
The following Motions and Documents were considered by the GFC Executive Committee at its Monday, April 11, 2016 meeting:

Agenda Title: **Proposal from the Faculté Saint-Jean to add FRANC 116, FRANC 117, FRANC 216 and FRANC 226 to the List of Courses with Consolidated Exams**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of FRANC 116, 117, 216, 226 to the list of courses with Consolidated Final Examinations, as submitted by the Faculté Saint-Jean, to take effect 2016/2017.

Final Item 4

Agenda Title: **Proposed New Course Designation of AUIND (Augustana - Indigenous Studies), Augustana Faculty**

CARRIED MOTION: THAT GFC Executive Committee approve, under delegated authority from General Faculties Council, the new course designator of AUIND (Augustana – Indigenous Studies), Department of Social Sciences, as submitted by Augustana Faculty, to take effect for Fall Term 2016.

Final Item 5

Agenda Title: **Proposed Changes to the UAPPOL Faculty Deans Selection Procedure and Review Procedure**

CARRIED MOTION: THAT the GFC Executive Committee approve, with delegated authority from General Faculties Council, the proposed changes to the UAPPOL Faculty Deans Selection Procedure and the UAPPOL Faculty Deans Review Procedure, as set forth in Attachments 1 and 2 (as revised), to take effect immediately.

Final Item 6

Agenda Title: **Draft Agenda for the May 2, 2016 meeting of General Faculties Council**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the May 2, 2016 meeting of General Faculties Council (GFC).

OUTLINE OF ISSUE

Agenda Title: **Proposal from the Faculté Saint-Jean to add FRANC 116, 117, 216, 226 to the List of Courses with Consolidated Examinations**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of FRANC 116, 117, 216, 226 to the list of courses with Consolidated Final Examinations, as submitted by the Faculté Saint-Jean, to take effect 2016/2017

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Faculté Saint-Jean
Presenter	Yvette d'Entremont (Associate Dean Academic)
Subject	Introduction of consolidated exams for FRANC 116, 117, 216, 226

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To add FRANC 116, 117, 216, 226 to the list of courses for which consolidated final exams are scheduled
The Impact of the Proposal is	Introduction of a consolidated exam in FRANC 116, 117, 216, 226 is a strong measure to achieve greater consistency in evaluation across sections of the same courses in small enrolment mandatory courses.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	2016/2017 academic year
Estimated Cost	N/A
Sources of Funding	N/A
Notes	

Alignment/Compliance

Alignment with Guiding Documents	
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): Section 26(1)(d) of the PSLA gives GFC responsibility over “timetables for examination and for lectures and other instruction.”</p> <p>2. GFC Executive Committee Terms of Reference (3. Mandate of the Committee) “7. Examinations [...]” b. The Executive Committee approves requests from Faculties which wish to schedule common examinations. (GFC 27 OCT 1980)”</p> <p>3. UAPPOL Policy: Assessment and Grading, Consolidated Final Examinations Procedure “1a. Approval of consolidated examinations Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, and request approval by the GFC Executive Committee. Approval must be received from GFC Executive Committee prior to scheduling or conducting a consolidated final examination.”</p>

Routing (Include meeting dates)

Item No. 4

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> • Those who have been informed • Those who have been consulted • Those who are actively participating 	<p>Section Arts: March 4, 2016 CSJ Planification Academic Committee: March 11, 2016</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>CSJ Executive Committee (on behalf of FSJ Faculty Council): March 18, 2016 GFC Executive Committee – April 11, 2016</p>
<p>Final Approver</p>	<p>GFC Executive Committee – April 11, 2016</p>

Prepared by: Dr Maité Snauwaert, Assistant Professor, snauwaer@ualberta.ca

FRANC 110 Enrollment

Fall 2011 - 10	Winter 2012 - 3
Fall 2012 - 10	Winter 2013 - 6
Fall 2013 - 3	Winter 2014 - 4
Fall 2014 - course number change	Winter 2015 - course number change
Fall 2015 - course number change	Winter 2016 - course number change

FRANC 111 Enrollment

Fall 2011 - 39	Winter 2012 - 7
Fall 2012 - 38	Winter 2013 - 5
Fall 2013 - 28	Winter 2014 - 7
Fall 2014 - course number change	Winter 2015 - course number change
Fall 2015 - course number change	Winter 2016 - course number change

