

Procedures for the Appointment and Re-Appointment of Department Heads and School Directors in the Faculty of Arts

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Purpose **1** To outline the process for the appointment and re-appointment of department heads and school directors in the Faculty of Arts.

Scope **2** These procedures apply to department heads and school directors 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) "Director" refers to the administrative leadership of the schools in the Faculty of Arts.

Procedures **4** Procedures:

- 1.** The dean recommends the appointment and re-appointment of department heads and school directors to the provost. The members of the advisory selection committee advise the dean on the candidate to be recommended for appointment or re-appointment.

2. Term of Office

Department heads and school directors shall be appointed for a term of up

to five years and the appointment may be renewed. Normally, a department head or school director shall not serve more than two consecutive terms.

3. Appointment of an Advisory Selection Committee

3.1 An advisory selection committee shall be established by the dean, for the appointment of a department head or school director. Normally, the committee shall be struck six to nine months prior to the end of the incumbent's last year of service. The committee shall normally consist of:

3.1.1 Two representatives elected by and from the continuing members of the department or school (voting)

3.1.2 One full-time MaPS or AUPE member drawn from the department or school's support staff (voting)

3.1.3 One full-time faculty member from another department or school in the faculty appointed by the executive's nomination committee of the Faculty Council (voting)

3.1.4 One full-time faculty member, external to the faculty, appointed by the executive's nomination committee (voting)

3.1.5 The dean, or his/her delegate, who shall act as chair of the committee (non-voting)

3.2 Candidates for the position may not serve as members of the advisory selection committee.

4. Soliciting Nominations and Applications

4.1 The chair of the advisory selection committee shall solicit nominations and applications from continuing members of the department or school. If the appointment of an external candidate is approved by the provost, the chair shall ensure the position is appropriately advertised. The chair will contact all nominees to ascertain their willingness to be considered for the appointment.

4.2 Each candidate who has indicated a willingness to be considered for appointment shall submit a letter of introduction and a curriculum vitae for the information of the committee members.

5. Consideration of Candidates

5.1 The advisory selection committee shall conduct an initial review of the candidates and then announce the shortlist.

- 5.2 Normally, candidates will be expected to make a presentation to faculty, staff, students and committee members. Following the presentation, an in-camera meeting between the committee members and the department may occur in a format acceptable to the department.
- 5.3 The department must establish mechanisms that allow the advisory selection committee to take informed student opinion into account.
- 5.4 Following this process, a suitable period of time will be provided to allow members of the department or school to express their views, in writing, to the advisory selection committee. Feedback on the candidates cannot be anonymous; the advisory selection committee's commitment to confidentiality will ensure that feedback received will be treated with the utmost discretion.
- 5.5 Normally, candidates will meet, in camera, with the advisory selection committee.

6. Recommendation of the Preferred Candidate

- 6.1 The members of the advisory selection committee shall review the materials submitted by candidates and the expressions of opinion received from department or school members prior to arriving at a decision.
- 6.2 Following this review, the committee members shall be asked to express their views of the candidates under consideration. The chair shall not express his/her views during this discussion.
- 6.3 The chair shall report the recommendation of the advisory selection committee along with his or her recommendation to the provost.

7. Re-Appointment of Department Heads and School Directors

- 7.1 Normally six to nine months prior to the end of the appointment term of a department head or school director, the dean notifies the department head or school director about the expiry of the current appointment and the process of re-appointment.

- 7.2 Should the department head or school director not wish to be considered for re-appointment, the dean initiates the selection process for a new department head or school director.
- 7.3 Should the department head or school director wish to be considered for re-appointment, the dean will notify the department's or the school's faculty, staff, and students in writing, and invite them to convey to the dean, in writing and signed, their assessment of the performance of the department head or school director, as well as their views on reappointment.
- 7.4 The dean may meet with faculty, staff, and students of the department or school either individually or as part of a larger meeting to solicit further discussion.
- 7.5 The dean will meet with the department head or school director to discuss the input received from faculty and staff as well as review the performance of the department head or school director as documented in the dean's biannual assessments of the head's or school director's Academic Performance Report (APR).
- 7.6 The dean will inform faculty and staff in the department or school, in writing, of the final decision and course of action regarding the headship in the department or school.

History

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History:

Approved by the Faculty of Arts Council on recommendation of the Council's Executive, April 19, 2010.

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