

<b>University of Prince Edward Island</b>	<b>Policy No.</b> admhrdrs_0004	<b>Revision No.</b> 0
<b>Policy Title:</b> Selection of Deans		<b>Page 1 of 5</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 and appointment of Deans at the University.

## 2. Scope

This policy is applicable to all Dean positions at the University, which includes:

- 2.1. Dean, Faculty of Arts
- 2.2. Dean, Faculty of Science
- 2.3. Dean, Faculty of Nursing
- 2.4. Dean, Faculty of Veterinary Medicine
- 2.5. Dean, Faculty of Education
- 2.6. Dean, Faculty of Business
- 2.7. Dean, Faculty of Sustainable Design Engineering
- 2.8. Dean, Faculty of Graduate Studies

## 3. Responsibilities

- 3.1. This policy is authorized by the Board of Governors.
- 3.2. The overall authority for this policy shall be the President.
- 3.3. The development, maintenance, and administration of this policy is the responsibility of the Vice-President Academic and Research and/or any delegated position under the Vice-President's authority.

## 4. Policy

### 4.1. Terms of Office

- 4.1.1. The term of office of the Dean shall be six years, subject to satisfactory performance and a satisfactory review by the Vice President Academic and Research after three years.
- 4.1.2. Upon completion of a term of office, the incumbent Dean shall be entitled to an administrative leave of up to one year. It is not mandatory for an outgoing Dean to take this leave.

- 4.1.3. An incumbent Dean is eligible for consideration for an additional three-year term upon application to the Search Committee. An incumbent Dean is eligible for only one such additional three-year term.
- 4.1.4. In the event that a Deanship becomes vacant, the Vice President Academic and Research shall recommend, to the President, an Acting Dean who shall serve until the incumbent Dean returns or until a new Dean is appointed according to the procedures contained in this Policy.

**4.2. Selection and Appointment of Deans**

*Appointment of Deans*

- 4.2.1. 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*

- 4.2.2. In the event of a vacancy of a Dean's Office in any faculty, a Search Committee shall be formed to conduct a search for a new Dean. The procedures for the selection of committee members are the same for each of the Deans and shall be in accordance with this section 4.2.
- 4.2.3. The Senate will recommend members of the committee either through election from the Senate or receiving recommendations from the relevant Faculty.
- 4.2.4. The Search Committee for any Dean falling under the scope of this policy shall be established one year prior to the expiry of an incumbent Dean's term.
- 4.2.5. In the event that a member of a hiring committee applies for a Dean's position, they will be required to step down to ensure fairness of the process, prior to the committee reviewing any files.

*Search Committee Composition*

The President has designated the Vice-President Academic & Research as the Chair for all Dean searches which has been our past practice. The following is the required composition of committee membership for each faculty:

- 4.2.6. When the office of the **Dean of Arts** is vacant, the Senate shall create a search committee consisting of the following:

- a) the Vice President Academic & Research or their nominee (Chair);
  - b) two departmental chairs from the Faculty of Arts;
  - c) two teaching faculty from the Faculty of Arts;
  - d) one teaching faculty member or departmental chair, excluding the Dean, from a complementary faculty; and
  - e) two students from the Faculty of Arts.
- 4.2.7. When the office of the **Dean of Science** is vacant, the Senate shall create a search committee for the Dean consisting of the following:
- a) the Vice President Academic & Research or their nominee (Chair);
  - b) two departmental chairs or Associate Deans from the Faculty of Science;
  - c) two teaching faculty from the Faculty of Science;
  - d) one teaching faculty member or departmental chair, excluding the Dean, from a complementary faculty; and
  - e) two students from the Faculty of Science.
- 4.2.8. When the office of the **Dean of Nursing** is vacant, the Senate shall create a Search Committee for the Dean consisting of the following:
- a) the Vice President Academic & Research or their nominee (Chair);
  - b) two full-time teaching members from the Faculty of Nursing, elected by the faculty;
  - c) one full-time faculty member from the Faculty of Arts, appointed by the Dean of Arts;
  - d) one full-time faculty member from the Faculty of Science appointed by the Dean of Science; and
  - e) one full-time faculty member from the Faculty of Veterinary Medicine appointed by the Dean of Veterinary Medicine;
  - f) two Nursing students, seniors when available, elected by Nursing students; and
  - g) one member from, and appointed by, the College of Registered Nurses of Prince Edward Island.
- 4.2.9. When the office of the **Dean of Veterinary Medicine** is vacant the Senate shall create a search committee for the Dean consisting of the following:
- a) the Vice President Academic & Research or their nominee (Chair);
  - b) one departmental chair from AVC;
  - c) three full-time teaching members from the AVC other than the departmental chairs;
  - d) two full-time teaching members from complementary faculties, which may include departmental chairs; and
  - e) two students from the AVC, one of whom shall be registered as a graduate student.

- 4.2.10. When the office of the **Dean of Education** is vacant, the Senate shall create a Search Committee for the Dean consisting of the following:
- a) the Vice President Academic & Research or their nominee (Chair);
  - b) two full-time teaching members from the Faculty of Education, elected by the faculty;
  - c) one full-time teaching faculty from the Faculty of Arts, appointed by the Dean of Arts;
  - d) one full-time teaching faculty from the Faculty of Science, appointed by the Dean of Science;
  - e) one student from the Faculty of Education, normally in their senior year elected by the students;
  - f) one graduate student from the Faculty of Education, elected by the students; and
  - g) one member from, and appointed by, the PEI Teacher's Federation.
- 4.2.11. When the office of the **Dean of Business** is vacant, the Senate shall create a Search Committee for the Dean consisting of the following:
- a) the Vice President Academic & Research or their nominee (Chair);
  - b) two full-time teaching members from the Faculty of Business;
  - c) one Faculty member from another complementary faculty;
  - d) one student from the Faculty of Business, normally from the 4<sup>th</sup> year class; and
  - e) one graduate student from the Faculty of Business.
- 4.2.12. When the office of the **Dean of Sustainable Design Engineering** is vacant, the Senate shall create a Search Committee for the Dean consisting of the following:
- a) the Vice President Academic & Research or their nominee (Chair);
  - b) two full-time teaching members from the Faculty of Sustainable Design Engineering;
  - c) one faculty member from another complementary Faculty; and
  - d) two students from the Faculty of Sustainable Design Engineering.
- 4.2.13. When the office of the **Dean of Graduate Studies** is vacant, the Senate shall create a Search Committee for the Dean consisting of the following:
- a) the Vice-President Academic & Research or their nominee (Chair);
  - b) three full-time graduate teaching faculty from three different faculties; and
  - c) two graduate students from two different faculties.

*Committee Process & Recommendation*

- 4.2.14. The Search Committee, 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.
- 4.2.15. The Search Committee should consult widely with the faculty, staff and students prior to shortlisting candidates for Dean and will follow the University's hiring best practices in conducting its Dean search.
- 4.2.16. The Vice President Academic and Research retains discretion not to support the Search Committee's recommendation, and in that event, shall be required to give a full statement of reasons to the Search Committee. The Search Committee shall then make a different recommendation. If the Vice President Academic & Research supports the Search Committee's new recommendation, the Vice President Academic & Research will forward the Dean selection recommendation to the President.
- 4.2.17. 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.
- 4.3. **Resignation**  
A Dean may resign a Deanship at any time without resigning their position as a member of the Faculty or Department.

**5. Review**

- 5.1. This policy is to be reviewed every five years or earlier if necessary.