

**SIMON FRASER UNIVERSITY  
OFFICE OF THE VICE-PRESIDENT, ACADEMIC  
MEMORANDUM**

To: Senate  
From: J.M. Munro  
Vice-President, Academic

Re: **Search committees for Deans and the  
Associate Vice-President, Academic**      Date: August 6, 1991

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Over the past several months, the search committees and terms of reference for several senior academic administrative positions have been reviewed, updated and revised. The positions are:

Search Committee for Faculty Deans  
Search Committee for Dean of Graduate Studies  
Search Committee for Dean of Continuing Studies  
Search Committee for Associate Vice-President, Academic

Consultation has taken place with the Chairs and Deans, with the Faculty Association and the Student Society.

The proposed revisions are as follows:

1.    Search Committee for Faculty Deans
  - 1.1    The number of deans is reduced from 3 to 2;
  - 1.2    No more than one faculty member can be elected from any department;
  - 1.3    The two students should represent the students in the Faculty and it would be preferred to have one undergraduate student and one graduate student;
  - 1.4    Up to 2 additional faculty members can be appointed by the Vice-President, Academic to ensure appropriate gender representation.
  
2.    Search Committee for Dean of Graduate Studies
  - 2.1    The number of deans is reduced from 3 to 2;

2.2 Up to 2 additional faculty members can be appointed by the Vice-President, Academic to ensure appropriate gender representation.

3. Search Committee for Dean of Continuing Studies

3.1 The student member would be selected by the Student Society to make it consistent with other committees (presently the wording states that the student member would be appointed by the President from a list of no more than five persons submitted by the Student Society).

4. Search Committee for Associate Vice-President, Academic

4.1 The preference for a graduate and an undergraduate student is stated. Presently the wording states that the student representatives will be appointed by Student Forum; to make the wording consistent with the other committees it is proposed that it state "selected by the Student Society".

4.2 Two Directors who report to the Associate Vice-President, Academic shall be selected to the committee (presently, none are on the committee).

4.3 The President of the Faculty Association is deleted;

4.4 Up to 2 additional faculty members can be appointed by the Vice-President, Academic to ensure appropriate gender representation.

I recommend that Senate approve and recommend approval to the Board of Governors of the membership and terms of reference for the:

Search Committee for Faculty Deans  
Search Committee for Dean of Graduate Studies  
Search Committee for Dean of Continuing Studies  
Search Committee for Associate Vice-President, Academic

as specified on the attached papers.



## SEARCH COMMITTEE FOR A FACULTY DEAN

### Members

### Conditions

Vice-President, Academic

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 by and from the Faculty involved. No more than one faculty member from any department may be elected. At least two of the elected faculty must hold the rank of Associate Professor or Professor.

Two Students

Selected from the Faculty involved by the Student Society, preferably one undergraduate and one graduate student.

Up To Two Additional Faculty Members Selected by the Vice-President, Academic to ensure appropriate gender representation.<sup>1</sup>

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

No later than 10 months before the expiration of the Dean's term of office, the Vice-President, Academic shall initiate formation of a Dean's Search Committee. 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.

The Registrar shall be responsible for conducting elections for Search Committees.

### Terms of Reference

1. Responsibilities of the Search Committee for a Faculty Dean shall include:
  - a) deciding whether to include in its search persons outside the Faculty involved;
  - b) engaging in a search for potential candidates and examining their credentials;
  - c) consulting during the search procedure with all available department chairs in the Faculty involved;
  - d) receiving expressions, as early as possible in the search process, of opinions and preferences of faculty and students in the Faculty involved;
  - e) consulting with the department(s) most nearly concerned with the academic discipline of any deanship candidate about the academic standing of the candidate;
  - f) obtaining, in the case of a candidate from within the Faculty, ratification by vote of the Faculty involved of the candidate to be recommended to the President;
  - g) bringing to the President of the University within a reasonable period one or more recommendations for appointment to the position.
2. When an external candidate is being recommended as Dean, an academic appointment under the terms of AC 1 is required.
3. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Committee, the President shall so inform the Committee, and shall supply an explanation of the decision. In such an event the Dean's Search Committee shall undertake once more the responsibilities outlined above.
4. Any person who is a candidate for the position shall not be a member of the Search Committee.
5. If a member of the Search Committee leaves the Committee, the Vice-President, Academic may appoint a replacement.

