



The following Motions and Documents were considered by the GFC Executive Committee at its Monday, June 10, 2019 meeting:

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Agenda Title: **Proposed Changes to Composition of Arts Faculty Council, Faculty of Arts**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the composition of the Arts Faculty Council as set forth in Attachment 1, to take effect July 1, 2019.

FINAL ITEM 4.

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Agenda Title: **Proposed Changes to Composition of Faculty Council, Faculty of Medicine and Dentistry**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the composition of Council of the Faculty of Medicine and Dentistry as set forth in Attachment 1, submitted by the Faculty of Medicine and Dentistry, to take effect upon final approval.

FINAL ITEM 5.

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Agenda Title: **Changes to Department Chair Selection procedures related to Faculty of Medicine and Dentistry**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from the Board of Governors and General Faculties Council, proposed changes to the procedures for selection of Department Chairs in the Faculty of Medicine and Dentistry as set forth in Attachment 1 (amended June 19, 2019), to take effect upon final approval.

FINAL ITEM 6. *(by evote)*

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**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Proposed Changes to Composition of Arts Faculty Council, Faculty of Arts</b>
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**Motion**

<p>THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the composition of the Arts Faculty Council as set forth in Attachment 1, to take effect July 1, 2019.</p>
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Dr. Steve Patten, Associate Dean (Research), Faculty of Arts
Presenter(s)	Dr. Steve Patten, Associate Dean (Research), Faculty of Arts

**Details**

Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	<p>The proposal is before the committee because Arts Faculty Council has voted to revise its membership and decisions with regard to the composition of Faculty Councils must be approved by GFC Executive Committee, acting on behalf of GFC with formally delegated authority.</p> <p>In fall 2018, the Executive Committee of Arts Faculty Council (AFC) appointed a five-person Governance Review Committee to recommend a set of guiding principles and new terms of reference for AFC and its eleven standing committees.</p> <p>Following consultations with a range of stakeholders within and beyond the Faculty of Arts, the Governance Review Committee submitted, for the approval of AFC, a document titled “Guiding Principles for Academic Governance in the Faculty of Arts” and a full suite of terms of reference for AFC and its committees. AFC approved these on May 23, 2019.</p> <p>The new terms of reference for AFC make a number of changes to the Council’s composition. These include:</p> <ul style="list-style-type: none"> <li>• Removing from the list of ex-officio members positions that no longer exist</li> <li>• Updating the titles of ex-officio members to be consistent with current titles</li> <li>• Adding as specifically named ex-officio members a number of positions which have been designated as ‘Excluded Employees’ under the collective agreement. Added are: Vice Dean; Assistant Dean, Advancement; Director of Strategy, Initiatives, Facilities, and Finance; and Senior Officer, Human Resources.</li> <li>• Adding as a category of ex-officio members all career Arts Academic Teaching Staff from category A2.0 in the collective agreement.</li> <li>• Cleaning up the list of External Voting Members from other Faculties and Colleges, including: <ul style="list-style-type: none"> <li>○ Giving Education just one representative, like other Faculties</li> <li>○ Adding representation from Native Studies and St. Stephen’s College</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Listing the representatives from the Faculty of Science's Department of Mathematical and Statistical Sciences and Department of Earth and Atmospheric Sciences separately</li> <li>● Making the representatives of UAlberta Libraries and the Alumni Association full voting members rather than 'observers'</li> </ul> <p>Additionally, the outline of the Council's composition was reorganized with three categories of members: Ex-Officio Voting Members; Elected Voting Members; and External Voting Members. The Terms of Reference also identify the Faculty's Governance Coordinator as a Non-Voting Resource Member.</p> <p>NOTE: There are just two aspects of Faculty Council terms of reference that must be approved by GFC Executive Committee. These are: (A) the Council's composition and (B) the quorum for meetings of Council. No change was made to quorum for meetings of AFC.</p> <p>Quorum for AFC remains 10% of voting members.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>● Faculty of Arts Governance Review Committee</li> </ul> <p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>● Principal and Dean, St. Stephen's College</li> <li>● Dean of Arts' Executive Committee</li> <li>● Arts Faculty Council Executive Committee</li> </ul> <p><b><u>Those who have been informed:</u></b></p> <ul style="list-style-type: none"> <li>● Interim Vice-Provost and University Registrar</li> <li>● Vice Provost (Learning Services) and Chief Librarian</li> <li>● All members of Arts Faculty Council</li> </ul>
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> <li>● Arts Faculty Council Executive Committee (May 16, 2019)</li> <li>● Arts Faculty Council (May 23, 2019)</li> <li>● GFC Executive Committee (June 10, 2019)</li> </ul>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.			
Alignment with Institutional Risk Indicator	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Enrolment Management  <input checked="" type="checkbox"/> Faculty and Staff  <input type="checkbox"/> Funding and Resource Management  <input type="checkbox"/> IT Services, Software and Hardware  <input checked="" type="checkbox"/> Leadership and Change  <input type="checkbox"/> Physical Infrastructure         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Relationship with Stakeholders  <input type="checkbox"/> Reputation  <input type="checkbox"/> Research Enterprise  <input type="checkbox"/> Safety  <input type="checkbox"/> Student Success         </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success			

