members of the Board of Governors

One member of the Senate selected by Senate

Two Deans appointed by the Deans

Four members of the GAA selected by Council

Two students, one who is President of the USSU and one who is President of the GSA

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck by the Board of Governors.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term the Committee will review the performance and progress made toward stated goals, which have been outlined as part of the annual appraisal and evaluation process conducted by the Board of Governors. The Committee will establish its own procedures, but these will provide opportunity for interested members of the University Community to provide written comments on the goals and objectives of the university, on the progress made or problems encountered, and the effectiveness of the candidate seeking reappointment, in achieving these goals and objectives. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.
4. The Committee will submit its advice to the Board either that the incumbent be reappointed or that a search be conducted. This recommendation must be submitted to the Board not later than 12 months prior to the end of the incumbent's term of office.
5. Under certain circumstances, and for specific purposes, the Board may exercise its authority to extend the term of an incumbent.

SEARCH PROCEDURES FOR THE PROVOST AND VICE-PRESIDENT ACADEMIC

General

1. The Board of Governors shall make the appointment.
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair - the President

One member of the Board of Governors

One member of the Senate selected by Senate

Four members of the GAA selected by Council

One member of Council, selected by Council and who holds a senior administrative position in the university. (Deans, Associate Deans, Associate Vice-Presidents or Vice-Presidents)

Two members of Administration and/or Support Staff appointed by the President

One student selected by the USSU

One graduate student selected by the GSA

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE PROVOST AND VICE-PRESIDENT ACADEMIC

General

1. The Board of Governors shall make the appointment.
2. The term of office shall not exceed five (5) years.
3. The Committee will submit to the Board a comprehensive report outlining the Committee's assessment of the incumbent. This report should be presented for advice at a meeting of the full Committee and the full Board of Governors.

Composition of the Committee

Chair - the President

One member of the Board of Governors

One member of the Senate selected by Senate

Four members of the GAA selected by Council

One member of Council, selected by Council and who holds a senior administrative position in the university. (Deans, Associate Deans, Associate Vice-Presidents or Vice-Presidents)

Two members of Administration and/or Support Staff appointed by the President

One student selected by the USSU

One graduate student selected by the GSA

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description. On completion of this review, the Committee shall recommend to the President either that the incumbent be appointed to a further term or that a search be conducted. The recommendation and report should be completed at least 12 months prior to the end of the incumbent's term.

Reappointment will be recommended if the Committee and the President agree that the incumbent has fulfilled all responsibilities at an acceptable level and is making significant contributions to the University as defined by their administrative responsibilities.

4. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the President. Although the Committee may establish its own procedures, members of the community will be invited to submit written comments on the planning documents and reports under the purview of the Provost and Vice-President Academic. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE VICE-PRESIDENT FINANCE AND RESOURCES

General

1. The Board of Governors shall make the appointment.
2. The term of office shall be determined by the Board of Governors and may be with or without term.

Composition of the Committee

Chair - The President

Two members of the Board of Governors

One member of Senate

The Provost and Vice-President Academic

Two members of Administration and/or Support Staff appointed by the President

One member of Council, selected by Council and who holds a senior administrative position in the University (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Two members of the GAA selected by Council

One student selected by the USSU

One graduate student selected by the GSA

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE VICE-PRESIDENT FINANCE AND RESOURCES

General

1. The Board of Governors shall make the appointment.
2. The term of office shall be determined by the Board of Governors and may be with or without term.

Composition of the Committee

Chair - The President

Two members of the Board of Governors

One member of Senate

The Provost and Vice-President Academic

Two members of Administration and/or Support Staff appointed by the President

One member of Council, selected by Council and who holds a senior administrative position in the University (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Two members of the GAA selected by Council

One student selected by the USSU

One graduate student selected by the GSA

Review Procedures

A. For Term Appointments

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description. On completion of this review, the Committee shall recommend to the President either that the incumbent be appointed to a subsequent term or that a search be conducted.

Reappointment will be recommended if the Committee and the President agree that the incumbent has fulfilled all their responsibilities at an acceptable level and is making significant contributions to the University as defined by their administrative responsibilities.

4. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the President. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

B. For Without Term Appointments

1. If there is an appointment without term, the office and incumbent should be reviewed every five years by the Committee.
2. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the President. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity. Based on this review, the Committee will forward its recommendations to the Board through the President.

