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College Dean and Vice-Provost Selection Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	Board Human Resources and Compensation Committee
Scope:	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories).

Overview

The University of Alberta ("University") is committed to appointing exceptional decanal candidates and achieving an **equitable, diverse and inclusive** community of **senior administrators** consistent with the mission set out in its *Strategic Plan for Equity, Diversity and Inclusivity* ("EDI Strategic Plan") and Indigenous Strategic Plan. By adopting evidence-based equity, diversity, and inclusivity principles and best practices into the College Dean and Vice-Provost search process, the University will achieve diversity in the workplace and correct employment disadvantages experienced by **persons historically and presently under-represented and denied equity at the University, and beyond**. These principles and practices are designed to ensure that access to the University's senior leadership opportunities is equitable and inclusive by removing employment-related barriers, particularly those based on **protected grounds**, and resulting from biases and systemic inequalities present in the post-secondary environment. Progress towards these goals will require periodic assessment of demographic, intellectual, and wider and more encompassing aspects of diversity when undertaking a search.

With respect to the procedures for the selection of College Deans, the Board delegates its approval authority for this procedure to the Board Human Resources and Compensation Committee.

Purpose

The purpose of this procedure is to:

- provide a general outline of the College Dean and Vice-Provost selection process, including how equity, diversity, and inclusivity best practices are employed
- describe the composition of the College Dean and Vice-Provost Selection Committee, and the requirements for attendance and quorum
- set out the Committee's general procedures
- outline measures to identify and manage **conflict of interest**
- describe the College Dean and Vice-Provost appointment process.

PROCEDURE

GENERAL OUTLINE OF COLLEGE DEAN AND VICE-PROVOST SELECTION PROCESS

- a. The appointment of a College Dean and Vice-Provost is made by the Board of Governors who has delegated its authority to the Board Human Resources Compensation Committee (BHRCC).
- b. This procedure declares that appointments shall be made by the Board on the recommendation of the President. The President's recommendation is based on the recommendation of the Committee. The Provost and Vice-President (Academic) is required to present the Committee's selection to the President. The

President has the authority to accept or reject the Committee's selection. If the President accepts, they recommend the appointment to the Board of Governors through BHRCC. If the President does not accept the Committee's selection, they will meet with the Committee to explain this decision. The Committee shall then determine whether another candidate should go forward or whether to terminate the search and begin again.

- c. The process of selection at the end of a term is initiated by the Provost and Vice-President (Academic) for the College Dean and Vice-Provosts within the academic year prior to the end of the incumbent's term.

COLLEGE DEAN AND VICE-PROVOST SELECTION COMMITTEE

1. Committee and its Composition

- a. All selections shall be carried out by a duly constituted College Dean and Vice-Provost Selection Committee ("Committee").
- b. The members of the Committee are:
 - Provost, or delegate, (Committee Chair);
 - Vice-President (Research and Innovation), or delegate (Committee Vice-Chair); Vice-Provost (Indigenous Programming and Research), or delegate;
 - 1 Faculty Dean from the College, to be selected by the Faculty Deans of the College;
 - 4 full-time continuing **faculty members** (Categories A1.1 and A1.6) from the Faculties of the College, to be elected by faculty members of the College. Unless there are three or fewer Faculties in the College, all four shall come from different Faculties. The Office of the Provost will conduct this election.
 - 1 full-time Undergraduate and 1 Graduate Student from the Faculties of the College, to be selected by the Students' Union and the Graduate Students' Association, respectively;
 - 1 full-time support staff member (Category S1.0 and S2.0) from the College; the Office of the Provost and Vice-President (Academic) will conduct this election;
 - 1 Faculty General Manager from the Faculties of the College, to be selected by the Faculty General Managers of the College; 1 academic staff representative from Category A1.0, from outside the Faculties of the College, elected by GFC.
- c. The largest proportion (>50%) of the total Committee membership will comprise academic staff, the Provost and Vice President (Academic), Vice-President (Research and Innovation), and Vice-Provost (Indigenous Programming and Research).
- d. As Chair, the Provost and Vice-President (Academic) can include an equity, diversity, and inclusivity expert as a non-voting resource member of the Committee.
- e. The Office of the Provost and Vice-President (Academic) will ensure that the final committee composition is a balanced representation of Faculties in the College.
- f. In no instance shall the membership of a Committee include:
 - a current or potential candidate for the role
 - the outgoing College Dean and Vice-Provost
- g. Committee membership will be representative and inclusive of persons historically and presently under-represented and denied equity relative to the pool of College and Faculty Deans. In accordance with the EDI Strategic Plan and the Indigenous Strategic Plan, those responsible for nominating, electing, or selecting members of the committee must consider specific institutional commitments to Indigenous initiatives and equity, diversity and inclusivity in electing/selecting members of this Committee, particularly individuals who are or have been historically under-represented and denied equity at the University of Alberta.
- h. Committee members designated by the President, Provost or Vice-President (Research and Innovation) will ensure the Committee is inclusive of persons historically and presently under-represented and equity denied relative to the pool of College and Faculty Deans.
- i. Once the Committee has been established, with all members elected or designated, the Provost will consult with the President on the composition of the Committee. The President may name up to two additional members to the Committee to ensure diverse and inclusive representation.