FRANC 210 Enrollment

Fall 2011 - 16	Winter 2012 - 22
Fall 2012 - 16	Winter 2013 - 12
Fall 2013 - 5	Winter 2014 - 13
Fall 2014 - course number change	Winter 2015 - course number change
Fall 2015 - course number change	Winter 2016 - course number change

FRANC 220 Enrollment

Fall 2011 - 28	Winter 2012 - 20
Fall 2012 - 18	Winter 2013 - 11
Fall 2013 - 28	Winter 2014 - 17
Fall 2014 - course number change	Winter 2015 - course number change
Fall 2015 - course number change	Winter 2016 - course number change

FRANC 116 Enrollment

Fall 2014 - 82	Winter 2015 - Not offer
Fall 2015 - 80	Winter 2016 - Not offer

FRANC 117 Enrollment

Fall 2014 - Not offer	Winter 2015 - 71
Fall 2015 - Not offer	Winter 2016 - 70

FRANC 216 Enrollment

Fall 2014 - 36	Winter 2015 - 12
Fall 2015 - 52	Winter 2016 - 18

FRANC 226 Enrollment

Fall 2014 - 92	Winter 2015 - 44
Fall 2015 - 39	Winter 2016 - 45

OUTLINE OF ISSUE

Agenda Title: **Proposed New Course Designator of AUIND (Augustana – Indigenous Studies) for the Department of Social Sciences in Augustana Faculty**

Motion: THAT GFC Executive Committee approve, under delegated authority from General Faculties Council, the new course designator of AUIND (Augustana – Indigenous Studies), Department of Social Sciences, as submitted by Augustana Faculty, to take effect for Fall Term 2016.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Augustana Faculty
Presenter	Karsten Mündel, Associate Dean, Academic Augustana Faculty
Subject	New course designator of AUIND (Augustana – Indigenous Studies)

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To approve a new course designator, AUIND, as an identifier of courses for the Social Sciences Department in Augustana Faculty
The Impact of the Proposal is	<p>Augustana Faculty continues to explore ways to expand its Aboriginal student enrollment and student services, further educate all students about Aboriginal history and culture, and develop future Aboriginal leaders for neighbouring communities, our province, and beyond. Augustana is an active participant in the Council of Public Liberal Arts Colleges (COPLAC) online curriculum sharing project in Native American/Indigenous Studies courses, and has recently hired an Aboriginal scholar with the encouragement and support of the Provost's Office.</p> <p>The creation of an AUIND designation for courses offered through Augustana Faculty will be a valuable component to the furthering of these endeavours, such as the Certificate in Reconciliation and Decolonization currently in development, and create opportunities for future development of Indigenous Studies and supports at Augustana.</p>
Replaces/Revises (eg, policies, resolutions)	This is a new course designation for Augustana Faculty to support ongoing initiatives in the Department of Social Sciences, as well as an ongoing course sharing program with COPLAC.
Timeline/Implementation Date	Fall 2016
Estimated Cost	None
Sources of Funding	N/A
Notes	The initial courses proposed are AUIND 101 and 201 (see attachment). There are expectations for several other courses to be added in subsequent months.

Alignment/Compliance

Alignment with Guiding Documents	Dare to Discover, Dare to Deliver, Comprehensive Institutional Plan (CIP), Institutional commitment to respond to Truth and Reconciliation Commission.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	1. Post-Secondary Learning Act (PSLA): GFC is responsible, generally, for the academic affairs of the University and specifically, for programs of study in Faculties (Sections 26(1) and 26(1)(b)).

<p>(please <u>quote</u> legislation and include identifying section numbers)</p>	<p>2. GFC Executive Committee Terms of Reference (3. Mandate of the Committee)</p> <p>“14. Course Numbering and Naming System [...] b. New course subject names and their abbreviations shall be proposed by the Faculty Council, circulated according to the procedure described in Section 37.1, and, in the absence of unresolved challenges, submitted to GFC Executive for ratification.”</p> <p>3. GFC Policy Manual, Section 37.2</p> <p>"Course subject names shall designate broad areas of study (often an entire department) and shall not be used to designate numerous specializations. Faculty Councils shall endeavor to keep the number of subject names in the Faculty to an acceptable minimum. Subject names shall not be added or changed except for strong academic reasons. [...]"</p> <p>New course subject names and their abbreviations shall be proposed by the appropriate Faculty Council, circulated according to the procedure described in Section 37.1, and, in the absence of unresolved challenges, submitted to GFC Executive for ratification."</p>
--	---