SEARCH PROCEDURES FOR THE VICE-PRESIDENT RESEARCH

General

1. The Board of Governors shall make the appointment.
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair - President

One member of the Board of Governors

The Provost and Vice-President Academic

The Dean of Graduate Studies and Research and Associate Vice-President Research

One member of Council, selected by Council and who holds a senior administrative position in the University (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Two members of Administration and/or Support Staff appointed by the President

Four members of the GAA selected by Council

One graduate student selected by the GSA

One student selected by the USSU

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means;
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE VICE-PRESIDENT RESEARCH

General

1. The Board of Governors shall make the appointment.
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – President

One member of the Board of Governors

The Provost and Vice-President Academic

The Dean of Graduate Studies and Research and Associate Vice-President Research

One member of Council, selected by Council and who holds a senior administrative position in the University (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Two members of Administration and/or Support Staff appointed by the President

Four members of the GAA selected by Council

One graduate student selected by the GSA

One student selected by the USSU

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description. On completion of this review, the Committee shall recommend to the President either that the incumbent be appointed to a subsequent term or that a search be conducted.

Reappointment will be recommended if the Committee and the President agree that the incumbent has fulfilled all their responsibilities at an acceptable level and is making significant contributions to the University as defined by their administrative responsibilities.

4. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the President. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE VICE-PROVOST

General

1. The Board of Governors shall make the appointment.
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic

One member of Council, selected by Council and who holds a senior administrative position in the University (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Four members of the GAA selected by Council

One student selected by the USSU

One graduate student selected by the GSA

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means;
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE VICE-PROVOST

General

1. The Board of Governors shall make the appointment.
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic

One member of Council, selected by Council and who holds a senior administrative position in the University (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Four members of the GAA selected by Council

One student selected by the USSU

One graduate student selected by the GSA

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.

Reappointment will be recommended if the Committee and the Provost and Vice-President Academic agree that the incumbent has fulfilled all their responsibilities at an acceptable level and is making significant contributions to the University as defined by their administrative responsibilities.

4. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

**SEARCH PROCEDURES FOR THE
ASSOCIATE VICE-PRESIDENT INFORMATION
AND COMMUNICATIONS TECHNOLOGY**

General

1. The Board of Governors shall make the appointment.
2. The term of office shall be determined by the Board of Governors and may be with or without term.

Composition of the Committee

Chair – Provost and Vice-President Academic
One member of the Board of Governors
Vice-President Finance and Resources or designate
One Dean appointed by the Provost and Vice-President Academic
Chair of the Academic Support Committee of Council
One member of the GAA selected by Council
Two representatives of the Administration and/or Support staff appointed by the Provost and Vice-President Academic
One student selected by the USSU
One graduate student selected by the GSA

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck
2. The Committee shall review the job description and may recommend revision.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

**REVIEW PROCEDURES FOR THE
ASSOCIATE VICE-PRESIDENT INFORMATION
AND COMMUNICATIONS TECHNOLOGY**

General

1. The Board of Governors shall make the appointment.
2. The term of office shall be determined by the Board of Governors and may be with or without term.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Finance and Resources or designate

One Dean appointed by the Provost and Vice-President Academic

Chair of the Academic Support Committee of Council

One member of the GAA selected by Council

Two representatives of the Administration and/or Support staff appointed by the Provost and Vice-President Academic

One student selected by the USSU

One graduate student selected by the GSA

Review Procedures

A. For Term Appointments

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.

Reappointment will be recommended if the Committee and the Provost and Vice-President Academic agree that the incumbent has fulfilled all their responsibilities at an acceptable level and is making significant contributions to the University as defined by their administrative responsibilities.

4. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality,

the incumbent will be apprised of the content of such material but not of the authors' identity.

B. For Without Term Appointments

1. If there is an appointment without term, the office and incumbent should be reviewed every five years by the Committee.
2. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity. Based on this review, the Committee will forward its recommendations to the Board through the President.

SEARCH PROCEDURES FOR THE ASSOCIATE VICE-PRESIDENT STUDENT AND ENROLMENT SERVICES

General

1. The Board of Governors shall make the appointment.
2. The term of office shall be determined by the Board of Governors and may be with or without term.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic

One member of the GAA, selected by Council

An Associate or Assistant Dean with responsibilities for Student Affairs appointed by the Provost and Vice-President Academic

President of the USSU or designate

President of the GSA or designate

An administrative officer appointed by the Vice-President Finance and Resources

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE ASSOCIATE VICE-PRESIDENT STUDENT AND ENROLMENT SERVICES

General

1. The Board of Governors shall make the appointment.
2. The term of office shall be determined by the Board of Governors and may be with or without term.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic

One member of the GAA, selected by Council

An Associate or Assistant Dean with responsibilities for Student Affairs appointed by the Provost and Vice-President Academic

President of the USSU or designate

President of the GSA or designate

An administrative officer appointed by the Vice-President Finance and Resources

Review Procedures

A. For Term Appointments

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.