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Legislative Compliance and jurisdiction	<ul style="list-style-type: none"><li>• Post-Secondary Learning Act (PSLA)</li><li>• GFC Executive Committee terms of reference</li></ul>
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Attachments (each to be numbered 1 - 2)

1. Attachment 1 (page(s) 1 - 2) **Proposed Composition (Membership) for Arts Faculty Council**
2. Attachment 2 (page(s) 1 - 2) **Existing Composition (Membership) of Arts Faculty Council**

*Prepared by:* <Steve Patten, Associate Dean (Research), spatten@ualberta.ca>

**Proposed Composition (Membership) for Arts Faculty Council**

As passed by AFC on May 23, 2019

**2) Council Composition**

***Ex-Officio Voting Members:***

- Dean - Chair
- Vice Dean - Vice Chair
- Assistant Dean, Advancement
- Director, Strategy, Initiatives, Facilities, and Finance
- Senior Officer, Human Resources & Administration
- University President
- Vice-Provost and University Registrar or delegate
- President, Arts undergraduate students' association
- All Faculty of Arts academic staff in Category [A1.0](#)\*
- Any academic staff in category A1.0 from other faculties who are currently serving in an academic administrative role in a Faculty of Arts Department.
- All career status Arts Academic Teaching Staff from Category [A2.0](#).

\* Note: If any members of AFC lose their membership due to being re-designated as 'Excluded Employees', AFC will consider a formal amendment to these Terms of Reference to continue the affected members' membership by explicitly listing them as ex-officio members of AFC.

***Elected Voting Members:***

- Three (3) non-academic Arts staff members, with no more than one member drawn from any one unit of the Faculty – elected for a term of three years.
- Six (6) non-career status Arts Academic Teaching Staff from Category [A2.0](#) (two from each of the Humanities, Social Sciences, and Fine Arts Division) – elected for a term of one year.
- Thirty-five (35) undergraduate students from the Faculty of Arts, selected by the undergraduate students' association using whatever method the association deems suitable. If the association is unable to fill the required number of undergraduate student positions by September 30 of any given year, the UAlberta Students' Union will be responsible for the selection of the undergraduate representatives.
  - Undergraduate student terms run from June 1 to May 31.
- Five (5) graduate student representatives from among those pursuing graduate studies in the Faculty of Arts, selected by the Graduate Students' Association (GSA) using whatever method the Association deems suitable.
  - Graduate student terms run from June 1 to May 31.

***External Voting Members:***

- One representative of the School of Business

- One representative of the Faculty of Education
- One representative of the Faculty of Engineering
- One representative of the Faculty of Agricultural, Life and Environmental Sciences
- One representative of the Faculty of Kinesiology, Sport, and Recreation
- One representative of the Faculté Saint-Jean
- One representative of the Faculty of Science
- One representative of the Department of Mathematical and Statistical Sciences, Faculty of Science
- One representative of the Department of Earth and Atmospheric Sciences, Faculty of Science
- One representative of the Faculty of Native Studies
- President of St. Joseph's College or delegate
- Principal and Dean of St. Stephen's College or delegate
- One Representative of UAlberta Libraries
- One Representative of the Alumni Association

***Non-Voting Resource Members:***

- Governance Coordinator

**Existing Composition (Membership) of Arts Faculty Council**

2008 GFC Policy Manual – Section 55

**55.5.2 Council of the Faculty of Arts**

Ex officio De

an

President

Associate Deans (EXEC 10 JAN 2005)

