

**Search/Reappointment Committee for  
ASSOCIATE DEANS,  
FACULTY OF HEALTH PROFESSIONS  
Terms of Reference**

**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 Professions. 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 shall 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 is composed of three regular members, one of whom shall be a Director member of the Faculty of Health Professions; two of whom shall be faculty from the Faculty of Health Professions. Faculty Council shall seek nominations for the positions from the Management Advisory Committee in the case of the Director member and from the nine units in the Faculty in the case of the two faculty members. A brief description of each nominee will be included.

The three 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 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 shall be reported to Faculty Council.

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

**Meetings**

Meetings are convened by the chairperson who shall be a faculty member chosen by the other regular members and all materials received by the Committee shall 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 shall be deposited in the Dean's Office.

### **Quorum**

All three of the regular Committee members shall 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 shall replace her/him.

### **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 shall consider the reasons given, using the CAUT guidelines contained in "What is Fair?". Unless the reasons are deemed frivolous, the Chairperson shall ask the member to step aside during consideration of that case, and the member shall 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 shall apply to the Chairperson to absent herself/himself during discussion of that case. The Chair shall consider the reasons given, again using the CAUT guidelines, and unless the reasons are deemed frivolous, the Chair shall grant the member's request (CA 36.02).

### **Procedure**

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 he/she wishes to re-offer. If he/she does, 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 shall write to each member of the Faculty of Health Professions. 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 shall 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 shall 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 shall 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 shall 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.

Faculty Council **Approved** February 21, 2002  
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