Reappointment will be recommended if the Committee and the Provost and Vice-President Academic agree that the incumbent has fulfilled all their responsibilities at an acceptable level and is making significant contributions to the University as defined by their administrative responsibilities.

4. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

B. For Without Term Appointments

1. If there is an appointment without term, the office and incumbent should be reviewed every five years by the Committee.
2. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity. Based on this review, the Committee will forward its recommendations to the Board through the President.

SEARCH PROCEDURES FOR THE ASSOCIATE VICE-PRESIDENT HUMAN RESOURCES

General

1. The Board of Governors shall make the appointment.
2. The term of office shall be determined by the Board of Governors and may be with or without term.

Composition of the Committee

Chair –Vice-President Finance and Resources

One member of the Board of Governors

One Dean selected by the Deans

Provost and Vice-President Academic or designate

Associate Vice-President Financial Services

Associate Vice-President Facilities Management

One representative from the GAA selected by Council

Two members of Administration and/or Support staff selected by the Vice-President Finance and Resources

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE ASSOCIATE VICE-PRESIDENT HUMAN RESOURCES

General

1. The Board of Governors shall make the appointment.
2. The term of office shall be determined by the Board of Governors and may be with or without term.

Composition of the Committee

Chair –Vice-President Finance and Resources

One member of the Board of Governors

One Dean selected by the Deans

Provost and Vice-President Academic or designate

Associate Vice-President Financial Services

Associate Vice-President Facilities Management

One representative from the GAA selected by Council

Two members of Administration and/or Support staff selected by the Vice-President Finance and Resources

Review Procedures

A. For Term Appointments

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description. On completion of this review, the Committee shall recommend to the Vice-President Finance and Resources either that the incumbent be appointed to a subsequent term or that a search be conducted.

Reappointment will be recommended if the Committee and the Vice-President Finance and Resources agree that the incumbent has fulfilled all their responsibilities at an acceptable level and is making significant contributions to the University as defined by their administrative responsibilities.

4. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Vice-President Finance and Resources. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality,

the incumbent will be apprised of the content of such material but not of the authors' identity.

B. For Without Term Appointments

1. If there is an appointment without term, the office and incumbent should be reviewed every five years by the Committee.
2. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Vice-President Finance and Resources. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity. Based on this review, the Committee will forward its recommendations to the Board through the President.

SEARCH PROCEDURES FOR THE DEAN OF AGRICULTURE

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of the GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by the Senate

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities relative to the College Plan, and to discuss progress made in meeting the goals and objectives of the college.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF AGRICULTURE

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of the GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, as contained in the College Plan, and to discuss progress made in meeting the goals and objectives of the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF ARTS AND SCIENCE

General

1. The Board of Governors shall make the appointment.
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related College

Four members of the faculty of the College selected by the faculty of the College, one from each of the areas of fine arts, humanities, natural sciences and social sciences

One member of the GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

One student selected by the College's student society

One graduate student selected by the GSA

One member of Senate selected by Senate

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, as contained in the College Plan, and to discuss progress made in meeting the goals and objectives of the college.

3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions will be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF ARTS AND SCIENCE

General

1. The Board of Governors shall make the appointment.
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related College

Four members of the faculty of the College selected by the faculty of the College, one from each of the areas of fine arts, humanities, natural sciences and social sciences.

One member of GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

One student selected by the College's student society

One graduate student selected by the GSA

One member of the Senate selected by Senate

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, as contained in the College Plan and to discuss progress made in meeting the goals and objectives of the college.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF COMMERCE

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF COMMERCE

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of the GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF DENTISTRY

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely related College

One member of GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One member of a related professional association selected by Senate.

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF DENTISTRY

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely related College

One member of the GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One member of a related professional association selected by Senate.

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF EDUCATION

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of the GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.

3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF EDUCATION

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate.

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF ENGINEERING

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of the GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate.

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF ENGINEERING

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of the GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate.