Routing (Include meeting dates)

Consultative Route	<p>Augustana Department of Social Sciences – discussion and recommendation, October 19, 2015</p> <p>Augustana Faculty Curriculum Committee – discussion and recommendation, October 22, 2015</p> <p>Associate Dean, Academic – Native Studies – discussion, December 17, 2015.</p>
Approval Route (Governance) (including meeting dates)	<p>Augustana Faculty Council – discussion and approval, November 2, 2015.</p> <p>GFC Course and Program Circulation as per GFC policy 37 – March 2016</p> <p>GFC Executive Committee - April 11, 2016</p>
Final Approver	GFC Executive Committee – April 11, 2016

Attachments (each to be numbered 1 - <>)

- Attachment 1 (page 1 – Calendar copy: AUIND 101 and 201)

Prepared by: Jonathan Hawkins, Assistant Registrar, Augustana Campus, jonathan.hawkins@ualberta.ca

**Augustana Faculty
Course Changes
For Implementation in Fall 2016**

Approval of these course changes is contingent upon approval of the new course designator, AUIND, by GFC Executive Committee, with delegated authority from GFC.

Current	<u>Proposed</u>
New	<p><u>AUIND 101 Introduction to Indigenous Studies</u> <u>*3 (fi 6) (either term, 3-0-0)</u> <u>An introduction to the discipline of Indigenous Studies covering indigenous methodologies and theory through the lens of contemporary issues affecting Aboriginal peoples in Canada and attempts to rectify these issues. Note: Credit may be obtained for only one of AUIND 101 and AUIND 201.</u></p>
New	<p><u>AUIND 201 Introduction to Indigenous Studies</u> <u>*3 (fi 6) (either term, 3-0-0)</u> <u>An introduction to the discipline of Indigenous Studies covering indigenous methodologies and theory through the lens of contemporary issues affecting Aboriginal peoples in Canada and attempts to rectify these issues. Note: Credit may be obtained for only one of AUIND 101 and AUIND 201.</u></p>

OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to the UAPPOL Faculty Deans Selection Procedure and Review Procedure**

Motion: THAT the GFC Executive Committee recommend to the Board Human Resources and Compensation Committee (BHRCC), with delegated authority from General Faculties Council, the proposed changes to the UAPPOL Faculty Deans Selection Procedure and the UAPPOL Faculty Deans Review Procedure, as set forth in Attachment 1 and Attachment 2 (as revised), to take effect immediately.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Steven Dew, Provost and Vice-President (Academic)
Presenter	Steven Dew, Provost and Vice-President (Academic)
Subject	Proposed Changes to the UAPPOL Faculty Deans Selection Procedure and to the UAPPOL Faculty Deans Review Procedure

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To remove the criteria which exclude direct reports from being eligible to serve on Dean Selection Committees and Dean Review Committees as indicated in the UAPPOL Faculty Deans Selection Procedure and the Faculty Deans Review Procedure.
The Impact of the Proposal is	<p>The ineligibility of direct reports to serve on Dean Selection Committees and Dean Review Committees makes it difficult for many faculties to compose their committee membership. Given that Dean Selection and Review Committee members must comply with the UAPPOL Conflict of Interest and Commitment and Institutional Conflict and share the responsibility to appropriately address any potential conflict, conflict of interest cannot be deemed a reason to exclude direct reports. Including these individuals will facilitate the composition of committees and will be inclusive of direct reports who may bring a valuable perspective and knowledge of the Faculty and the role to the Dean Selection and Review processes.</p> <p>This change will ensure that direct reports for some eligible seats on the selection/review committee can be found for all Dean Selection processes. The Provost will decide if there is a conflict of interest for any committee members who wish to sit on the committee.</p> <p>Five Dean Selection processes are scheduled for 2016-2017: Native Studies, Graduate Studies & Research, Science, Education, and Medicine & Dentistry.</p>
Replaces/Revises (eg, policies, resolutions)	UAPPOL Faculty Deans Selection Procedure UAPPOL Faculty Deans Review Procedure
Timeline/Implementation Date	Upon final approval
Estimated Cost	N/A
Sources of Funding	N/A
Notes	