Director, Undergraduate Student Services (EXEC 14 JAN 2002)

Assistant Dean (Administration) (EXEC 07 MAY 2001)

Administrative Officers (Student Programs)

Faculty Secretary

President, Arts Students' Association

All academic staff in Category A1.0 of the Faculty as well as members of Category A1.0 from other Faculties associated with a department of the Faculty by virtue of their administrative role. (GFC 28 NOV 1988) (EXEC 19 MAR 1998) (EXEC 10 JAN 2005)

Additional

members Registrar

One staff member Faculty of Business

Two staff members (one from the Dean's Office Faculty of Education and one other)

One staff member Faculty of Engineering

One staff member Faculty of Agricultural, Life and Environmental Sciences

One staff member Faculty of Kinesiology, Sport, and Recreation

One staff member Faculté Saint-Jean

Three non-academic staff members from Category B1.0, with no more than one member drawn from any one unit of the Faculty. (EXEC 10 JAN 2005)

Six full - time temporary staff from Category A2.1 (two from each of the Humanities, Social Sciences, and Fine Arts). (EXEC 07 MAY 2001)

Three staff members (one from Faculty of Science Mathematics, one from Earth &

Atmospheric Sciences, and one from the Faculty of Science at-large) (EXEC 14 JAN 2002)

Thirty-five (35) undergraduate students from the Faculty of Arts, which includes the Executive of the Arts Students' Association (ASA). (EXEC 12 JUN 2006)

All undergraduate representatives will be selected by the ASA using whatever method the Association deems suitable. (EXEC 12 JUN 2006)

Once selected, the names and contact information of the undergraduate student representatives will be forwarded by the ASA to the Faculty Office, and the Students' Union. (EXEC 12 JUN 2006)

If the ASA is unable to fill the required number of undergraduate students by September 30 of each year, then the Students' Union will be responsible for the selection of the

undergraduate representatives. (EXEC 12 JUN 2006)

Five (5) graduate student representatives from among those pursuing graduate studies in the Faculty, selected by the Graduate Students' Association (GSA) using whatever method the Association deems suitable. (EXEC 12 JUN 2006)

The term of office for student members shall run from June 1 in any given year to May 31 in the succeeding year. (EXEC 12 JUN 2006)

President of St Joseph's College or delegate  
Observer, Head, Humanities and Social Sciences Library, or designate  
Observer, Alumni Association

(EXEC 15 SEP 1988)	(EXEC 07 MAY 2001)
(EXEC 15 JAN 1990)	(GFC 28 MAY 2001)
(EXEC 15 MAY 1995)	(EXEC 29 JUN 2001)
(EXEC 11 MAR 1996)	(EXEC 10 JAN 2005)
(EXEC 07 OCT 1998)	(EXEC 12 JUN 2006)



**In Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Proposed Changes to Composition of Faculty Council, Faculty of Medicine and Dentistry</b>
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**Motion**

<p>THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the composition of Council of the Faculty of Medicine and Dentistry as set forth in Attachment 1, submitted by the Faculty of Medicine and Dentistry, to take effect upon final approval.</p>
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Dennis Kunimoto, Interim Dean Faculty of Medicine and Dentistry
Presenter(s)	Fraser Brenneis, Acting Vice Dean Faculty Affairs, Faculty of Medicine and Dentistry

**Details**

Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	To continue efforts within the Faculty to create a sense of inclusivity and equity in Council and Faculty activities and processes.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>In April 2018, GFC Executive approved revisions to the membership of the Council of the Faculty of Medicine and Dentistry. These revisions added Career Track Academic Teaching Staff (ATS) individuals to the Council membership, added two student groups to representation on Council (recently added programs of study in medical laboratory sciences and radiation therapy sciences), and updated the regulatory and affiliated professional group representation on the Council.</p> <p>Continuing to strive for equity and inclusiveness, the Council of the Faculty of Medicine and Dentistry approved the addition of three additional groups of academics and professionals to the Council membership at its May 21, 2019 meeting. The Faculty Council wishes to continue to build and strengthen trust, connection, and a sense of belonging among all members of the community (Objective 5 of the Goal to Build from For the Public Good).</p> <p>On the advice of Faculty and Staff Relations, individuals contributing under Term 12 ATS appointments were added to those with Career track appointments.</p> <p>The Faculty has 8-10 academic staff appointed in various departments, to the Teaching/Research Academic Family under the Trust Research Academic Staff Chapter of the Collective Agreement. These individuals hold PhDs, are hired through a department, are expected to teach and undertake independent, funded research, and may supervise students. Including them in Faculty Council may increase their sense of being part of the Faculty.</p> <p>During the summer of 2018, several former administrative professional officers within the Faculty were shifted to Management/Administrative Staff positions and excluded, by this designation, from further participation in the Council. Former APOs, this change will bring them back and allow any further de-designated individuals with similar</p>