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Academic Vice-President. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF EXTENSION

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic

Three members of the faculty of the Division of Extension selected by the faculty of the Division

The Chair of the Council Committee on Outreach and Public Service

The Associate Vice-President Financial Services

One member of Senate

One student selected by the USSU

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the Division, to discuss the needs, requests, obligations and opportunities of the Division, and to discuss progress made in meeting the goals and objectives of the Division, as stated in the Division's Plan

3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve staff through such means as faculty-staff forums or seminar presentations. The opportunity for staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF EXTENSION

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic

Three members of the faculty of the Division of Extension selected by the faculty of the Division

The Associate Vice-President Financial Services

The Chair of the Council Committee on Outreach and Public Service

One member of Senate

One student selected by the USSU

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the Division, to discuss the needs, requests, obligations and opportunities of the Division, and to discuss progress made in meeting the goals and objectives of the Division, as stated in the Division's Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the Division and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

**SEARCH PROCEDURES FOR THE
DEAN OF GRADUATE STUDIES AND RESEARCH
AND ASSOCIATE VICE-PRESIDENT RESEARCH**

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic

Four members of the faculty of the College selected by the faculty of the College

One member of Senate

One graduate student selected by the GSA

One undergraduate student selected by the USSU

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

**REVIEW PROCEDURES FOR THE
DEAN OF GRADUATE STUDIES AND RESEARCH
AND ASSOCIATE VICE-PRESIDENT RESEARCH**

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

Vice-President Research or designate

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic

Four members of the faculty of the College selected by the faculty of the College

One member of Senate

One graduate student selected by the GSA

One undergraduate student selected by the USSU

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF LAW

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely related College

One member of the GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.

3. When a search occurs, the Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF LAW

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely related College

One member of the GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF MEDICINE

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of the GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One representative of the Academic Health Sciences Network

One student selected by the College's student society

One graduate student selected by the GSA

One medical resident selected by the Residents

One member of a related professional association selected by Senate

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF MEDICINE

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of the GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One representative of the Academic Health Sciences Network

One student selected by the College's student society

One graduate student selected by the GSA

One medical resident selected by the Residents

One member of a related professional association selected by Senate

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
3. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
4. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF NURSING

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely related College

One member of the GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.

3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF NURSING

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely related College

One member of GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF PHARMACY AND NUTRITION

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely related College

One member of GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF PHARMACY AND NUTRITION

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely related College

One member of GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate.

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF KINESIOLOGY

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely related College

One member of GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.

3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF KINESIOLOGY

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely related College

One member of GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
- *3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN OF VETERINARY MEDICINE

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of GAA, selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve faculty and staff through such means as faculty staff forums or seminar presentations. The opportunity for faculty and staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN OF VETERINARY MEDICINE

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

One Dean appointed by the Provost and Vice-President Academic preferably from a cognate or closely-related college

One member of GAA selected by Council who is not a member of the faculty of the College and who holds a senior administrative position in the University. (Deans, Associate Deans, Associate Vice-Presidents and Vice-Presidents)

Three members of the faculty of the College selected by the faculty of the College

One student selected by the College's student society

One graduate student selected by the GSA

One member of a related professional association selected by Senate

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all faculty members in the College, to discuss the needs, requests, obligations and opportunities of the college, and to discuss progress made in meeting the goals and objectives of the college, as stated in the College Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and stated goals and objectives of the college and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH PROCEDURES FOR THE DEAN, UNIVERSITY LIBRARY

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Two Librarians selected by the Librarians

One Dean appointed by the Provost and Vice-President Academic

One student selected by the USSU

One graduate student selected by the GSA

The Chair of the Academic Support Committee of Council

One librarian selected by the Executive of the Saskatchewan Library Association

Search Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.

The Committee shall hold a meeting open to all library staff, to discuss the needs, requests, obligations and opportunities of the library, and to discuss progress made in meeting the goals and objectives of the library, as stated in the Library Plan.

3. The Committee shall conduct an extensive search. Although the Committee may determine the most appropriate means and methods of obtaining applications and nominations,
 - a) the position will be advertised in appropriate publications; and by appropriate electronic means
 - b) other institutions may be canvassed for nominations; and
 - c) nominations will be invited from librarians and faculty.
4. Although the Committee may determine its own procedures, when a short list of candidates has been arrived at, the Committee is encouraged to make every effort to involve library staff through such means as staff forums or seminar presentations. The opportunity for library staff to provide confidential written statements to the Chair of the Committee about short-listed candidates should also be provided.
5. The Provost and Vice-President Academic will recommend one name to the President.
6. The President will recommend one name to the Board of Governors together with the advice contained within the written report of the majority of the Committee as well as any minority views.

