

<b>University of Prince Edward Island</b>	<b>Policy No.</b> admhrdrs_0009	<b>Revision No. 1</b>
<b>Policy Title:</b> Appointment and Review of Academic Administrators		<b>Page 1 of 7</b>
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## 1. Purpose

The purpose of this Policy is to establish an effective, equitable and consistent hiring process for the selection, appointment and review of academic administrators at the University, including Acting and Interim roles.

## 2. Scope

This Policy is applicable to all Dean, Associate Dean, and University Librarian positions at the University.

## 3. Definitions

**Academic Administrator** – refers to a Dean, Associate Dean, or University Librarian, including interim and acting appointments.

**Acting Dean** – assumes the responsibilities of an appointed Dean who is on an approved leave of absence, vacation, administrative or other temporary leave. The term ‘Acting Dean’ shall be understood to mean ‘Acting Dean’ or ‘Acting University Librarian’, as appropriate.

**Associate Dean** – an academic administrator who reports to the Dean and normally functions as the Dean’s designate on specific matters of the academic unit, or alternatively an administrative head of a School within a Faculty. The term ‘Associate Dean’ shall be understood to mean ‘Associate Dean’ or ‘Associate University Librarian’, as appropriate.

**Dean** – administrative head of an academic unit who is appointed according to the procedures contained in this Policy. The term ‘Dean’ shall be understood to mean ‘Dean’ or ‘University Librarian’, as appropriate.

**Interim Dean** – serves as the Dean, in the event that a Deanship becomes vacant, until a new Dean is appointed according to the procedures contained in this Policy. The term ‘Interim Dean’ shall be understood to mean ‘Interim Dean’ or ‘Interim University Librarian’, as appropriate.

**Review Committee** – conducts a review of the Dean (or Associate Dean) and makes a recommendation to the Vice-President Academic and Research with respect to the reappointment of the Dean (or Associate Dean) for a successive term.

**Search Committee** – identifies, after its deliberations, a candidate whom it recommends to the Vice-President Academic and Research for appointment as Dean (or Associate Dean).

#### **4. Responsibilities**

- 4.1. This Policy is authorized by the Board of Governors.
- 4.2. The overall authority to execute this Policy lies with the President.
- 4.3. The development, maintenance, and administration of this Policy is the responsibility of the Vice-President Academic and Research or any delegated position under the Vice-President's authority.

#### **5. Policy**

##### **5.1. Terms of Office**

- 5.1.1. The term of office of the Dean shall be five years, with a midterm review after two years, and eligibility for consideration of an additional five-year term, subject to satisfactory performance and a satisfactory review by the Vice-President Academic and Research and Review Committee after four years. An incumbent Dean is normally eligible for only one such additional five-year term.
- 5.1.2. For an Associate Dean, the term of office shall be three years, with eligibility for consideration of an additional three-year term, subject to satisfactory performance and review by the Dean and a Review Committee after two years. An incumbent Associate Dean is normally eligible for only one such additional three-year term.
- 5.1.3. Upon completion of a term of office, the incumbent Dean or Associate Dean shall be eligible for two months of administrative leave per year of administrative service. It is not mandatory for an outgoing Dean or Associate Dean to take this leave.

##### **5.2. Selection, Appointment and Review of Deans**

###### *Appointment of Deans*

- 5.2.1. Deans shall be appointed by the Board of Governors upon recommendation from the President and following a search

completed by the relevant Search Committee in accordance with this Policy.

#### *Search Committee*

- 5.2.2. In the event of a vacancy of a Dean's Office, a Search Committee shall be formed to conduct a search for a new Dean. The procedures for the selection of committee members are consistent across all Faculties and shall be in accordance with Section 5.2 of this Policy.
- 5.2.3. The Vice-President Academic and Research, in consultation with the President, may elect to proceed with the search internally or externally based on the University Strategic Plan and the University budget.
- 5.2.4. The Search Committee for any Dean falling under the scope of this Policy shall normally be established one year prior to the expiry of an incumbent Dean's term.
- 5.2.5. In the event that a member of the Search Committee applies for a Dean position, they will be required to step down to ensure fairness of the process, prior to the committee reviewing any files.
- 5.2.6. As part of the University's commitment to principles of equity, diversity and inclusion (EDI), as per UPEI's EDI Strategy, members of the Search Committee shall receive training in these areas, including unconscious bias. The Chair will identify an EDI Champion who helps to support and ensure the committee's ongoing commitment to EDI throughout the entire search process and identifies any concerns with the process to the Chair of the committee.

#### *Search Committee Composition*

- 5.2.7. The President has designated the Vice-President Academic and Research as the Chair for all Dean searches. The Search Committee shall consist of:
- not fewer than six (6) nor more than ten (10) members;
  - half of the membership as faculty members / librarians (for University Librarian search) elected by faculty members /

librarians (for University Librarian search) from the academic unit concerned and in departmentalized Faculties shall include two Department Chairs;

- for the University Librarian, a library staff member elected by library staff members;
- where insufficient faculty members / librarians are available to constitute half of the search committee, those from a cognate unit will be added;
- additional faculty members and librarians from cognate academic units, nominated by their Deans, who are recommended to Senate which reviews and subsequently approves two members from these cognate units; and
- remaining members, appointed by the Vice-President Academic and Research, from relevant stakeholders, such as, and not limited to, students and external regulatory and professional bodies.

