

SIMON FRASER UNIVERSITY

MEMORANDUM

S.78-80

To.....SENATE

From P. JEWETT

PRESIDENT

AUGUST 29, 1978

PROPOSALS FOR SEARCH COMMITTEES

Subject...a) DEAN OF FACULTY

b) DEAN OF GRADUATE STUDIES

MOTION 1: "That the membership of a Dean's Search Committee (Faculty Dean) be as follows:

Academic Vice-President, Chairman;
all Deans, except the incumbent Dean of the Faculty and any Dean who himself is a candidate for the position;
four faculty members holding regular full-time appointments, at least two of whom must be at the rank of Associate Professor or above, elected by and from the Faculty involved;
two student members (from the Faculty involved) selected by the Student Society."

MOTION 2: "That the membership of a Dean's Search Committee (Graduate Studies) be as follows:

Academic Vice-President, Chairman;
all Deans, except the incumbent Dean of Graduate Studies and any Dean who himself is a candidate for the position;
four faculty members holding regular full-time appointments, at least two of whom must be at the rank of Associate Professor or above, elected by faculty members jointly, with one from each Faculty;
two graduate student members selected by the Student Society."

(Note: The Terms of Reference for the Search Committee are unchanged from those shown in section 5 of the attached pages.)

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Date AUGUST 29, 1978

a) DEAN OF FACULTY
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Some Background Information

1. In 1970 the Senate Committee on Method of Appointment, Tenure, and Functions of Deans and Heads of Departments (ad hoc) submitted report to Senate covering the method of appointment, tenure, and functions of Deans of Faculties. This was considered as Paper S.358 and was revised and approved by Senate at its meeting of May 11, 1970.

The revised approved paper was transmitted to the Board of Governors but decision on some aspects was held pending legal opinion. In order to expedite the establishment of the appropriate Deans Search Committees the Board approved, with some change, Section III.A - Selection of a Dean's Search Committee. Senate was apprised of these changes under Paper S.380 at its meeting of July 6, 1970. (The report and policy concerned itself with Deans of Faculties only; it did not deal with the Dean of Graduate Studies or other potential deanship positions not related to specific Faculties of the University.)

2. At its meeting of January 18, 1971, under Paper S.71-1, change was approved by Senate (and later accepted by the Board), "That Section III.A, 2. b) of Paper S.380 be amended by adding the words 'and the Dean of Graduate Studies.'" This change merely added to the approved existing policy the inclusion of the Dean of Graduate Studies to the Faculty Deans on the Search Committee.
3. The Universities Act was amended in 1974. Section 28 (e) is pertinent - Powers of the Board. :

".... The board has power

(e) with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar, and other senior academic administrators as the board may designate;"

At its meeting of January 21, 1975, the Board of Governors approved procedures relating to:- President; Vice-President, Academic; Associate or Assistant Vice-President, Academic; Deans; Associate Deans; Librarian; Registrar. This material was transmitted by B. Wilson, Acting President, to Senate in Paper S.75-31, and was considered by Senate at its meeting of February 3, 1975. Following discussion, a motion to refer was approved, "That the document be referred back to the Board of Governors for wider consultation."

4. Although it was intended that recommendations on procedures for the various positions would come forward for approval by the Board and by Senate, time pressures necessitated consideration of the procedures for Deans. In this instance a paper was presented firstly to Senate and then to the Board. Paper S.75-112, "Search Committee for a Dean," was revised, amended and approved by Senate on July 7, 1975 and by the Board of Governors on July 15, 1975. The paper made reference to this ".... as interim operating procedures for recommendation and selection of Deans pending approval of new procedures for the recommendation and selection of candidates for senior academic administrative appointments within the University, by the Board of Governors and Senate." The paper as originally presented to Senate was modified by that body to make clear some of the processes pertaining to search for the Dean of Graduate Studies. It is clear from the earlier papers and explanatory notes that in the case of a Faculty Dean the five faculty members are to be elected by and from the Faculty involved. The change made by Senate referring to the Dean of Graduate Studies made it clear that the five faculty members are to be elected by and from Faculties Jointly but with at least one from each Faculty.

The intent was that as an interim procedure the conditions of Paper S.380 - which is S.358 as modified by the Board in 1970 - shall pertain but with the inclusion of all Deans, where the Dean himself is not a candidate for the position. As in S.380, of the five faculty members at least two shall be at the rank of Associate Professor or above. All members of the committee are voting members.

5. The various approvals provide terms of reference for a Dean's Search Committee (Faculty Dean) as follows:

TERMS OF REFERENCE

1. Responsibilities of the Dean's Search Committee (Faculty Dean) 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 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 she shall so inform the committee, and shall supply an explanation of her decision. In such an event the Dean's Search Committee shall undertake once more the responsibilities outlined above.

The terms of reference for a Dean's Search Committee (Graduate Studies) are identical with the exception that item h. does not apply.

There is also stipulation that "No later than 12 months before the expiration of a Dean's term of office the Academic Vice-President shall initiate 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.)"

6. The most recent approvals provide membership and conditions of membership for a Dean's Search Committee (Faculty Dean) as follows:

Academic Vice-President, Chairman; all Deans (including the incumbent Dean) except when any Dean himself is a candidate for the position - (Dean of Arts, Dean of Education, Dean of Interdisciplinary Studies, Dean of Science, Dean of Graduate Studies, Dean of Continuing Studies - 6); five faculty members holding regular full-time appointments, at least two of whom must be at the rank of Associate Professor or above, elected by and from the Faculty involved; two student members (from the Faculty involved) selected by the Student Society. All these members shall be voting members.

For a Dean's Search Committee (Graduate Studies) membership is as follows:

Academic Vice-President, Chairman; all Deans (including the incumbent Dean) except when any Dean himself is a candidate for the position - (Dean of Arts, Dean of Education, Dean of Interdisciplinary Studies, Dean of Science, Dean of Graduate Studies, Dean of Continuing Studies - 6); five faculty members holding regular full-time appointments, at least two of whom must be at the rank of Associate Professor or above, elected by faculty members jointly, with at least one from each Faculty; two graduate student members selected by the Student Society. All these members shall be voting members.

Actions Proposed

Following a number of considerations and discussions it is not proposed to change the terms of reference which are shown in (5) above, but to propose

some change in the memberships of the committees to reduce the size and establish more balance for more effective working. Any decisions by Senate will be reported to the Board as recommendations for its consideration.

The intent is to reduce the number of Deans from six to five by not including the incumbent Dean as a member of the committee, and to reduce the number of faculty members from five to four and thereby provide for one member from each Faculty on the Graduate Studies Search Committee.

MOTION 1: "That the membership of a Dean's Search Committee (Faculty Dean) be as follows:

Academic Vice-President, Chairman;
all Deans, except the incumbent Dean of the Faculty and any Dean who himself is a candidate for the position;
four faculty members holding regular full-time appointments, at least two of whom must be at the rank of Associate Professor or above, elected by and from the Faculty involved;
two student members (from the Faculty involved) selected by the Student Society."

MOTION 2: "That the membership of a Dean's Search Committee (Graduate Studies) be as follows:

Academic Vice-President, Chairman;
all Deans, except the incumbent Dean of Graduate Studies and any Dean who himself is a candidate for the position;
four faculty members holding regular full-time appointments, at least two of whom must be at the rank of Associate Professor or above, elected by faculty members jointly, with one from each Faculty;
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