

Appointment and Reappointment of Deans

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Procedures 6 References 7 History 8
Approval Authority Board of Governors General Faculties Council	
Implementation Authority President	
Effective Date December 16, 2013	
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- Purpose** **1** The purpose of this policy is to ensure consistency in the recruitment, appointment and reappointment of Deans.
- Scope** **2** The policy applies to:
- a) the recruitment and appointment of Deans;
 - b) the review and reappointment of incumbent Deans; and
 - c) the appointment of interim or acting Deans.
- Definitions** **3** In this policy
- a) “Academic Staff” or “Academic Staff Member” means an employee of the University who is designated as an academic staff member under the Post-Secondary Learning Act.
 - b) “Board” means the Board of Governors of the University.
 - c) “Dean” means the head of a faculty at the University or the head of the University’s Qatar Campus.
 - d) “University” means the University of Calgary.
- Policy Statement** **4** **Nature of the Appointment**
- 4.1** Deans are appointed by the President of the University under the delegated authority of the Board, consistent with the Board’s ability to delegate under the Post-Secondary Learning Act and the Delegation of Authority Policy.
- 4.2** An individual who is not an Academic Staff Member at the time the

individual is appointed a Dean will be appointed as a member of the Academic Staff at the time the individual is appointed as Dean, with the effective date of the Academic Staff appointment to be the day immediately after the individual ceases to be Dean.

4.3 A Dean will normally be appointed for an initial term of five years.

4.4 A Dean may be reappointed for a second term of no more than five years.

4.5 A Dean will serve no more than two consecutive terms unless the President, following the recommendation of the Provost and Vice-President (Academic), determines that the Dean may be considered for reappointment for a third term of no more than five years.

4.6 A Dean who is willing to be considered for reappointment will be reviewed prior to the end of the penultimate year of their current term.

Procedures

4.7 The Board and General Faculties Council will establish procedures for the recruitment, appointment and reappointment of Deans.

Vacancy Prior to the End of a Term

4.8 In the event of a prolonged leave of absence of a Dean, the President, based on the recommendation of the Provost and Vice-President (Academic), may appoint an acting Dean for a period that will not normally exceed 12 months.

4.9 When the office of the Dean becomes vacant for any reason prior to the end of the incumbent's term:

- a) the President, based on the recommendation of the Provost and Vice-President (Academic), will appoint an interim Dean for a term that will not normally exceed 12 months; and
- b) the President will initiate the recruitment and appointment of a Dean in accordance with the Procedure for the Appointment and Reappointment of Deans.

Responsibilities	5	5.1 President <ol style="list-style-type: none">a) implement policy;b) monitor compliance with policy.
Procedures	6	<u>Procedure for the Appointment and Reappointment of Deans</u>
Related Policies	7	<u>Delegation of Authority Policy</u>
References	8	<u>Post-Secondary Learning Act, Statutes of Alberta, 2003, Chapter P-19.5</u>
History	9	<i>Approved:</i> December 12, 2013 by General Faculties Council; December 13, 2013 by Board of Governors

Effective: December 16, 2013