

SIMON FRASER UNIVERSITY

S.84-47

MEMORANDUM

With wording as proposed by Senate July 9/84. If the Board approves this wording, no further action would be required by Senate.

To..... SENATE.....

From..... W. G. SAYWELL, PRESIDENT.....

Subject..... DEAN OF CONTINUING STUDIES SEARCH COMMITTEE.....

Date..... 28 JUNE 1984.....

Under section 27(e) of the University Act, the Board of Governors has the power

"with the approval of senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate."

The Board of Governors at its meeting held on June 28, 1984 approved the composition and terms of reference for a Dean of Continuing Studies Search Committee as set out in the attached.

MOTION: "That Senate approve the selection procedures and terms of reference established by the Board of Governors for the Dean of Continuing Studies Search Committee"

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To..... Dr. W. G. Saywell  
..... President  
.....  
Subject..... Dean of Continuing Studies  
..... Search Committee

From..... J. M. Munro  
..... Vice-President Academic  
.....  
Date..... May 31 1984

With the appointment of Dr. J.P. Blaney as full-time Vice-President, Development, effective July 1, 1984, it will become necessary to search for a new Dean. Under the University Act, this search is to be carried out by a Search Committee whose membership and terms of reference have been established by the Board of Governors and approved by Senate. After discussion with Dean Blaney, I propose the following composition and terms of reference for this Search Committee. The terms of reference generally parallel those used in searches for Deans and the Registrar. Terms of reference for the Committee would be as follows:

<u>Members</u>	<u>Conditions</u>
1. Vice-President, Academic	Chairman
2. Two Faculty Deans	Selected by the Deans
3. Two Program Directors, Continuing Studies	Elected by and from Continuing Studies Program Directors
4. Three Faculty Members	Appointed by the President
5. i) One Student	Appointed by the President from a list of no more than five persons submitted by the Student Society.
ii) One Community Person	Appointed by the President from a list of no more than five persons submitted by the executive of the Alumni Association.

### Terms of Reference

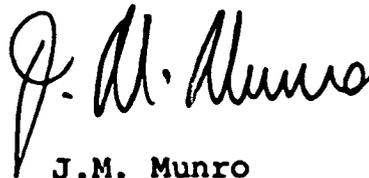
1. Deciding whether to include persons outside the University in the search.
2. Engaging in a search for potential candidates, examining their credentials, and arranging for appropriate interviews.
3. Bringing to the President within a reasonable period of time one or more recommendations for appointment as Dean of Continuing Studies.

This proposal would provide for appropriate representation from the various constituencies affected by Continuing Studies. In particular, the inclusion of persons from the community is an important reflection of the outreach activities of this office of the University.

Dr. W.G. Saywell  
May 31, 1984

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If you agree with this proposal, it should be presented to the Board of Governors at their June meeting with subsequent consideration at the July meeting of Senate. If both bodies approve, the Search Committee can be formed over the summer and begin its work in September.

  
J.M. Munro

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