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

## **SEARCH COMMITTEE FOR THE DEAN OF GRADUATE STUDIES**

### **Members**

### **Conditions**

Vice-President, Academic

Chair

Two Deans

Selected by the Deans. (At least one must be a Faculty Dean. The incumbent Dean of Graduate Studies is excluded from membership.)

Faculty Members (One From Each Faculty)

Elected by and from the respective Faculties with at least two of the members holding the rank of Associate Professor or Professor.

Two Graduate Students

Selected by the Student Society

Up To Two Additional Faculty Members

Selected by the Vice-President, Academic to ensure appropriate gender representation.<sup>1</sup>

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

No later than 10 months before the expiration of the Dean's term of office, the Vice-President, Academic shall initiate formation of the Search Committee for the Dean of Graduate Studies. 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.

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

### **Terms of Reference**

1. Responsibilities of the Search Committee for the Dean of Graduate Studies 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) consulting during the search procedure with all available department chairs and chairs of graduate program committees;
  - d) receiving expressions, as early as possible in the search process, of opinions and preferences of faculty and students;
  - e) consulting with the department(s) most nearly concerned with the academic discipline of any candidate about the academic standing of the candidate;
  - f) bringing to the President of the University within a reasonable period one or more recommendations for appointment to the position.
2. When an external candidate is being recommended as Dean, an academic appointment under the terms of AC 1 is required.
3. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Committee, the President shall so inform the Committee, and shall supply an explanation of the decision. In such an event, the Search Committee for the Dean of Graduate Studies shall undertake once more the responsibilities outlined above.
4. Any person who is a candidate for the position shall not be a member of the Search Committee.
5. If a member of the Search Committee leaves the Committee, the Vice-President, Academic may appoint a replacement.

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

## **SEARCH COMMITTEE FOR THE DEAN OF CONTINUING STUDIES**

### **Membership**

### **Conditions**

Vice-President, Academic	Chair
Two Faculty Deans	Selected by the Deans
Two Program Directors, Continuing Studies	Elected by and from the Program Directors, Continuing Studies
Three Faculty Members	Appointed by the President
Student	Selected by the Student Society
Community Person	Appointed by the President from a list of not more than five persons submitted by the executive of the Alumni Association.

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

In making appointments to the Committee, the President shall ensure appropriate gender representation.<sup>1</sup>

No later than 10 months before the expiration of the Dean's term of office, the Vice-President, Academic shall initiate formation of the Search Committee for the Dean of Continuing Studies. 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.

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

### **Terms of Reference**

1. Responsibilities of the Search Committee for the Dean of Continuing Studies 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) consulting during the search procedure with all available Program Directors in Continuing Studies;
  - d) bringing to the President of the University within a reasonable time one or more recommendations for appointment as Dean of Continuing Studies.
2. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Committee, the President shall so inform the Committee, and shall supply an explanation of the decision. In such an event, the Search Committee for the Dean of Continuing Studies shall undertake once more the responsibilities outlined above.
3. Any person who is a candidate for the position shall not be a member of the Search Committee.
4. If a member of the Search Committee leaves the Committee, the Vice-President, Academic may appoint a replacement.

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

## **SEARCH COMMITTEE FOR ASSOCIATE VICE-PRESIDENT, ACADEMIC**

### **Members**

### **Conditions**

Vice-President, Academic

Chair

Two Deans

Selected by the Deans  
(At least one must be a Faculty Dean)

Three Faculty Members

Elected by and from faculty members jointly

Two Students

Selected by the Student Society, preferably one undergraduate and one graduate student

Two Directors Who Report To The Associate Vice-President, Academic

Selected by and from the Directors reporting to the Associate Vice-President, Academic

Up To Two Additional Faculty Members

Selected by the Vice-President, Academic to ensure appropriate gender representation<sup>1</sup>

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

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

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

### **Terms of Reference**

1. Responsibilities of the Search Committee for the Associate Vice-President, Academic shall include:
  - a) deciding whether to include in its search persons outside the University;
  - b) engaging in a search for potential candidates and examining the credentials;
  - c) bringing to the President of the University within a reasonable time one or more recommendations for appointment as Associate Vice-President, Academic.
2. When an external candidate is being recommended as Associate Vice-President, Academic, an academic appointment under the terms of AC 1 is required.
3. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Committee, the President shall so inform the Committee, and shall supply an explanation of the decision. In such an event, the Search Committee for the Associate Vice-President, Academic shall undertake once more the responsibilities outlined above.
4. Any person who is a candidate for the position shall not be a member of the Search Committee.
5. If a member of the Search Committee leaves the Committee, the Vice-President, Academic may appoint a replacement.

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