

SIMON FRASER UNIVERSITY

S.380

FOR INFORMATION

MEMORANDUM

To ALL MEMBERS OF SENATE

From H. M. Evans
Secretary of Senate and
Registrar

Subject Senate Paper S.358 (Sections concerned
with - Selection of a Dean's Search
Committee, Terms of Reference of the
Dean's Search Committee)

Date June 22, 1970.

The President has indicated that the Board of Governors has considered Paper S.358 as approved by Senate, but is holding decision pending legal opinion. However, in order to expedite the establishment of the appropriate Dean's Search Committees, the Board has approved, with some change, Section III.A - Selection of a Dean's Search Committee, and Section III.B - Terms of Reference of the Dean's Search Committee.

The changes in these sections are as follows:-

Section III.B.1.

The dropping of the word 'majority' from the former Section g.

A change in lettering, with the former sub-section g to become h and the former sub-section h to become i, and the insert of a sub-section g - which appears on the attached.

- * The attached pages indicate Sections III.A. and III.B. as approved by the Board, which represent University policy as from June 19, 1970.

Encs: *
HME:jb

III. A. Selection of a Dean's Search Committee:

1. No later than twelve months before the expiration of a Dean's term of office the Academic Vice-President shall initiate the formation of a Dean's Search Committee. (In the event of a Dean relinquishing his position, for whatever reason, prior to the expiration of his regular term of office, a Search Committee shall be constituted as soon as possible.)
2. The Dean's Search Committee shall consist of the following members:
 - a. The Academic Vice-President, who shall serve as Chairman.
 - b. All Deans of Faculties, including the incumbent Dean in the Faculty for which the search procedure is instituted (where he is not himself a candidate).
 - c. Five faculty members holding regular full-time appointments, at least two of whom shall be at the rank of Associate Professor or above, elected by and from the Faculty involved.
 - d. Two students, to be selected by such methods as the Simon Fraser Student Society may determine.
3. All the above members of the Dean's Search Committee shall be voting members.

B. Terms of Reference of the Dean's Search Committee:

1. Responsibilities of the Dean's Search Committee shall include:
 - a. deciding whether to include in its search area persons outside the Faculty involved;
 - b. engaging in a search for potential candidates and examining their credentials;
 - c. consulting during the search procedure with all available department chairmen in the Faculty involved;
 - d. receiving expressions, as early as possible in the search process, of the opinions and preferences of faculty and students in the Faculty involved;
 - e. consulting with the department(s) most nearly concerned with the academic discipline of any deanship candidate about the standing of the candidate in his discipline;
 - f. requesting, before a candidate is recommended to the President, that the department concerned report on its expectations of being able to assimilate him into its teaching and research program upon termination of his period in office;

- g. apprising the President of the name of any candidate for appointment so that in advance of making any final recommendation, agreement may be reached between the President and the said candidate regarding the terms under which he might be appointed;
 - h. obtaining, in the case of a candidate from within the Faculty, ratification by vote of the Faculty involved, of the candidate to be recommended to the President;
 - i. bringing to the President of the University within a reasonable period one or more recommendations for appointment to the position.
2. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the committee he shall so inform the committee, and shall supply an explanation of his decision. In such an event the Dean's Search Committee shall undertake once more the responsibilities outlined in B.1. above.

SIMON FRASER UNIVERSITY

MEMORANDUM

To..... ALL MEMBERS OF SENATE

From..... I. B. KELSEY

DIRECTOR OF SECRETARIAT SERVICES

Subject..... REVISED SENATE PAPERS

Date..... JULY 24, 1970

The attached Senate papers, S.381 (Senate Undergraduate Admissions Board and Senate Appeals Board) and S.382 (Terms of Reference of the Senate Committee on Examination and Grading Practices) were revised and approved by Senate at its meeting of July 6, 1970.

These papers are being distributed to you for your information and for your own records. The original papers, S.381 and S.382, submitted to Senate for its July 6, 1970 meeting, should be replaced by these revised papers.