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p>Dare to Discover, Dare to Deliver</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, <i>over academic affairs</i> (section 26(1)).</p> <p>2. Post-Secondary Learning Act (PSLA) “22.(2) A person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council.”</p> <p>3. UAPPOL Policy: The Faculty Deans Selection and Review Procedures state: “With respect to the procedures for the selection [review] of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.”</p> <p>4. GFC Executive Committee Terms of Reference (3. Mandate of the Committee) “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.”</p> <p>5. UAPPOL Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict “Policy [...] A person engaging in an activity or a situation that involves either existing (actual or perceived) or potential (actual or perceived) conflict shall report the conflict so that it may be assessed and, where appropriate, managed in accordance with the associated procedures. A person shall not engage in, or continue, the activity or situation until the University has assessed whether the conflict is permitted and, if so, how the conflict will be managed. The University determines whether or not a situation or activity involves conflict. Therefore, all existing or potential conflict must be reported.”</p> <p>6. Board Human Resources and Compensation Committee Terms of Reference (3. Mandate of the Committee) “Except as provided in paragraph 4 and in the Board’s General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to, and the Board delegates to the Committee responsibility and authority for, all policies and procedures affecting staff working conditions at the University and matters for collective bargaining and related service contracts. The Committee shall also consider any other matter delegated</p>

	to the Committee by the Board.”
--	---------------------------------

Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <ul style="list-style-type: none"> • Those who have been informed • Those who have been consulted • Those who are actively participating 	Provost and Vice-President (Academic) Faculty and Staff Relations (Office of the Provost and Vice-President (Academic))
Approval Route (Governance) (including meeting dates)	GFC Executive (for recommendation) – April 11, 2016 Board Human Resources and Compensation Committee – May 31, 2016
Final Approver	Board Human Resources and Compensation Committee – May 31, 2016

Attachments (1)

1. Attachment 1: Tracked changes to UAPPOL Faculty Deans Selection Procedure (pages 1 - 4)
2. Attachment 2: Tracked changes to UAPPOL Faculty Deans Review Procedure (pages 1 – 5)

Prepared by: Kate Peters, Portfolio Initiatives Manager, peters3@ualberta.ca

Original Approval Date: May 3, 2011 _____

Last Revision Date~~Most Recent Approval Date:~~ **March 7, 2016**

Most Recent Editorial Date: December 13, 2013

Parent Policy: [Recruitment Policy](#)

Faculty Deans Selection Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	General Faculties Council Executive Committee
Scope:	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) as well as undergraduate students, graduate students, post-doctoral fellows and visitors to campus. Compliance with University procedure extends to all members of the University community.

Overview

With respect to the procedures for the selection of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.

These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Deans.

Purpose

To detail the standard procedures for the selection of Faculty Deans.

PROCEDURE

1. GENERAL

By virtue of the Post-Secondary Learning Act (section 22(2), 83 and 84(1)), the appointment of a Dean is made by the Board of Governors in accordance with procedures approved by General Faculties Council.

These procedures declare that such appointments shall be made by the Board on the recommendation of the President. The President's recommendation is based on the recommendation of the selection committee. The Provost is required to present the Committee's selection to the President. The President has the authority to accept or reject the committee's recommendation. If the President accepts, he or she recommends the appointment to the Board of Governors through the Board Human Resources and Compensation Committee (BHRCC). If the President does not accept the committee's recommendation, he/she will meet with the committee to explain this decision.

The process of selection or review at the end of a term is initiated by the Provost and Vice-President (Academic) for Deans at least nine (9) months prior to the end of the incumbent's term.

2. THE SELECTION COMMITTEE

- a. Composition of Selection Committees

All selections shall be carried out by a duly constituted Selection Committee. The composition of Dean Selection Committees varies by Faculty. Changes to the composition of individual Faculties' selection committees may be initiated by the Faculty or by the Provost. The composition of Dean Selection Committees must be approved by their respective Faculty Councils. The following are requirements common to selection committees across all Faculties.

|

Common elements to the Dean Selection Committees include the following:

- i. Provost and Vice-President (Academic), or designee, chairs the Committee.
- ii. Vice-President (Research), or designee, vice-chair.
- iii. Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee
- iv. **Faculty members**
- v. **Students**
- vi. **Staff**
- vii. Representation from General Faculties Council.
- viii. Once the Committee has been established and all members elected or designated, the Provost will consult with the President on the composition of the selection committee. The President may, in consultation with the Chair or Vice-Chair of the GFC Nominating Committee, name up to two additional members to the selection committee to ensure broad representation.
- ~~ix.~~ In no instance shall the membership of a selection committee include (1) a candidate for the office or (2) the outgoing Dean (3) any **person** with an apparent conflict of interest as determined by the Provost and Vice-President (Academic).
- ~~x-ix.~~ ~~Other than Chairs in departmentalized Faculties and Directors in Student Services who report to the Dean of Students, the following individuals shall be ineligible for membership on Selection Committee: Vice Deans, Associate and Assistant Deans and administrative staff who report directly to the Dean of the Faculty.~~

Notwithstanding the provisions above, the incumbent shall not be eligible to vote in the election of representatives to serve on the selection committee.

3. QUORUM

At any meeting of a selection committee for Dean where a final decision is made, at least one (1) of the two (2) Vice-Presidential members must be present, Provost and Vice-President (Academic) or Vice-President (Research), and no more than two (2) of the other members shall be absent.

4. SELECTION PROCEDURES

a. General Case

The Provost shall establish guidelines for selection committees. A selection committee is charged with the task of obtaining the best person available for the position. In order to do so, it may have to play an active, rather than a passive, role in the process.

- i. The selection committee shall invite suggestions concerning possible candidates from the members of the academic unit concerned.
- ii. In addition to accepting applications from qualified candidates a selection committee may, if it sees fit, solicit applications.
- iii. All vacancies must be advertised within the University in accordance with the University's Advertising of Faculty vacancies Procedure. If a vacancy may be filled by an appointee from outside the University, then the vacancy must be advertised widely outside the University.
- iv. In the case of the appointment of a Dean from outside the University, the selection committee established for the administrative positions of Dean shall serve as both the selection committee in relation to the administrative appointment and the advisory selection committee in relation to the academic staff appointment.
- v. Where a selection committee requires additional information concerning the duties, responsibilities, authorities, etc. of the Dean position in question, it is urged to obtain such information from the incumbent and/or other source in the Faculty.
- vi. If the incumbent is a candidate, past performance must be considered by the selection committee.
- vii. When the selection committee has reached a decision on the candidate, the Provost is required to present the committee's selection to the University President.

b. Special Cases for Selection Procedures

i. Engineering Deans

The selection committee shall recommend (1) candidate as the proposed Dean.

The full-time academic staff of the Faculty shall, by a simple majority vote, indicate acceptance or rejection of the committee's recommendation. The ballot paper shall read:

- I accept the selection committee's recommendation for Dean
- I reject the selection committee's recommendation for Dean

In the event of rejection, the committee shall recommend another candidate.

The vote, by secret ballot, shall be conducted by the selection committee in accordance with the procedures laid down by the Faculty of Engineering.

The Provost and Vice-President (Academic), as Chair of the selection committee, shall make the vote known to the successful candidate, including abstentions

5. DEAN APPOINTMENT PROCEDURE

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. Acceptance of an appointment is taken as indicating full 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.

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.

A new Dean will be appointed for an initial term through a Selection procedure. Should the incumbent seek renewal for a second term, review procedures will be employed. A Dean will normally serve no more than two terms. Any exception to the two-term limit will be based on a recommendation from the Provost to the President, who will make the final decision. In instances where the President decides that a third term may be sought, review procedures will be employed. Under no circumstances will a Dean serve more than three terms.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲Top	
Faculty Member	"Faculty Member" means a full-time faculty member (from Category A1.1 or A1.6) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty.
Student	"Student" means any student enrolled at the University of Alberta, either full-time or part-time. The term "student" may be preceded by "undergraduate" or "graduate" or "full-time" for clarification.
Staff	Support Staff who are represented by and pay dues to the Non-Academic Staff Association (NASA) and who are employed by the University of Alberta.
Category A1.1 or A1.6	See Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues
Person	"Person" means any individual selected or elected by the particular group or body referred to and may include faculty members, students, other employees of the University, or persons who are neither students nor employees of the University.

