

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Terms of Reference:</b>  <b>Director Search/ Reappointment</b>	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> Faculty Council, June 1989
	<i>Responsible Unit:</i> Faculty Council	<i>Amendments:</i> Revisions – see history at end

## **FUNCTION**

To advise the Dean on the appointment of a Director for a new School or College, the appointment of a new Director to fill a vacancy in an existing School or College, or the reappointment of an incumbent Director.

The Committee is an Ad Hoc Committee of the Faculty Council of the Faculty of Health. The Committee will seek the advice of the Dean on the parameters of the reappointment/search, and during the process of a search will give due consideration to the views of the Dean with respect to inclusion of candidates on the short-list and with respect to an assessment of the suitability and appropriateness of candidates being considered for the position. It reports its recommendations to the Dean who will in turn report the results to Faculty Council.

The advice of the Committee will come as a written recommendation, with reasons. Suggestions for the conditions that might enhance the success of the appointee during his/her term are welcome. Further suggestions on improvements in the search process are encouraged.

## **MEMBERSHIP**

The Search/Reappointment Committee will normally consist of four or five regular members, four of whom will be nominated by the School/College for which the Director is being sought. One will be a tenured faculty member of the School/College for which the Director is being sought; one will be a member of the alumni of the School/College for which the Director is being sought or a non-alumni member of the local practice community; one will be a tenured faculty member from the Faculty of Health and external to the School/College; one will be a Director in the Faculty of Health other than the incumbent of the position being reviewed.

For each position, the School/College will make every reasonable effort to include nominees who would contribute to the diversity and balance of the committee with respect to the University's Employment Equity designated groups. The School/College may additionally take into account other aspects of diversity (such as experience, academic rank, field of practice/research, etc.).

After confirming that each nominee would be available and willing to serve if asked by Faculty Council, the School will recommend to Faculty Council, through the Dean, its nominees to the committee. The tenured faculty member internal to the School/College will be elected by the School/College for which the Director is being sought. The School/College, by process of internal elections, will rank order two nominees for each of the other three positions: Director member, tenured faculty member external to the School but internal to the Faculty of Health, and alumnus/practice community member. A brief description of each nominee will be included.

The tenured faculty member internal to and elected by the School/College will be accepted by Faculty Council. Three members (Director, Faculty of Health faculty member external to the School/College, and alumnus) will be appointed by Faculty Council from the nominations received, again taking into account diversity and designated groups.

At this point, Faculty Council may decide that the committee is sufficiently diverse with its first four members, and committee work may commence. If in the view of the Faculty Council the committee as constituted does not achieve satisfactory diversity regarding designated groups, a fifth member will be appointed by the Dean. Faculty Council will advise the Dean as to how this position should be filled, nominating the Employment Equity designated group(s) with which the person would be associated. The Dean will then seek from the leader(s) of caucuses, committees and associations on campus that are comprised of designated group faculty members, the nomination of two members of the designated group(s) who are tenured faculty members internal or external to the Faculty of Health but not in the School/College in question and not in the same School/College as other members of the committee. The Dean will approach those nominees for appointment on behalf of Faculty Council.

In summary, three members (Director, faculty member external to the School/College, alumnus/practice community) will be appointed by Faculty Council from the nominations received. One member (an elected faculty member from the School/College) will automatically be appointed by Faculty Council. One additional faculty member (internal or external to the Faculty of Health) may be appointed by the Dean based on the advice from Faculty Council and nominations from relevant campus leadership.

The Dean will serve as a non-voting ex-officio member of the committee. Should a position become vacant after the committee is struck, the remaining School/College nominee for the vacated position (e.g., to replace a Director, another Director would be chosen) will be appointed. If needed, an alternate faculty member from the School/College will be elected by the School/College.

The School/College may elect to forego the option to have a faculty member internal to their unit sit on the reappointment committee only, and this should be reported to Faculty Council at the time of reappointment committee membership consideration.

## **MEETINGS**

The initial meeting will be convened by the Director member and the agenda of the initial meeting will include election of a chairperson. Subsequent meetings are convened by the chairperson. All materials received by the Committee will be kept in confidence. When the final report of the committee has been accepted, all files pertaining to the work of the committee will be deposited in the Dean's Office.

