

## SIMON FRASER UNIVERSITY

## MEMORANDUM

To: Senate

From: John O. Stubbs  
President and Vice-Chancellor

Subject: Search Committee Composition: Date: September 7, 1995  
Vice-President, Research and  
Dean, Graduate Studies

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In 1994, when Dr. Bruce Clayman was appointed to assume the position of Vice-President, Research for a term ending on August 31, 1996, I indicated that a full search for the combined position of Vice-President, Research and Dean, Graduate Studies would be undertaken in advance of the end of Dr. Clayman's term in 1996. Currently there are separate search committees for the two positions and in accordance with the University Act, I am requesting that Senate and the Board approve the membership and terms of reference for the combined position. In the attached paper, I have included the previous memberships and terms of reference for information.

It is my hope to obtain Senate approval at the meeting of September 18 and subsequently the approval of the Board at the September meeting. There is some urgency in advancing this proposal at this time since it will take approximately one month following the approval to complete the election process for the various constituencies.

In putting forth the proposed composition, I have tried to retain the spirit of the representation inherent in the two separate positions and at the same time, keep the membership to a number that is workable.

**Motion:**

**"that Senate approve and recommend to the Board of Governors the composition and terms of reference for the search committee for the combined position Vice-President, Research and Dean, Graduate Studies as set out in S.95-54."**

VICE-PRESIDENT, RESEARCH & DEAN, GRADUATE STUDIES  
SEARCH COMMITTEE - MEMBERSHIP

<u>Members</u>	<u>Conditions</u>
President	Chair
Vice-President, Academic and Provost	
Dean Dean	Selected by the Deans
Faculty Member (Applied Sciences)	Elected by and from respective faculties
Faculty Member (Arts)	
Faculty Member (Business Administration)	
Faculty Member (Education)	
Faculty Member (Science)	
<del>Undergraduate</del> Student	
Graduate Student	Elected by and from the graduate student body
President, Faculty Association (or designate)	
President, Student Society (or designate)	
<sup>undergraduate</sup> University Librarian (or designate)	
President, Alumni Association (or designate)	
Employee	Elected by and from full-time employees who are not faculty members

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

No later than 10 months before the expiration of the term of office, the President shall initiate formation of the Search Committee. In the event the incumbent 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

The search committee will establish its operating procedures.

When an external candidate is recommended for the position, an academic appointment is required.

Any person who is a candidate for the position shall not be a member of the search committee.

If a member of the search committee leaves the committee, the President may appoint a replacement.

# Appendix A - Existing Committees

## VICE-PRESIDENT RESEARCH SEARCH COMMITTEE

<u>Members</u>	<u>Conditions</u>	<u>Name</u>
President	Chair	
Provost and Vice-President, Academic		
Dean Dean Dean	Selected by the Deans	
Faculty Member (Applied Sciences) Faculty Member (Arts) Faculty Member (Business Administration) Faculty Member (Education) Faculty Member (Science)	Elected by and from respective Faculties	
Undergraduate Student	Elected by and from Undergraduate student body	
Graduate Student	Elected by and from Graduate student body	
President, Faculty Association (or designate)		
President, Student Society (or designate)		
University Librarian (or designate)		
President, Alumni Association (or designate)		
Employee	Elected by and from full-time employees who are not faculty members	

The Search Committee will establish its operating procedures.

## 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.

<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.