2. Committee Guidelines

- a. The Provost, as Chair, shall establish guidelines for the Committee. A Committee is charged with selecting the next College Dean and Vice-Provost according to profile determined by the Committee and informed by the Board-approved Job Description, consultation received from the community during the selection process, as well as evidence-based equity, diversity, and inclusivity best-practices related to recruitment in

an academic environment. Through their work, the Committee will contribute to the University's goal of achieving an equitable, diverse and inclusive community of senior administrators.

- b. The Provost, as Chair, is responsible for:
 - providing evidence-based training on the development and utilization of recruitment-specific equity, diversity, and inclusivity principles and best-practices, and concepts of bias awareness and discrimination, as well as obligations under applicable University policy, in particular, the *Discrimination, Harassment and Duty to Accommodate Policy*, the University's **Employment Equity Statement** and the EDI Strategic Plan
 - ensuring the Committee follows and documents best-practices for ensuring the fair and equitable assessment of candidates
 - holding the Committee to account to develop and employ fair, equitable and inclusive indicators for determining and assessing the academic background, scholarly work, lived experiences, and other qualifications of candidates.
 - ensuring that Committee evaluations are supported by evidence and that each candidate is evaluated fairly, in alignment with evidence-based equity, diversity, and inclusivity best practices, and towards breaking down systemic inequalities inherent in academic leadership
- c. All members will abide by the Statement of Ethical Conduct with respect to management of **conflict of interest** throughout the process.
- d. All Committee members must consider and declare conflicts of interest, including actual and perceived conflicts of interest. Members will be asked to complete conflict of interest declarations, and any identified real or perceived conflicts of interest will be managed in accordance with the [University's Conflict Policy and its associated procedures](#).
- e. Conflicts will be continually reviewed throughout the process as situations may arise that are related to different phases of the selection process.
- f. Members must commit to confidentiality during and after the selection process.

3. Quorum

- a. At any meeting where specific candidates are assessed, at least one (1) of the two (2) Vice-Presidential members must be present, the Provost or Vice-President (Research and Innovation), and no more than two (2) of the other members shall be absent.
- b. To participate in a final decision and ensure fairness, members must attend every meeting in the College Dean and Vice-Provost selection process.

COLLEGE DEAN AND VICE-PROVOST SELECTION PROCEDURES

1. General Case

Soliciting applicants

- a. The Committee shall invite suggestions from members of the College concerning possible candidates and encourage the nomination of persons historically and presently under-represented and denied equity at the University and College.
- b. The Committee is responsible to ensure that the applicant pool is inclusive of persons historically and presently under-represented and denied equity at the University and may continue the solicitation of applications and extend any applicable deadline for submitting applications for this purpose.

Advertisement

- a. All vacancies must be advertised within the University, in accordance with the University's *Academic Staff Posting and Advertising Procedure*.
- b. External Advertisements will appear simultaneously or later than postings on the University of Alberta Careers website.
- c. If a vacancy may be filled by an appointee from outside the University, then the vacancy must be advertised widely outside the University, including in media accessed by persons historically and presently under-represented and denied equity at the University and beyond.

Evaluation and selection of candidate

- a. The Committee may consult with the incumbent Dean of the College and/or other sources in the College and University where it requires additional information concerning the duties,

functions, responsibilities, authorities, *et cetera* of the College Dean and Vice-Provost position in question.