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	<p>designations to maintain participation.</p> <p>The Faculty believes these proposed changes will decrease the risk of a sense of alienation. The Faculty can see no substantive financial implications for the changes. If approved, the Faculty will move forward with process changes to Department Chair Search/Review Committee participation. As department chairs have an important role in the assessment/evaluation of performance of these various individuals, participation in this process seems appropriate.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>• Council of the Faculty of Medicine and Dentistry – May 21, 2019</li> </ul>
	<p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>• Interim Dean of the Faculty of Medicine and Dentistry assisted by the Acting Vice Dean Faculty Affairs consulted, discussed and received feedback from the Council of the Faculty of Medicine and Dentistry, other Faculties in the University, regulatory authorities of all five health professional education programs, student groups and department chairs.</li> </ul>
	<p><b><u>Those who have been informed:</u></b></p> <ul style="list-style-type: none"> <li>• Chairs Committee of the Faculty of Medicine and Dentistry</li> <li>• Dean’s Executive Committee</li> <li>• Faculty Council</li> </ul>
Approval Route (Governance) (including meeting dates)	<p>Faculty of Medicine and Dentistry Council (May 21, 2019) for recommendation and approval.</p> <p>GFC Executive Committee (June 10, 2019) for final approval</p>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Strategy 2 under Objective 5 of the Build Goal.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<b>Post-Secondary Learning (PSLA): GFC Executive Committee Terms of Reference</b>	

Attachments (each to be numbered 1 - <>)

1. Attachment 1 – Proposed Composition Faculty Council, Medicine and Dentistry

Prepared by: Erin Neil – [eneil@ualberta.ca](mailto:eneil@ualberta.ca)

## **Council of the Faculty of Medicine and Dentistry**

### **1. Ex officio (Voting)**

Dean (Chair of Faculty Council)

President, University of Alberta

Vice Deans, Associate Deans, and Assistant Deans

Directors of Faculty Divisions (free standing and department-based)

Residency Program Directors for the Royal College of Physicians and Surgeons of Canada and College of Family Physicians of Canada residency programs

Chief Operating Officer for the Faculty

All academic staff Category A1.0

All Career track and **Term 12** Academic Teaching Staff (Category A2.1)

**All Trust Research Academic Staff (Category A3.1)**

**All Management and Professional staff (Category D1.2)**

Registrar, College of Physicians and Surgeons of Alberta (or delegate)

Registrar, Alberta Dental Association and College (or delegate)

Registrar, College of Registered Dental Hygienists of Alberta (or delegate)

Registrar, College of Medical Laboratory Technologists of Alberta (or delegate)

Registrar, Alberta College of Medical Diagnostic and Therapeutic Technologists (or delegate)

### **2. Elected (Voting)**

Four (4) medical undergraduate students, as selected by the Medical Students Association using whatever method the Association deems suitable. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.

One (1) medical laboratory science undergraduate student, as selected by the using whatever method the Medical Laboratory Students Association deems suitable. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representative.

Elected (Voting) – continued

One (1) dental hygiene undergraduate student, and two (2) dentistry undergraduate students, as selected by the Dentistry Students Association using whatever method the Association deems suitable. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.

One (1) radiation therapy undergraduate student, as selected by the Radiation Therapy Students Association using whatever method the Association deems suitable. If the Association is unable to fill the required number of undergraduate students by September 1 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.

Three (3) graduate students as follows: The Graduate Students Association (GSA) will conduct the election of the graduate student representatives. Student selection as follows:

- One (1) graduate student from a graduate program in a clinical department (Laboratory Medicine & Pathology, Medical Genetics, Medicine, Oncology, Psychiatry, Surgery, and the Medical Sciences Graduate Program [excluding Dentistry]);
- one (1) graduate student from a graduate program in a basic science department (Biochemistry, Biomedical Engineering, Cell Biology, Medical Microbiology & Immunology, Neuroscience, Pharmacology and Physiology); and
- one (1) graduate student from the department of Dentistry.

