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FROM B. Mario Pinto, Vice-President, Research

RE Policy A 13.05 Search Committees for Deans - Revision

DATE February 12, 2009

In 1999, Senate and the Board of Governors approved the search committee procedures for the University Librarian. Several years ago, the position of University Librarian was also made a Dean, but the search procedures were never incorporated into Policy A 13.05 Search Committees for Deans.

Attached is a proposed addition to A 13.05 covering the inclusion of the Dean of Library Services/University Librarian. It has been updated from the 1999 version of that position's search committee and process to bring it in line with current search procedures, and the committee membership has been adapted following advice from the Senate Committee on Agenda and Rules, comments at Senate, and input from the Faculty Association.

The revision of today's date contains the following changes:

- a) the term of appointment is now listed on page 1 and not under the Terms of Reference of the Search Committee.
- b) the vacation reference has been removed.
- c) the conditions of membership of the two additional persons has been amended to include "to ensure appropriate gender and disciplinary representation." which is intended to ensure that the Search Committee has representation from major users of the Library.
- d) the Library Professional staff representation will be set at two members (as before) rather than one member as had been suggested earlier.

Motion

That Senate approve and recommend to the Board of Governors the revised Search Committee policy for the Dean of Library Services/University Librarian, dated 11 February 2009, for inclusion in Policy A 13.05.

Search Committee for the Dean of Library Services/University Librarian

Members	Conditions
Vice-President, Research	Chair
Two Deans	Selected by the Deans. (At least one must be a Faculty Dean. The incumbent Dean is excluded from membership.)
Four Faculty Members	Elected jointly by and from the faculty of the University, except that a Faculty cannot have more than one faculty representative.
One Graduate Student	Selected by the Graduate Student Society.
One Undergraduate Student	Selected by the SFSS.
Two Librarians	Elected by the Librarians. [At least one shall be a Librarian 4 or 5.]
One Member of the Support Staff	Elected by the support staff of the Library.
Up to two additional persons	Selected by the Vice-President, Research to ensure appropriate gender ¹ or disciplinary representation.

A quorum shall be 60% of the membership of the Committee.

The term of appointment shall normally be five years. An individual may be re-appointed through the process described in this document.

No later than 10 months before the expiration of the Dean's term of office, the Vice-President, Research shall initiate formation of the Search Committee for the Dean of Library Services. In the event the Dean leaves the position prior to the expiration of the term of office, a Search Committee shall be constituted as soon as possible.

¹ While appropriate gender representation will be expected to vary, search committees should have at least 20% of their members from each gender.

The Registrar shall be responsible for conducting elections for the Search Committee.

Terms of Reference

1. Stage One:

The Committee shall review the incumbent's performance where that individual is eligible for and seeking re-appointment. The review will include meeting with the incumbent and broad consultation within the University, with the Senate Library Committee, with the Deans and Vice-Presidents, and with appropriate external constituents. If the committee is satisfied with the results of the review, it will recommend reappointment.

2. Stage Two:

Where there is no incumbent seeking re-appointment or where, as a result of a Stage One review, the Committee does not recommend the incumbent's re-appointment the responsibilities of the Search Committee for the Dean of Library Services shall include:

- a. deciding whether to include in its search persons outside the University;
 - b. engaging in a search for potential candidates and examining their credentials;
 - c. receiving expressions, as early as possible in the search process, of opinions and preferences of faculty, students and library personnel;
 - d. consulting with all available Deans, Vice-Presidents, department chairs and Librarian Administrators during the search procedure;
 - e. consulting with the Senate Library Committee;
 - f. obtaining, in the case of a candidate from within the Library, ratification by vote of the Librarians and Librarian Administrators of the Library;
 - g. bringing to the President of the University within a reasonable period one or more recommendations for appointment to the position.
3. When an external candidate is being recommended as Dean of Library Services, an appointment compatible with the terms of A12.03 is required.
 4. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Search Committee, the President shall so inform the Committee, and shall supply an explanation of the

decision. In such an event, the Committee shall undertake once more the responsibilities outlined above.

5. Any person who is a candidate for the position shall not be a member of the Search Committee.
6. If a member of the Search Committee leaves the Committee, the Vice-President, Research may appoint a replacement.

11 February 2009