- b. Using evidence-based best practices specific to recruitment in academic leadership, the Committee will establish and employ fair, equitable and inclusive indicators and metrics for determining and assessing the academic background, scholarly work, lived experiences, and other attributes of candidates, including any career path choices or interruptions that might affect the assessment of the candidate.
- c. All candidates selected for an interview will be provided with a common set of instructions, including relevant expectations, protocols, and evaluation criteria.
- d. The Committee will fulfill the University's duty to accommodate by giving candidates the opportunity to obtain reasonable accommodation during the recruitment process.
- e. Where the candidate is from outside the University, the Committee shall request that the relevant Faculty establish a Faculty Selection Advisory Committee in relation to the academic staff appointment.
- f. If the incumbent is a candidate, past performance must be considered by the Committee.
- g. At each stage of the selection process the Committee members will be allocated adequate time to consider all materials, information, and candidates in a fair and equitable manner.
- h. The Committee will ensure that the pool of shortlisted candidates is inclusive of persons historically and presently under-represented and denied equity relative to the pool of College Dean and Vice-Provosts and academic leaders at the University of Alberta and beyond.
- i. Where candidates are determined to be similarly qualified for the College Dean and Vice-Provost position, the final selection/recommendation decision will favour achieving diversity in the workplace and correcting employment disadvantages experienced by persons historically and presently under-represented and denied equity at the University and beyond.
- j. When the Committee has reached a decision on the candidate, the Provost is required to present the Committee's selection to the President.

COLLEGE DEAN APPOINTMENT PROCESS

- a. If the conditions of employment and criteria for future evaluation of the person selected differ from statutory duties or standard expectations, these must be specified fully at the time of appointment.
- b. Acceptance of an appointment is taken as indicating acceptance of the procedures and criteria to be used at the end of the term. The letter of appointment is binding on both the Board and the person being appointed.
- c. The term of office shall not exceed five (5) years. The letter of appointment must specify whether reappointment is to be by Selection or Review as set out in the College Dean and Vice-Provost's Review Procedure (*to be developed*).

DEFINITIONS

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲Top	
Equity/Equitable	In the context of this policy, equity is about fair access to employment and the opportunity to succeed in this domain. Employment equity principles, policies, and practices promote [or facilitate] access, representation, opportunities, and meaningful participation of persons historically under represented.
Diversity	In the context of this policy, diversity refers to the demographic and identity difference and variety within the University's workforce, including that based on the protected grounds. More broadly, within the University, diversity also encompasses difference or variety in education, ideas, perspectives, opinions, heuristics, disciplines, methodologies, epistemologies, faculties, skills, and learning opportunities.

Inclusion/Inclusivity	In the context of this policy, inclusion is a principle and practice that values and cultivates the full and meaningful participation and representation of persons historically under-represented in the University's workforce.
Employee(s)	A person employed by the University and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff or Recruitment Policy (Appendix B) Definition and Categories of Support Staff.</i>
Persons historically under-represented	Women, Indigenous persons (First Nations, Métis, Inuit), members of visible minority groups, persons with disabilities, persons who identify with under-represented sexual orientations, gender identity or expression.
Senior Administrators	President, Vice-Presidents, Deputy Provost, Associate Vice-Presidents, Vice-Provosts, College Dean and Vice-Provosts, and Faculty Deans, Directors and Chairs.
Protected Grounds	Refers to those grounds set out and defined in the <i>Alberta Human Rights Act</i> and in the University's <i>Discrimination, Harassment and Duty to Accommodate Policy</i> (UAPPOL) which are: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientations or political beliefs.
Conflict of Interest	Conflict of interest, conflict of commitment, or institutional conflict as defined in the University of Alberta Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict Policy.
Faculty member	"Faculty Member" means a full-time Academic Faculty member (from Category A1.1 or A1.6) who is employed at the University under the terms and conditions of the Board/AASUA Collective Agreement, Schedule A – Academic Faculty Members.
University Employment Equity Statement	"The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientations or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply."

FORMS

There are no forms for this procedure. [\[▲Top\]](#)

RELATED LINKS

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[Access to Information and Protection of Privacy Policy](#) (UAPPOL)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff \(UAPPOL\)](#)

[Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff \(UAPPOL\)](#)

[Conflict of Interest and Conflict of Commitment Policy \(UAPPOL\)](#)

[Strategic Plan for Equity, Diversity, and Inclusivity](#)