## **QUORUM**

All Committee members will normally be present before any business is conducted. Should a member be forced to resign from the Committee for any reason, including a perceived conflict of interest, an alternate member previously approved by Faculty Council will be appointed by the Dean.

## **CONFLICT OF INTEREST**

If an individual applicant believes that a member of the Committee is in a conflict of interest with respect to her/his application, she/he may apply to the Chairperson of the Committee in writing, with reasons, to have that member step aside during consideration of her/his candidacy. The Chairperson will consider the reasons given, using the CAUT guidelines contained in "What is Fair?". Unless the reasons are deemed frivolous, the Chairperson will ask the member to step aside during consideration of that case, and the member will comply (CA 36.02).

If a Committee member believes that she/he is in a conflict of interest with respect to an application under consideration, the member will apply to the Chairperson to absent herself/himself during discussion of that case. The Chair will consider the reasons given, again using the CAUT guidelines, and unless the reasons are deemed frivolous, the Chair will grant the member's request (CA 36.02).

## **PROCEDURE**

Directors are normally appointed on the recommendation of the Dean for a period of five years. The appointment can be renewed.

Eighteen (18) months before a Director's term of office ends, the incumbent Director will be asked if he/she wishes to re-offer. If he/she does, a review to recommend reappointment will occur. If the incumbent Director is not recommended for renewal, a search will commence with the same committee responsible for both the review and search. If the incumbent Director does not wish to re-offer, a search will immediately take place commencing with a brief survey of the Faculty regarding the desired characteristics of a new Director and priority consideration in the School/College over the next 5 years.

The Search Committee will write to each member of the School/College in question. Individuals are invited to apply or nominate a person for the appointment. In the event of an external search, the Committee will also advertise the position. The invitations should include the reminder that the incumbent may be nominated. The members of the School/College may

consult together formally or informally if they so wish and submit nominations individually or collectively. Each nomination must include curriculum vitae. The Search Committee may add any other nominations it considers desirable.

In the case of a search, after the Committee has reviewed all applications and decided on a short list, the Committee will notify members of the School/College of the names of all candidates selected to the short-list.

Members of faculty, staff, student, alumnae, and professional organizations and key agency personnel will be invited to meet in groups with short-listed candidates. Individual faculty members, the retiring Director and the Dean will also be given the opportunity to meet short-listed candidates individually. Members of the School or College will have the right to appear, individually or with other members, before the Search Committee to give their views on any matter relating to the appointment and to have these views considered in confidence. Signed written comments will also be invited.

In the case of a reappointment, members of faculty, staff, student, alumnae, and professional organizations and key agency personnel will be invited to meet in groups with incumbent Director together with the Review Committee. Members of the School/College will be invited to appear, individually or with other members, before the Review Committee to give their views on any matter relating to the reappointment and to have these views considered in confidence. Signed written comments will also be invited.

Subject to the findings of the Search/Reappointment Committee, a Director may be appointed for a further period on the recommendation of the Dean after consultation with the Committee. A Director completing an appointment of less than five years may be reappointed to complete the five-year period without the review process on a majority assent determined by vote from the faculty of the School or College and the recommendation of the Dean. In the case of a new Director being appointed, the term of office will be for a maximum term of five years. The term may be shorter with mutual agreement of the Dean and the successful candidate.

If a vacancy for a Director of a School or College arises unexpectedly and there seems to the Dean to be insufficient time to follow the normal Appointment Committee procedure, or if a Director of a School or College becomes unable to continue his/her duties for a period likely to be relatively prolonged, the Dean, following consultation with members of the School or College, including if possible the Director, may appoint an Acting Director.

Revision History:

- *Revised by FC, February/90, Revised by FC April/90*
- *Revised July 20/90*
- *Revised September 20/90*
- *Revised May 11/92, Approved by FC, June 18/92*
- *Revised and Approved by FC, September 10/92*
- *Approved by FC August 17, 2000*
- *Revised and Approved by FC October 21, 2004*
- *Revised and Approved by FC September 15, 2005*
- *Revised and Approved by FC January 25, 2007*
- *Revised and Approved by FC September 24, 2009.*
- *Revised and Approved by FC April 28, 2016.*
- *Formatting revisions; Faculty of Health Professions changed to Faculty of Health, March 20, 2018*