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Parent Policy: [Recruitment Policy](#)

Faculty Deans Selection Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	General Faculties Council Executive Committee
Scope:	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories).

Overview

The University of Alberta (“University”) is committed to appointing the best-qualified candidates for its decanal employment opportunities and aspires to achieve an **equitable, diverse and inclusive** community of **senior administrators and employees** consistent with the mission set out in *its Strategic Plan for Equity, Diversity and Inclusivity* (“EDI Strategic Plan”). By adopting EDI principles and practices into its Faculty Dean search process, the University hopes to achieve diversity in the workplace and correct employment disadvantages experienced by **persons historically under-represented at the University**. These principles and practices are designed to ensure that access to the University’s employment opportunities is equitable and inclusive by removing employment-related barriers - particularly those based on **protected grounds**. This will require periodic assessment of demographic, intellectual, and other aspects of diversity when contemplating a search. Committees must consider any diversity-related issues that exist with respect to the relevant employee group and must consider what steps it may reasonably take to address those issues.

With respect to the procedures for the selection of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.

Purpose

The purpose of this procedure is to

- provide a general outline of the Faculty Dean selection process
- describe the composition of the Dean Selection Committee, how potential conflicts of interest are addressed and the requirements for quorum
- set out the Committee’s Dean selection procedures
- outline measures to manage **conflict**
- describe the Dean appointment process.

PROCEDURE

GENERAL OUTLINE OF FACULTY DEAN SELECTION PROCESS

- a. By virtue of the Post-Secondary Learning Act (section 21(1), 83 and 84(1)), the appointment of a Dean is made by the Board of Governors who has delegated their authority to the Board Human Resources Compensation Committee (BHRCC) in accordance with procedures approved by General Faculties Council.
- b. These procedures declare that such appointments shall be made by the Board on the

recommendation of the President. The President's recommendation is based on the recommendation of the Committee. The Provost and Vice-President (Academic) is required to present the Committee's selection to the President. The President has the authority to accept or reject the committee's recommendation. If the President accepts, they recommend the appointment to the Board of Governors through BHRCC. If the President does not accept the committee's recommendation, they will meet with the committee to explain this decision.

- c. The process of selection at the end of a term is initiated by the Provost and Vice-President (Academic) for Deans at least nine (9) months prior to the end of the incumbent's term.

FACULTY DEAN SELECTION COMMITTEE

1. Committee and its composition

- a. All selections shall be carried out by a duly constituted Faculty Dean Selection Committee ("Committee").
- b. The composition of Committees varies by Faculty. Changes to the composition of individual Faculties' selection committees may be initiated by the Faculty or by the Provost but must be approved by their respective Faculty Councils.
- c. Overall, the Committee composition should, to the extent possible, be considerate of relevant diversity-related issues. Specifically, Committees should be inclusive of persons historically under-represented relative to the pool of deans.
- d. Committee members designated by the President, Provost or Vice-President (Research and Innovation), should, to the extent possible, ensure the Committee is inclusive of persons historically under-represented relative to the discipline, field, and pool of deans.
- e. Once the Committee has been established, with all members elected or designated, the Provost will consult with the President on the composition of the Committee. The President may, in consultation with the Chair or Vice-Chair of the GFC Nominating Committee, name up to two additional members to the Committee to ensure broad representation and, to the extent possible, address relevant diversity-related issues.
- f. Requirements or elements common to the Committees across all Faculties include the following,
 - Provost and Vice-President (Academic), or designee, chairs the Committee.
 - Vice-President (Research & Innovation), or designee, vice-chair.
 - Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee
 - Academic Faculty Members
 - Undergraduate and Graduate Students
 - Support Staff, and/or Management and Professional Staff (MAPS)
 - Representation from General Faculties Council.
- g. The Provost shall establish guidelines for Committees. A Committee is charged with obtaining the best-qualified person available for the position and contributing to the University's goal of achieving an equitable, diverse and inclusive community of senior administrators.
- h. The Provost as chair of the Committee is responsible for:
 - making Committee members aware of their obligations under applicable University policy, in particular, the *Discrimination, Harassment and Duty to Accommodate Policy*, the University's *Employment Equity Statement* and the EDI Strategic Plan all as may be amended from time to time and documenting and confirming these efforts
 - providing Committee members with applicable resources, including but not limited to, training offered by the Disclosure, Assurance and Institutional Research and Human Resource Services (HRS).
 - ensure the Committee documents practices for ensuring the fair and equitable assessment of candidates
 - hold the Committee to account to employ fair, equitable and inclusive indicators for determining the best-qualified candidate

