

SUBJECT: SELECTION PROCEDURES FOR ASSOCIATE DEANS OF THE COLLEGES**1. Purpose**

President's Executive Council will determine whether that the University is to conduct its own search for an Associate Dean of the Colleges or to utilize the services of a Search Consultant, the following information will be of benefit in providing direction for the UNBC Search Committee.

Please also refer to the following two policies for instruction and direction:

- Procedures for Senior Academic and Administrative Appointments, and
- Appointment of Senior Academic and Administrative Officers of the University, and of Faculty

2. Terms of Reference

- To review the position of the Associate Dean of the College
- To establish the qualifications and qualities desired of candidates
- To assist in the drafting of the advertisement
- To establish a short-list of candidates
- To interview the short-listed candidates
- To recommend to the President by providing a prioritized ranking of short-listed candidates.

3. Search Committee Membership

- Dean of the College – who will assume the role of Chair
- 5 members of Faculty with tenured or tenure-track appointments, to include:
 - a representative of the Faculty Association
 - a Faculty Senator
 - the majority of the remaining three Faculty members will be from the College directly reporting to the prospective Associate Dean. (The Associate Vice President of (Student Services) & University Registrar will send out a Call for Nominations for Faculty members willing to serve on this Search Committee).
- Vice President (Academic) & Provost (ex-officio)
- 1 Senior Academic Director
- 2 Students – one undergraduate and one graduate
- 1 Staff member from CUPE
- President (ex-officio)

4. Process

- The Search will be an open process.
- Senior Administrators and Chairs will be afforded the opportunity to meet the candidates.
- Candidates will be requested to speak at a public forum.
- The President's recommendation shall be directed to the Academic Operations Committee of the Board of Governors for approval.