**3. Ex Officio (Non-voting)**

Registrar (or delegate)

Assistant Dean Advancement

One representative of the Library (preferably health sciences)

Executive Assistant to the Dean

Other specified clinical academic colleagues appointed to Faculty Council by the Dean, and

Other guests invited by the Dean from time to time

(EXEC 04 OCT 1982)

(EXEC 09 APR 2018)

(EXEC 14 APR 1986)

(EXEC 05 FEB 1990)

(EXEC 16 SEP 1996)

(GFC 28 MAY 2001)

(EXEC 29 JUN 2001)

(EXEC 05 MAY 2008)

(EXEC 20 NOV 2017)

(evote June 19, 2019)

**FINAL Item No. 6**

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Changes to Department Chair Selection Procedures in the Faculty of Medicine and Dentistry</b>
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**Motion**

<p>THAT the GFC Executive Committee approve, under delegated authority from the Board of Governors and General Faculties Council, proposed changes to the procedures for selection of Department Chairs in the Faculty of Medicine and Dentistry as set forth in Attachment 1 (amended June 19, 2019), to take effect upon final approval.</p>
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Steven Dew, Provost and Vice-President (Academic) Dennis Kunimoto, Interim Dean of the Faculty of Medicine and Dentistry
Presenter(s)	Steven Dew, Provost and Vice-President (Academic) Fraser Brenneis, Acting Vice-Dean, Faculty Affairs, FoMD

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to update the composition of selection committees for Department Chairs in the Faculty of Medicine and Dentistry, and to clarify procedural differences in Departments in which the Department Chair and the Zone Clinical Department Head (AHS) could be the same individual.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The Faculty of Medicine and Dentistry Faculty Council has approved a number of changes related to the composition of their Department Chair Selection Committees recently, and is now bringing those changes forward to GFC Exec for approval.</p> <p>The changes result in greater inclusion of part-time academic faculty, and the full breadth of academic staff categories.</p> <p>The changes also capture the existence of a concurrent committee led by AHS in Departments where the Department Chair may also be appointed as Zone Clinical Department Head (AHS role). These procedures have been established in collaboration with AHS.</p>
Supplementary Notes and context	

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the</p>	<p><u><i>Those who are actively participating:</i></u></p> <ul style="list-style-type: none"> <li>• Faculty of Medicine and Dentistry</li> <li>• Alberta Health Services</li> </ul>
	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> <li>• Interim Dean of the Faculty of Medicine and Dentistry assisted by the Acting Vice Dean Faculty Affairs consulted, discussed and received feedback from the Council of the Faculty of Medicine</li> </ul>

(evote June 19, 2019)

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protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	and Dentistry, other Faculties in the University, regulatory authorities of all five health professional education programs, student groups.
	<ul style="list-style-type: none"> <li>• Office of the Provost and Vice-President (Academic)</li> </ul> <p><b><i>Those who have been informed:</i></b></p> <ul style="list-style-type: none"> <li>• Chairs Committee of the Faculty of Medicine and Dentistry</li> <li>• Dean’s Executive Committee</li> <li>• Faculty Council</li> <li>•</li> </ul>
Approval Route (Governance) (including meeting dates)	<p>FoMD Faculty Council – March 20, 2013</p> <p>FoMD Faculty Council – September 18, 2018</p> <p>FoMD Faculty Council – May 21, 2019</p> <p>GFC Executive (June 10, 2019) Final Approval</p>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	SUSTAIN Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	GFC Executive Terms of Reference UAPPOL Department Chairs Selection Procedure	

Attachments (each to be numbered 1 - <>)

1. Department Chairs Selection Procedure – Tracked Changes Version (pages 1 – 7)

*Prepared by:* Kathleen Brough, SAO, Office of the Provost and Vice-President (Academic)

**U of A Policies and Procedures On-Line (UAPPOL)**

Approval Date: February 6, 2012

Most Recent Editorial Date: November 20, 2017

Parent Policy: [Recruitment Policy](#)

## Department Chairs Selection Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council Executive Committee
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

With respect to the procedures for the selection of Department Chairs, 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.

