Procedures for the Appointment and Re-Appointment of Vice Dean in the Faculty of Arts

**Purpose**

1. To outline the process for the appointment and re-appointment of Vice Dean in the Faculty of Arts.

**Scope**

2. These procedures apply to Vice Dean in the Faculty of Arts.

**Definitions**

3. In this procedure:
   a) “Dean” refers to the dean of the Faculty of Arts;
   b) “Department Head” refers to the administrative leadership of one of the academic departments in the Faculty of Arts;
   c) “School Director” refers to the administrative leadership of the schools in the Faculty of Arts.

**Collective Agreement**

4. Collective Agreement:

1. The Collective Agreement, under the section entitled Definitions (e), states:

   “Vice-Dean Large Faculty” means a person from the tenured academic staff who is appointed as a Vice Dean of a Faculty with over 125 academic staff members (not including term-certain appointees) in accordance with the following:

   a) The appointment is made in accordance with selection procedures established by Faculty Council that includes an advisory committee the majority of whose members are academic staff members;
b) There is no more than one Vice Dean in the Faculty;
c) Each term of appointment is no more than 5 years.

Procedures

In the Faculty of Arts:

a) The position of Vice Dean will be occupied only by a tenured academic staff member of the Faculty of Arts.

b) The appointment will be made by the Dean subsequent to discussions with the Head of the Department or Director of the School of the individual being considered for such appointment.

c) The Dean will bring forward the appointment suggestion to the Dean’s Advisory Council (DAC) (minus the incumbent of any such position if currently filled) for advice prior to formalizing the appointment.

d) The Vice Dean is by default for a period of 5 years, or subject to review at the time of appointment of a new Dean.

e) Re-appointment is made subject to the advice of DAC (minus the incumbent) by the Dean.

Term of Office

The Vice Dean shall be appointed for a term of five years and the appointment may be renewed. Normally, the Vice Dean shall not serve more than two consecutive terms.

History

Approved by the Faculty of Arts Executive Council, September 27, 2013
Updated May 25, 2018