- ensure that Committee evaluations are supported by evidence and that each candidate's strengths and weaknesses are evaluated fairly and consistently.
 - i. Committee members are responsible for familiarizing themselves with the principles of equity, diversity and inclusivity, concepts of bias awareness and discrimination, the obligations under applicable University policies, in particular, the *Discrimination, Harassment and Duty to Accommodate Policy*, the University's *Employment Equity Statement* and the EDI Strategic Plan all as may be amended from time to time.
- 2. All members shall abide by the Statement of Ethical Conduct, in particular, with respect to management of **conflict** throughout the process. Conflict of Interest
 - a. All Committee members must consider potential conflicts of interest. Members will be asked to complete conflict of interest declarations, and any identified real or perceived conflicts of interest must be managed in accordance with the University's Conflict Policy and its associated procedures.
 - b. Conflicts will be reviewed throughout the process as situations may arise that are related to the applicant pool.
 - c. Where a conflict can be managed, the Chair shall be notified and the management of it shall be approved by the President, in consultation with Faculty Relations.
 - d. Where a conflict cannot be managed to the satisfaction of the Chair and President, the nominee may be disqualified and replaced through 1(f) as defined above.
 - e. Notwithstanding the above, an incumbent shall not be eligible to vote in the election of Committee members.
 - f. In no instance shall the membership of a Committee include:
 - (1) a current candidate for the office
 - (2) the outgoing Dean
 - (3) any person with an apparent conflict of interest as determined by the Provost.
- 3. Quorum
 - a. At any meeting of a Committee for Dean where a final decision is made, at least one (1) of the two (2) Vice-Presidential members must be present, the Provost or Vice-President (Research and Innovation), and no more than two (2) of the other members shall be absent.
 - b. To participate in a final decision and ensure fairness, Committee members must have been present at all sessions where all candidates were considered.

DEAN SELECTION PROCEDURES

1. General Case

Soliciting applicants

- a. The Committee shall invite suggestions concerning possible candidates from the members of the Faculty concerned and encourage the nomination of persons historically under-represented at the University and Faculty.
- b. In addition to accepting applications from qualified candidates a Committee may actively solicit applications from apparently qualified persons including persons historically under-represented at the University.
- c. The committee is responsible to ensure, to the extent possible, that the applicant pool is inclusive of persons historically under-represented at the University and may continue the solicitation of applications and extend any applicable deadline for submitting applications for this purpose.

Advertisement

- d. All vacancies must be advertised within the University, in accordance with the University's *Academic Staff Posting and Advertising Procedure*.
- e. Advertisements will appear simultaneously or later than postings on the University of Alberta Careers website.
- f. If a vacancy may be filled by an appointee from outside the University, then the vacancy must be

advertised widely outside the University, including in media accessed by persons historically under-represented at the University.

Evaluation of qualifications and selection of candidate

- g. The Committee may consult with the incumbent Dean of the Faculty and/or other source in the subject Faculty where it requires additional information concerning the duties, functions, responsibilities, authorities, *et cetera* of the Dean position in question.
- h. The Committee will establish the required qualifications, skills, abilities, competencies and credentials for the Dean position in an objective, equitable and inclusive way.
- i. The Committee should have regard to inclusive and explicit criteria for the Dean position in reviewing and evaluating applications.
- j. The Committee chair should:
 - Ensure the Committee documents practices for ensuring the fair and equitable assessment of candidates
 - Employs fair, equitable and inclusive indicators for determining the best-qualified candidate
 - Ensure that Committee evaluations are supported by evidence and that each candidate's strengths and weaknesses are evaluated fairly and consistently.
- k. All candidates selected for an interview should be provided with a common set of instructions, including relevant expectations, protocols, and evaluation criteria.
- l. The Committee will fulfil the university's duty to accommodate by giving candidates the opportunity to ask for reasonable accommodation during the application and interview process.
- m. Where the candidate is from outside the University, the Committee shall also serve as the Faculty Selection Advisory Committee in relation to the academic staff appointment.
- n. If the incumbent is a candidate, past performance must be considered by the Committee.
- o. The committee shall explicitly address any career path choices or interruptions as they might affect the assessment of the candidate.
- p. At each stage of the selection process the Committee members should be allocated enough time to consider all materials, information, and candidates in a fair and equitable manner.
- q. The Committee should ensure, to the extent possible, that the pool of shortlisted candidates is inclusive of persons historically under-represented relative to the pool of deans.
- r. Where candidates are determined to be similarly qualified for the Dean position, the final selection/recommendation decision will favour achieving diversity in the workplace and correcting employment disadvantages experienced by persons historically under-represented at the University.
- s. When the Committee has reached a decision on the candidate, the Provost is required to present the Committee's selection to the President.