FORMS

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

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [▲Top](#)

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

[Opening Doors: The University of Alberta Equity Employment Plan](#) (University of Alberta)

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

[Faculty Deans Review Procedure](#) (UAPPOL)

[Faculty Deans Selection Procedure Appendix A Dean Selection Committees for Individual Faculties](#) (UAPPOL)

Approval Date: April 26, 2012

Most Recent Approval Date:
Last RevisionMost Recent Editorial Date: December 13, 2013

 Parent Policy: [Recruitment Policy](#)

Faculty Deans Review Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	General Faculties Council Executive Committee
Scope:	<p style="color: red; text-decoration: underline;">Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) as well as undergraduate students, graduate students, post-doctoral fellows and visitors to campus.</p> <p style="color: red; text-decoration: underline;">Compliance with University procedure extends to all members of the University community.</p>

Overview

With respect to the procedures for the review of a **Faculty Dean (“Dean”)**, the Board, and GFC delegate their approval authority to the General Faculties Council Executive Committee for all matters of a routine or editorial nature. For matters of a substantive nature, the GFC Executive Committee will recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.

These authorities over procedures are related to the appointment of academic staff and embrace the renewal and termination of appointments of senior administrators including Deans. GFC has thus enacted procedures related to these matters, as set out below.

Purpose

To detail the standard procedures for the review of Deans in anticipation of an end of a term or during the term.

PROCEDURE

1. REVIEW OF A DEAN

Review of a Dean may come about either in anticipation of an end of term or during the term as follows:

- a. In anticipation of an end of term (if the possibility of a second term is provided for in the terms of appointment).
 - i. Such a review should serve two purposes. The first is the traditional one of determining if an appointment is to be renewed. The second is to provide an opportunity for a Dean to obtain an objective and helpful assessment which may not be available by other means.
- b. During the term by petition as follows:
 - i. Petitions for a review of the performance of a Dean will be submitted to the Provost and Vice-President (Academic) (the “Provost”).
 - ii. Where the petition is signed by a majority of faculty members in the Faculty, the Provost must establish the appropriate review committee.
 - iii. Signatories to petitions for review committees for Deans may not include members on leave.
 - iv. Where the petition is not signed by a majority of faculty members in the Faculty, the Provost, in consultation with the President, will decide whether or not a review committee will be established via the petition, nonetheless.

- c. During the term at the joint initiative of the President and the Provost in which case the review will be completed either by a review committee or through an alternative process to be determined by the President and the Provost.

2. THE REVIEW COMMITTEE

a. Composition of review committees

The composition of the review committees varies by Faculty. Changes to the composition of individual Faculties' review committees may be initiated by the Faculty or by the Provost. The compositions of the review committees must be approved by their respective Faculty Councils (or equivalent).

The members of the review committee will include:

- i. Provost, or designee, review committee chair;
 - ii. Vice-President (Research), or designee, review committee vice-chair;
 - iii. Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee;
 - iv. **Faculty members;**
 - v. **Students;**
 - vi. **Staff;** and
 - vii. Representation from General Faculties Council.
- b. Once the review committee has been established and all members elected or designated, the Provost will consult with the President on the composition of the selection committee. The President may, in consultation with the Chair or Vice-Chair of the GFC Nominating Committee, name up to two additional members to the selection committee to ensure broad representation.
- c. In no instance will the membership of a review committee include any person with an apparent conflict of interest as determined by the Provost.

~~Other than Chairs in departmentalized Faculties and Directors in Student Services who report to the Dean of Students, the following individuals will be ineligible for membership on review committees: Vice-Deans, Associate and Assistant Deans and administrative staff who report directly to the Dean under review.~~

Notwithstanding the provisions above, the Dean will not be eligible to vote in the election of departmental representatives to serve on the review committee.

3. PROCEDURES FOR REVIEWS BY A REVIEW COMMITTEE

Quorum

At any meeting of a review committee where a "final recommendation" is made, at least one (1) of the two (2) Vice-Presidential members must be present, that is, either the review committee chair or review committee vice-chair, and no more than two (2) of the other members will be absent.

General

- a. The specifics of appraising performance of a Dean to determine whether to renew the appointment fall within the jurisdiction of the review committee. The review should be based largely on an evaluation of the Dean's administrative performance. However, it should also be based upon the belief that teaching and research work are continuing commitments of all academics, whether or not they occupy administrative positions. While it is expected that a Dean remain active in at least one of these areas, the extent of such participation will be greatly influenced by the administrative needs of the specific Faculty.
- b. The review committee will obtain information about the effectiveness of the Dean and the desirability of the renewal or continuation of the appointment. As a minimum, the committee will solicit submissions from the staff of the Faculty in this regard.
- c. All submissions will be in writing and signed; the review committee will make every effort to ensure confidentiality.
- d. The relevancy of all materials submitted will be determined by the review committee.