5.2.8. The Senate, Deans, and Vice-President Academic and Research shall consider principles of equity, diversity, and inclusion in their selections.

#### *Search Committee Process and Recommendation*

5.2.9. The Search Committee should consult widely with faculty, librarians, staff and students after shortlisting candidates for Dean and will follow the University's hiring best practices in conducting its Dean search.

5.2.10. The Vice-President Academic and Research retains discretion not to support the Search Committee's recommendation. Reports raised under Section 5.2.6. will be considered in this process. In the event the recommendation is not supported, the Vice-President Academic and Research shall be required to give a full statement of reasons to the Search Committee. The Search Committee shall then recommend a different candidate or a failed search. If the Vice-President Academic and Research supports the Search Committee's new recommendation, the Vice

President Academic and Research will forward the Dean selection recommendation to the President.

- 5.2.11. Upon receipt of the recommendation of the Search Committee, the President will make the final recommendation for the appointment of a Dean to the Board of Governors.

*Review Process*

- 5.2.12. In the final year of the initial term of the Dean, if the incumbent wishes to be appointed for a second term, and notifies the Vice-President Academic and Research accordingly, the Vice-President Academic and Research, shall establish a Review Committee. If the Dean does not wish to pursue a second term, the Vice-President Academic and Research shall constitute a Search Committee in accordance with Section 5.2.7 of this Policy.

- 5.2.13. The Review Committee shall consist of not fewer than four (4) nor more than eight (8) persons, half or more of whom shall be faculty members elected by faculty members / librarians from the academic unit / Library, and additionally a cognate academic unit if fewer than half are available from the home academic unit. In departmentalized Faculties, it shall include at least one Department Chair. The Committee Chair will identify an EDI Champion who helps to support and ensure the committee's ongoing commitment to EDI throughout the review process and identifies any concerns with the process to the Chair of the Review Committee.

- 5.2.14. The Vice-President Academic and Research shall appoint the remainder of the Review Committee, based on principles of equity and inclusion and diverse representation of relevant stakeholders, and may chair the Review Committee, or select a Chair from among the Review Committee members.

- 5.2.15. The Review Committee shall establish a process of consultation with faculty members and students, and that the Review Committee considers appropriate to the review process. The consultation will involve an invitation to make written submissions and opportunities to meet with the Review

Committee. As part of the review process, the Review Committee shall meet with the Dean under review.

5.2.16. The Vice-President Academic and Research retains discretion not to support the Review Committee's recommendation. In the event the recommendation is not supported, the Vice-President Academic and Research shall be required to give a full statement of reasons to the Review Committee. If the initial recommendation of the review process is negative, then the Vice-President Academic and Research will provide the Dean with reasons in writing and an opportunity to address the concerns. The Vice-President Academic and Research will receive any response from the Dean and provide the information to the President along with their recommendation (5.2.17).

5.2.17. The Vice-President Academic and Research shall report the recommendation to the President. If the decision of the President is to not renew the appointment, the Vice-President Academic and Research shall constitute a Search Committee in accordance with Section 5.2.7 of this Policy.

### 5.3. **Selection and Appointment of Interim Deans**

5.3.1. When a position of Interim Dean is to be filled, the Vice-President Academic and Research shall make a recommendation to the President following a call for expressions of interest among full-time teaching faculty and consultation with faculty / librarians and staff members in the academic unit.

5.3.2. When a position of Interim Associate Dean is to be filled, the Dean shall make a recommendation to the Vice-President Academic and Research following a call for expressions of interest among full-time teaching faculty / librarians and consultation with faculty and staff members in the academic unit.

5.3.3 The term limit for the appointment of Interim Deans and Interim Associate Deans shall be up to two years. In exceptional circumstances, these interim appointments may be extended beyond two years, for up to one additional year, with approval of the Human Resources Committee of the Board of Governors.

#### **5.4. Selection and Appointment of Acting Deans**

5.4.1. When a position of Acting Dean is to be filled for a relatively short period, the incumbent Dean appoints a full-time teaching member / librarian of the academic unit / Library. Otherwise, for a longer term (as determined by the Vice-President Academic and Research), the appointment of the Acting Dean follows the process of selection of an Interim Dean in Section 5.3.

#### **5.5. Selection, Appointment and Review of Associate Deans**

5.5.1. The processes of selection, appointment and review of Associate Deans follow the same procedures as those for a Dean under Section 5.2 of this Policy, except where appointed members are selected by the Dean as applicable to the Faculty / School / Library.

5.5.2. An incumbent Associate Dean is eligible for consideration for an additional three-year term upon application to the Dean.

5.5.3. When a position of Interim Associate Dean or Acting Associate Dean is to be filled, the appointment follows the process of selection in Sections 5.3 and 5.4.

#### **5.6. Resignation**

5.6.1. A Dean, Associate Dean, Interim Dean, or Interim Associate Dean may resign from their administrative appointment at any time without resigning from their position as a member of the Faculty / Library or Department.

### **6. Review**

6.1. This Policy is to be reviewed every five years or earlier if necessary.