REVIEW PROCEDURES FOR THE DEAN, UNIVERSITY LIBRARY

General

1. The Board of Governors shall make the appointment
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair – Provost and Vice-President Academic

One member of the Board of Governors

Vice-President Research or designate

Two Librarians selected by the Librarians

One Dean appointed by the Provost and Vice-President Academic

One student selected by the USSU

One graduate student selected by the GSA

The Chair of the Academic Support Committee of Council

One librarian selected by the Executive of the Saskatchewan Library Association

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a further term, the Committee shall hold a meeting open to all library staff members in the library, to discuss the needs, requests, obligations and opportunities of the library, and to discuss progress made in meeting the goals and objectives of the library, as stated in the Library Plan.
4. If the incumbent wishes to seek a further term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the library and of all written comments by members of the university community. On completion of this review, the Committee shall recommend to the Provost and Vice-President Academic either that the incumbent be appointed to a subsequent term or that a search be conducted.
5. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Provost and Vice-President Academic. Although the Committee may establish its own procedures, it will invite written comment from members of the University community. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SELECTION AND REVIEW PROCEDURES FOR ASSOCIATE DEANS

General

1. The President will make appointments and reappointments and report them to the Board of Governors for information.
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair - Dean of the College

One member appointed by the Provost and Vice-President Academic

Two members of the faculty of the College selected by the faculty of the College¹

One student selected by the College's student society in cases where the Associate Dean is clearly involved in student affairs in the College

One graduate student selected by the GSA where the Associate Dean has responsibility for research

Search Procedures

1. Faculty and staff are advised by the Chair of the Committee that the position of Associate Dean will become vacant at a specific date and are invited to submit applications and nominations.
2. The Committee will review applications and nominations, prepare a short list of candidates, and determine if interviews, faculty/staff forums or seminar presentations will be required.
3. The Committee will recommend one name to the Provost and Vice-President Academic.
4. The Provost and Vice-President Academic will recommend the appointment to the President.

Review Procedures

1. In the penultimate year of the term of the incumbent, a Committee shall be struck.
2. The Committee shall review the job description and may recommend revision.
3. If the incumbent wishes to seek a subsequent term, the Committee will conduct a full review of the qualifications and performance of the incumbent in the context of the job description and the stated goals and objectives of the college. On completion of this review, the Committee shall recommend to the Dean either that the incumbent be appointed to a subsequent term or that a search be conducted.

¹ For colleges such as the College of Arts and Science where associate deans are selected by area these members will be selected from that area. e.g. for Associate Dean (Natural Sciences) these two members will be selected from the Natural Science departments.

4. In conducting a review of the incumbent, the Committee will review the performance and progress made toward stated goals which have been outlined as part of the annual appraisal and evaluation process conducted by the Dean. Although the Committee may establish its own procedures, it will invite written comment from members of the College. All submissions must be written and signed and will be acknowledged and treated in confidence. Electronic submissions will be accepted with provisions made to confirm the authenticity of the author. The incumbent will be given the opportunity to respond to these submissions. In order to protect confidentiality, the incumbent will be apprised of the content of such material but not of the authors' identity.

SEARCH AND REVIEW PROCEDURES FOR THE ASSOCIATE DEAN, UNIVERSITY LIBRARY

General

1. The President will make appointments and reappointments and report them to the Board of Governors for information.
2. The term of office shall not exceed five (5) years.

Composition of the Committee

Chair - Dean, University Library

One member appointed by the Provost and Vice-President Academic

Two librarians selected by the librarians

One student selected by the USSU

One graduate student selected by the GSA

Search Procedures

1. Library staff is advised by the Chair of the Committee when the position of Associate Dean, University Library will become vacant and are invited to submit applications and nominations.
2. The Committee will review applications and nominations, prepare a short list of candidates, and determine if interviews or seminars will be required.
3. The Committee will recommend an appointment to the Provost and Vice-President Academic.
4. The Provost and Vice-President Academic will recommend the appointment to the President.

Review Procedures

1. Library staff will be advised nine months prior to the end of the term of the Associate Dean, University Library that a performance review will be undertaken, with the review to be completed within three months. Library staff is invited to submit, in confidence, written comments either through their Head or directly to the Dean, University Library.
2. The Dean, University Library will meet with staff to gather comments on the performance of the Associate Dean, University Library.
3. The Dean will seek comments from Vice-Presidents and others outside the Library.
4. The Dean will discuss the results of the performance review with the Associate Dean, University Library and advise the incumbent of the recommendation to be made to the Provost and Vice-President Academic.

5. The Dean will recommend to the Provost and Vice-President Academic either that the incumbent be reappointed or that a search be conducted.
6. The Provost and Vice-President Academic will make a recommendation to the President on reappointment.
7. If reappointment is not recommended, a Search Committee will be established.