2. Special Cases for Selection Procedures

Engineering Deans

- a. The Committee shall recommend (1) candidate as the proposed Dean.
The Academic Staff members of the Faculty shall, by a simple majority vote, indicate acceptance or rejection of the committee's recommendation. The ballot paper shall read:
 - I accept the Committee's recommendation for Dean
 - I reject the Committee's recommendation for Dean
- b. In the event of rejection, the Committee shall recommend another candidate.
- c. The vote, by secret ballot, shall be conducted by the selection committee in accordance with the procedures laid down by the Faculty of Engineering.
- d. The Chair of the Committee, shall make the vote known to the successful candidate, including abstentions.

DEAN APPOINTMENT PROCESS

- a. If the conditions of employment and criteria for future evaluation of the person selected differ from statutory duties or standard expectations, these must be specified fully at the time of appointment.
- b. Acceptance of an appointment is taken as indicating acceptance of the procedures and criteria to be used at the end of the term. The letter of appointment is binding on both the Board and the person being appointed.
- c. The term of office shall not exceed five (5) years. The letter of appointment must specify whether reappointment is to be by Selection or Review as set out in the Dean's Review Procedure.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

Equity/Equitable	In the context of this policy, equity is about fair access to employment and the opportunity to succeed in this domain. Employment equity principles, policies, and practices promote [or facilitate] access, representation, opportunities, and meaningful participation of persons historically under-represented.
Diversity	In the context of this policy, diversity refers to the demographic and identity difference and-variety within the University's workforce, including that based on the protected grounds. More broadly, within the University, diversity also encompasses difference or variety in education, ideas, perspectives, opinions, heuristics, disciplines, methodologies, epistemologies, faculties, skills, and learning opportunities.
Inclusion/Inclusivity	In the context of this policy, inclusion is a principle and practice that values and cultivates the full and meaningful participation and representation of persons historically under-represented in the University's workforce.
Employee(s)	A person employed by the University and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i> .
Persons historically under-represented	Women, Indigenous persons (First Nations, Métis, Inuit), members of visible minority groups, persons with disabilities, persons who identify with under-represented sexual orientations, gender identity or expression.
Senior Administrators	President, Vice-Presidents, Deputy Provost, Associate Vice-Presidents, Vice-Provosts, Deans, Directors and Chairs.
Protected Grounds	Refers to those grounds set out and defined in the <i>Alberta Human Rights Act</i> and in the University's <i>Discrimination, Harassment and Duty to Accommodate Policy</i> (UAPPOL) which are: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientations or political beliefs.

Faculty Member	“Faculty Member” means a full-time Academic Faculty member (from Category A1.1 or A1.6) who is employed at the University under the terms and conditions of the Board/AASUA Collective Agreement, Schedule A– Academic Faculty Members.
University Employment Equity Statement	“The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientations or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.”
Conflict	Conflict of interest, conflict of commitment, or institutional conflict as defined in the University of Alberta Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict Policy.

FORMS

There are no forms for this procedure. [\[▲Top\]](#)

RELATED LINKS

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[Access to Information and Protection of Privacy Policy](#) (UAPPOL)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff](#) (UAPPOL)

[Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) (UAPPOL)

[Faculty Deans Review Procedure](#) (UAPPOL)

[Faculty Deans Selection Procedure Appendix A Dean Selection Committees for Individual Faculties](#) (UAPPOL)