These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Department Chairs.

### Purpose

To detail the procedures for the selection of Department Chairs.

## **PROCEDURE**

### 1. GENERAL

a. Where a Faculty is divided into Departments, for each Department there shall be appointed a Department Chair whose roles and responsibilities are outlined in the *Department Chair Selection Procedure (Appendix A) Chair's Roles and Responsibilities*.

b. For Department Chairs, selection procedures (rather than review procedures) will be used in all cases unless a Faculty Council has adopted regulations that review or other procedures be used in that Faculty and such regulations have been approved by GFC. Notwithstanding the two basic procedures - selection and review - a certain amount of flexibility may also be permitted. For example, a Faculty may propose using selection procedures in some cases and review in others. Some Faculty Councils have adopted an alternate procedure, approved by GFC, whereby Department Chairs are appointed for an initial term with consideration of renewal by review for one additional term before search and selection procedures are invoked. This is the case in the following Faculties:

i. Faculty of Agricultural, Life and Environmental Sciences

ii. Faculty of Arts

iii. Faculty of Education

iv. Faculty of Medicine and Dentistry

v. Faculty of Rehabilitation Medicine

- c. The letter of appointment must specify whether reappointment is to be by selection or review.
- d. The conditions of employment and criteria for future evaluation of the person selected must be specified fully at the time of the appointment if these differ from statutory duties or standard expectations. Acceptance of an appointment is taken as indicating full 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.
- e. The term of office for a Department Chair will not exceed five (5) years.
- f. The process of selection or review at the end of a term is initiated by the Dean of the Faculty concerned. The process must be initiated at least six (6) months prior to the end of the incumbent's term.

## 2. THE SELECTION COMMITTEE

### a. General Composition of Selection Committees

The selection committee will normally consist of the following voting members:

- i. Dean of the Faculty concerned, or designee, Chair.
- ii. Dean of the Faculty of Graduate Studies and Research, or designee.
- iii. Provost and Vice-President (Academic), or designee.
- iv. Three (3) **faculty members** from the Department concerned, elected by the faculty members of the Department.

No faculty member of the Department in question should be excluded from voting in this election. In practice among the departmental electorate there will be both declared and undeclared candidates for the Chair's position at the time of the election. Declared candidates may not be elected as departmental representatives; however, these faculty members should be included in the electorate. The actual election could be conducted by one of the following methods:

- The Dean of the Faculty or designee chairs a special departmental meeting.
- The Dean arranges for a secret ballot.
- The Dean approves election procedures proposed by the Department.

Faculty members cannot serve as representatives on selection and review committees for Department Chairs if they are on leave during the time the committee will meet.

The Provost and Vice-President (Academic) may approve exceptions to this regulation and may consult with the GFC Executive.

- v. One (1) faculty member, normally not a member of the Faculty of which the Department concerned is a part, selected from a panel which will consist of fifteen (15) members from **Categories A1.1, A1.6, or their counterparts in A1.5 and A1.7**, who shall be elected by GFC. Membership on the panel shall be for three years staggered. (The first such panel under this clause shall consist of five members with a one-year term, five members with a two-year term, and five members with a three-year term.)

The Chair of a Selection Committee shall notify the Office of the Provost and Vice-President (Academic) when a Selection Committee is being formed and the Office of the Provost and Vice-President (Academic) shall then notify the Chair of the Selection Committee which member of the panel will be serving on the Selection Committee.



The Office of the Provost and Vice-President (Academic) will designate the member of the panel for a particular Selection Committee after consultation with the Chair of the GFC Nominating Committee.

Determination of the staff member to serve on a particular Selection Committee shall be by rotation with the proviso that a member who has a conflict of interest may decline to serve on a particular committee.

If a Selection Committee has not completed its activities when the term of a GFC-elected representative on the panel finishes, they shall continue to be the GFC representative on that Committee even though they are no longer a member of the panel.

vi. One (1) full-time member of the support staff (Category S1.0 and S2.0) from the Department concerned, elected by the full-time support staff (Category S1.0 and S2.0) in that Department. The Dean's Office shall be responsible for directing the election of any support staff member serving on the selection committee.

vii. All Departments that enroll undergraduate students must include one undergraduate student on their Department Chair Selection Committees, as selected by the appropriate Department Student Association using whatever method the Association deems suitable. If the Department Student Association does not exist, then the appropriate Faculty Student Association will be responsible for selecting the undergraduate student from the Department.

