

**SUBJECT: SELECTION PROCEDURES FOR DEAN OF GRADUATE PROGRAMS**

1. Terms of Reference for the Search Committee
  - To review the position of Dean of Graduate Programs
  - To establish the qualification and qualities desired of candidates
  - To assist in the drafting of the advertisement
  - To establish a short list of candidates
  - To recommend to the President, by providing a prioritized ranking of short listed candidates.
  
2. Search Committee Membership
  - Vice-President Research (Chair)
  - Vice-President Academic and Provost
  - Vice-President Administration and Finance (or designate)
  - The Dean of the College of Science & Management
  - The Dean of the College of Arts, Social & Health Sciences
  - 1 Senior Academic Directors, (appointed by the Chair of the Committee)
  - One staff member (appointed by the Chair of the Committee)
  - 2 Graduate Students (One from each College)
  - One representative of the Faculty Association
  - 4 Faculty members with tenured or tenure-track appointments, appointed by Senate, to include:
    - One Faculty Senator
    - One Faculty member from the College of Arts, Social & Health Sciences
    - One Faculty member from the College of Science & Management
    - One Faculty member from a Professional Program.

The Registrar will send out a Call for Nominations for Faculty members willing to serve on this Review Committee)
  
3. Chair
  - Vice President Research
  
4. Process
  - The search will be an open process unless otherwise directed by the Board.
  - Senior administrators and Chairs will be afforded the opportunity to meet the candidates in an informal session
  - The 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.