

 <p>DALHOUSIE UNIVERSITY FACULTY OF HEALTH</p>	<p><i>Policy Sponsor:</i> Dean</p>	<p><i>Approval Date:</i> Faculty Council, Feb 21, 2002</p>
<p>Terms of Reference: Search/Reappointment Committee for Associate Deans</p>	<p><i>Responsible Unit:</i> Faculty Council</p>	<p><i>Amendments:</i> Revised and Approved by Faculty Council, January 25, 2007 Updated by Dean’s Office: July, 2007 Updated by Dean’s Office: February 2009 Revised and Approved by Faculty Council, Sept. 24, 2009. Formatting March 2018 Evote – Faculty Council – Add student representative – April 17, 2018</p>

FUNCTION

To advise the Dean on the appointment of the Associate Dean or the reappointment of the incumbent Associate Dean.

The Committee is an Ad Hoc Committee of the Faculty Council of Health. The Committee will seek the advice of the Dean on the parameters of the 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 their term are welcome. Further suggestions on improvements in the search process are encouraged.

MEMBERSHIP

The Search/Reappointment Committee is composed of four regular members, one of whom will be a Director member of the Faculty of Health; two of whom will be faculty from the Faculty of Health and the fourth member will be a student, currently in a Ph.D. Program. Faculty Council will seek nominations for the positions from the Deans Executive in the case of the Director member and from the nine units in the Faculty in the case of the two faculty members and the student representative. The four members will be appointed by Faculty Council from the nominations received. If an election is necessary, it will be done during a Faculty Council meeting or through an electronic vote, and in accordance with Faculty guidelines. Should an alternate position become necessary, Faculty Council empowers the Dean to choose from the nominees in ranked order and this will be reported to Faculty Council.

The Dean will serve as a non-voting ex-officio member of the committee.

MEETINGS

Meetings are convened by the chairperson who will be a faculty member chosen by the other regular members and all materials received by the Committee will be kept in confidence. Administrative support for the committee is provided through the Dean's Office. 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 four of the regular 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 will replace them.

CONFLICT OF INTEREST

If an individual applicant believes that a member of the Committee is in a conflict of interest with respect to their application, the applicant may apply to the Chairperson of the Committee in writing, with reasons, to have that member step aside during consideration of their 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 they are in a conflict of interest with respect to an application under consideration, the member will apply to the Chairperson to absent themselves 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).

PROCEDURES

1. The Associate Dean is normally appointed for a period of 3 to 5 years as determined by the Dean with the appointment term being indicated in the letter of offer. The appointment can be renewed.
2. Twelve (12) months before the Associate Dean's term of office ends, the incumbent Associate Dean will be asked if they wish to re-offer. If they do, a review to recommend reappointment will occur. If the incumbent Associate Dean is not recommended for renewal, a search will commence with the same committee responsible for the search. If the incumbent Associate Dean does not wish to re-offer, a search will take place.
3. The Search Committee will write to each member of the Faculty of Health. 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 Faculty may consult together formally or informally if they so wish and submit nominations individually or collectively. Each nomination must include a curriculum vitae. The Search Committee may add any other nominations it considers desirable.
4. 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 Faculty 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 Associate Dean and the Dean will also be invited to meet short-listed candidates individually.

Members of the Faculty will be invited 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.

5. 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 Associate Dean together with the Review Committee. Members of the Faculty 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.

6. Subject to the findings of the Reappointment Committee, the Associate Dean may be reappointed for a further period on the recommendation of the Dean after consultation with the Reappointment Committee. An Associate Dean 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 member representatives of the Faculty Council and the recommendation of the Dean. In the case of a new Associate Dean 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 Associate Dean arises unexpectedly and there seems to the Dean to be insufficient time to follow the normal Appointment Committee procedure, or if an Associate Dean becomes unable to continue his/her duties for a period likely to be relatively prolonged, the Dean, following consultation with members of the Faculty Council, may appoint an Acting Associate Dean.