Once selected, the name and contact information of the student representative must be forwarded by the appropriate Department or Faculty Student Association to the Department Office, and the Students' Union.

If the Department Student Association (or the student Faculty Association) is unable to find an undergraduate student, the Students' Union will be responsible for the selection of the undergraduate representative from the Department.

viii. All Departments that enroll graduate students must include a graduate student on their Department Chair Selection Committee, as selected by the Department Graduate Student Association by whatever means the Association deems suitable. Once a student is selected, the name and contact information of that student must be forwarded to the Department Office and Graduate Students' Association. If the Department Graduate Student Association is unable to find a graduate student, or if there is no Department Graduate Student Association, then the Graduate Students' Association will be responsible for the selection of the graduate student representative from the Department. If the Department enrolls fewer than ten (10) graduate students, the department may request permission to waive graduate student representation from the Provost and Vice-President (Academic).

b. Special Cases for General Composition of Selection Committee

i. Faculty of Medicine and Dentistry

Instead of the three (3) faculty members described in 2.a.iv., the selection committees in the Faculty of Medicine and Dentistry will normally consist of the following voting members:

a) Three (3) full-time Academic Staff members (A1.0) or full-time Management and Professional Staff (D1.2) from the Department. At least two (2) must be from the Academic Faculty (A1.1 and/or A1.6). Of note, part-time Academic Faculty members from the Department (members from categories A1.5 and A1.7) are eligible to elect to, but not sit on the Chair Search Committee.

In addition, Selection Committees in the Faculty of Medicine and Dentistry will normally include the following:

b) In clinical departments: Two (2) Academic Colleagues from the categories of Special "Continuing" (C1.1) and/or Clinical Academic Colleague (C1.2) from the department elected by these groups.

c) In clinical departments: One Resident, if the Department has five (5) or more residents elected by the residents in the department.

d) In departments with ten (10) or more Academic Teaching Staff Career Status, Academic Teaching Staff Term 12, and/or Trust/Research Academic Staff (A3.1): up to two (2) full-time academic staff members elected from

and by these groups. For departments with less than ten (10) members in these categories, one (1) member elected from and by these groups.

e) One (1) member of the Faculty Learning Committee (FLC) as selected by the Chair of FLC.

f) The Alberta Health Services Edmonton Zone Medical Director unless the Dean, in discussion with the Edmonton Zone Medical Director, accepts a delegate. If a concurrent selection process is occurring as per 3.b.ii, below, this position will remain vacant.

#### ii. Faculty of Engineering

Only selection committees are formed at the end of an incumbent's term.

The term of a Department Chair shall be five years and at the end of that term the office is considered to be vacant.

There shall be the addition of one (1) faculty member elected by Engineering Faculty Council from another Department within the Faculty.

There shall be one (1) undergraduate student member, chosen by and from the undergraduate students of the Department concerned, and one (1) graduate student member, chosen by and from the graduate students of the Department concerned.

The Provost and Vice-President (Academic) shall not be a member.

#### iii. Department of Psychology (Faculty of Arts)

Both the Dean of Arts and the Dean of Science shall serve on the Selection Committee for the Chair of the Department of Psychology, with the Dean of Arts in the Chair.

#### iv. Small Departments

For Departments with fewer than six (6) faculty members, two (2) of the three (3) committee members referred to in 2(a)(iv) (above) will be replaced by two (2) faculty members elected by the faculty members elected by the Faculty Council concerned.

For Departments with six (6) to ten (10) faculty members, inclusive, one (1) of the three (3) committee members referred to in 2(a)(iv) (above) will be replaced by one (1) faculty member elected by the Faculty Council concerned.

#### v. Department of Biomedical Engineering

The Provost and Vice-Provost (Academic) shall be a member.

The Committee shall contain the Dean of the Faculty of Medicine and Dentistry and the Dean of the Faculty of Engineering or their designees.

The Committee shall be chaired by the Dean or designee of one Faculty decided by mutual agreement between the Deans of the Faculties, or in the event of no agreement, by the Provost and Vice-President (Academic) or designee.

The selection of faculty members from the Department must be such that at least one Full-time Member shall be from the Faculty of Medicine and Dentistry and one from the Faculty of Engineering or, if this is not possible, from Part-time or Cross Members.

