

**SIMON FRASER UNIVERSITY**  
Office of the Vice-President, Academic

S.98-52

As amended  
by Senate  
11/5/98

**Memorandum**

**To:** Alison Watt  
Secretariat Services

**From:** David Gagan *David Gagan*  
Vice-President, Academic

**Re:** Amendments to Appointment  
of Deans Policy

**Date:** April 27, 1998

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Attached is an amended version of the policy regulating the appointment of Deans. These amendments provide that, where a Dean is eligible for and seeking re-appointment, the search committee will carry out a review of the Dean's performance and of his/her suitability for re-appointment.

In addition a support staff member has been added as a member of a Faculty Dean search committee and the Dean of Continuing Studies Search committee.

Please put this item on the next Senate agenda with the following motion:

**Motion:**

That Senate approve and recommend approval to the Board of Governors as set out in S.98- 52 the proposed amendments to the Appointment of Deans policy.

Attachment

1. SEARCH COMMITTEE FOR FACULTY DEAN

Ratification votes at Stage 1 and Stage 2 require a 60% majority of votes cast by eligible voters.

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.

One member of the support staff

Elected by the support staff of the Faculty

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. 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 Faculty, with the Deans and Vice-

<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.

Presidents, and with appropriate external constituents. If the committee is satisfied with the results of the review, it will recommend reappointment and a ratification vote will follow.

**2. Stage Two:**

Where there is no incumbent eligible for and 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 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.

3. When an external candidate is being recommended as Dean, an academic appointment under the terms of A 10.01 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 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.
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, Academic may appoint a replacement.

## 2. 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. 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 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 eligible for and seeking re-appointment or where, as a result of a Stage One review, the Committee does not recommend the incumbent's

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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.

**re-appointment** the 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.
3. When an external candidate is being recommended as Dean, an academic appointment under the terms of A 10.01 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 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.
  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, Academic may appoint a replacement.

### 3. SEARCH COMMITTEE FOR THE DEAN OF CONTINUING STUDIES

<u>Membership</u>	<u>Conditions</u>
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
One member of the support staff	Elected by the support staff in Continuing Studies
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. 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 Deans and Vice Presidents, and with appropriate external constituents. If the committee is satisfied with the results of the review, it will recommend reappointment.

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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.

## 2. Stage Two:

Where there is no incumbent eligible for and 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 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.
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 Continuing 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.

### INTERPRETATION

Questions of interpretation or application of this policy or its procedures shall be referred to the President, whose decision shall be final.