Feedback to the Dean

After the relevancy of all material submitted has been determined by the review committee, the review committee chair will then provide in writing to the Dean a summary of that material. Comments contained in this summary will not be attributed to any person(s).

Submission by the Dean

The Dean will be invited to submit an oral or written presentation, or both, concerning his or her performance.

Negative "Preliminary Recommendation"

Where the "preliminary recommendation" of the review committee is not to recommend the renewal of the appointment of the Dean (or not to continue in the appointment in the case of a review initiated mid-term) the review committee chair immediately adjourns the meeting and, before reconvening the review committee, the review committee chair:

- a. Advises the Dean of the "preliminary recommendation" and also selects a time to meet with the Dean to discuss the situation.
- b. Invites the Dean to make additional submissions to the review committee. The submissions may be in writing and/or in person and may introduce material not previously before the review committee.
- c. Invites the Dean to submit a list of individuals who may have information of value to the review committee. The review committee will have the discretion to determine which individuals will be invited to provide information.
- d. After sufficient discussion, polls the review committee to reach a "final recommendation" on the case.

4. DECISION MAKING

- a. The review committee chair will present the review committee's final recommendation to the President, in writing, with a copy to the Dean.
- b. The President will accept or reject the review committee's recommendation.
- c. If the President does not accept the review committee's recommendation, he/she will meet with the review committee to explain his/her views. Following that meeting, the President will meet with the Dean to discuss the situation.
- d. For a review about the reappointment of the Dean under section 1 (a), after considering the review committee's recommendation, the President will either:
 - i. decide not to reappoint the Dean, which decision is final and binding, and then inform the Board of that decision; or
 - ii. recommend to the Board that the Dean be reappointed, following which the Board will decide whether to reappoint the Dean.
- e. For a review or alternative process under section 1 (b) or (c), after considering the recommendation of the review committee or the results of the alternative process, the President will either:
 - i. decide that the Dean complete the term of appointment, which decision is final and binding, and then inform the Board of that decision; or
 - ii. recommend to the Board that the Dean's appointment be terminated, following which the Board will decide whether to terminate the appointment of the Dean before the end of the term.
- f. Following a decision not to renew the appointment of the Dean, or to terminate the appointment of the Dean, the President will instruct the Provost to initiate the Selection of Faculty Deans Procedure and may invite the Provost to appoint an Interim Dean to fill any vacancy in the office of the Dean.

5. EXEMPTIONS TO THESE PROCEDURES

Notwithstanding the provisions in these procedures, the President in his/her discretion may recommend the suspension or termination of the appointment of a Dean without establishing a review committee where any action, omission or behaviour of the Dean, alleged or in fact, becomes or reasonably could become materially injurious to the University and its reputation. Termination of the appointment as Dean does not alter the academic appointment of the Dean under the relevant University academic staff agreement. The recommendation of suspension or termination of the appointment of a Dean under such conditions will be made by the President to the Board, following which the Board will decide whether to suspend or terminate the appointment of a Dean.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Faculty Dean (“Dean”)	Shall include the Dean of the following Faculties: Agricultural, Life and Environmental Sciences; Augustana; Arts; Business; Education; Engineering; Extension; Graduate Studies and Research; Law; Medicine and Dentistry; Native Studies; Nursing; Pharmacy and Pharmaceutical Sciences; Physical Education and Recreation; Rehabilitation Medicine; Public Health; Saint-Jean; Science; and the Dean of Students; and the Chief Librarian
Faculty member	“Faculty Member” means a full-time faculty member (from Category A1.1 or A1. 6) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty.
Student	Means any student enrolled at the University of Alberta, either full-time or part-time. The term “student” may be preceded by “undergraduate” or “graduate” or “full-time” for clarification.
Staff	Support Staff who are represented by and pay dues to the Non-Academic Staff Association (NASA) and who are employed by the University of Alberta.

FORMS

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

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [\[▲Top\]](#)

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

[Opening Doors: The University of Alberta Equity Employment Plan \(University of Alberta\)](#)

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

[Summary of Process \(University of Alberta\)](#)

[Faculty Deans Selection Procedure \(UAPPOL\)](#)

[Faculty Deans Selection Procedure Appendix A Dean Selection Committees for Individual Faculties \(UAPPOL\)](#)