#### c. Changes in Committee Composition

In the event that the majority of the statutory members of a selection committee, or the Dean, is of the opinion that divisions within the Department are such that the normal composition of the committee is inappropriate, the statutory members, or the Dean, shall recommend to the Provost and Vice-President (Academic) that a committee with a different composition be established. The Provost and Vice-President (Academic) is authorized to establish a revised composition of the committee, bearing in mind the principles underlying the normal composition.

d. Quorum

No more than one (1) member of a selection committee for Department Chair can be absent from any meeting at which a final decision is made.

### 3. SELECTION PROCEDURES

a. General Selection Procedures

A selection committee is charged with the task of obtaining the best person available for the position. In order to do so, it may have to play an active, rather than a passive, role in the process.

i. The selection committee shall invite suggestions concerning possible candidates from the members of the academic unit concerned.

ii. In addition to accepting applications from qualified candidates, a selection committee may, if it sees fit, solicit applications.

iii. All vacancies must be advertised within the University. If a vacancy could, potentially, be filled by an appointee from outside the University, then the vacancy must be advertised in accordance with the Advertising of Faculty Vacancies Procedure.

iv. In the case of the appointment of a Department Chair from outside the University, the selection committee established for the administrative position of Department Chair shall serve as both the selection committee in relation to the administrative appointment and the advisory selection committee in relation to the academic staff appointment. The appointment of a Department Chair from outside the University will be done in accordance with the Appointment of Faculty Procedure.

v. Where a selection committee requires additional information concerning the duties, responsibilities, authorities, etc. of the Department Chair position in question, it is urged to obtain such information from the incumbent and/or other source in the Faculty or Department.

vi. If the incumbent is a candidate, past performance must be considered by the selection committee.

vii. When the selection committee has made its decision, the Dean of the Faculty has the authority to accept or reject the committee's recommendation. If the Dean accepts the recommendation, the Dean offers the appointment to the candidate and, following the candidate's acceptance, advises the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) formally advises the candidate on behalf of the University.

viii. If the Dean of the Faculty doesn't accept the committee's recommendation, the Dean will explain their reasons to the committee and the committee will then discuss whether another candidate should go forward, or whether to terminate the search and begin again.

ix. The Provost and Vice-President (Academic) will provide the Board with an annual report of Chair appointments.

b. Special Cases for Selection Procedures

i. Engineering Chairs

The selection committee shall recommend one (1) candidate as the proposed Chair.

The full-time academic staff of the Department concerned shall, by a simple majority vote, indicate acceptance or rejection of the committee's recommendation. The ballot paper shall read:

I accept the selection committee's recommendation for Chair.

I reject the selection committee's recommendation for Chair.

In the event of rejection the committee shall recommend another candidate.

The vote, by secret ballot, shall be conducted by the selection committee in accordance with the procedures laid down by the Faculty of Engineering.

The Dean, as Chair of the selection committee, shall make the vote known to the successful candidate, including abstentions.

ii. Faculty of Medicine and Dentistry

For clinical academic Departments where it is possible that the Academic Chair and the Zone Clinical Department Head (Alberta Health Services (AHS)) could be the same individual, a concurrent committee (led by AHS) will be formed, that will meet, shortlist, and interview jointly with the University's selection committee. The final vote will be a preferential ballot with University of Alberta and AHS votes counted separately. The total University of Alberta vote represents the committee's recommendation for Academic Chair to the Dean. The total AHS vote represents the AHS committee's recommendation for Zone Clinical Department Head to the Zone Medical Director. The Dean and the Zone Medical Director will then discuss whether to offer both roles concurrently to one candidate or not.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">[▲Top]</a>	
<b>Faculty Members</b>	A faculty member means a full-time faculty member (from Category A1.1 or A1.6) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty.
<b>Categories A1.1, A1.6, or their counterparts in A1.5 or A1.7</b>	See Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues

**FORMS**

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

**RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Academic Staff Posting and Advertising Procedure](#)

[Appointment of Faculty Procedure \(UAPPOL\)](#)

[Department Chairs Selection Procedure \(Appendix B\) Terms and Conditions for Department Chairs \(UAPPOL\)](#)

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

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

[Selection of Department Chairs Procedure \(Appendix A\): Roles and Responsibilities \(UAPPOL\)](#)