



APPOINTMENT PROCEDURES FOR ACADEMIC ADMINISTRATORS

PURPOSE

The purpose of this document is to provide detailed instructions for the appointment and reappointment of academic administrators, as defined in the Policy on the Appointment of Academic Administrators. These procedures must be followed by advisory committees, their chairs, and other faculty, staff, and students involved in the appointment of academic administrators.

These procedures fall under and should be read together with the Policy on the Appointment of Academic Administrators (“the Policy”).

SCOPE

These Procedures apply to the appointment and reappointment of the Academic Administrator positions set out in the Policy.

In cases where a Vice-Provost also holds the title of Dean, the appointment and review processes for the role of Dean shall apply.

ESTABLISHMENT OF ADVISORY COMMITTEE - NOMINATION OF MEMBERS

The first step in beginning a search involves the constitution of an advisory committee. This committee will be chaired by the academic administrator to whom the incumbent will report. The advisory committee will make a recommendation to the committee chair, who will in turn make the appointment.

Appointments of Associate Deans shall be made by the relevant Dean following consultation with the Provost & Vice-President, Academic.

The composition of the advisory committee depends on the type of appointment being made.

For any appointment or re-appointment process, an advisory committee will be established with the membership as set out below:

Position	Composition
Vice-Provost (Provost as Chair)	One full-time tenured faculty member representing each of the Faculties and a professional librarian, to be recommended by the Senate Governance Committee
	At least one faculty member who is a member of a graduate program, if that is not already the case above, to be appointed by the Senate Governance Committee
	One undergraduate student representative, to be recommended by the Brock University Students' Union
	One graduate student representative, to be recommended by the Graduate Students' Association
	One ongoing staff member (to be recommended by the Provost and Vice-President, Academic; ongoing staff members reporting directly to the Vice-Provost role being appointed are not eligible to serve)
	One senior administrative officer of the University, to be recommended by the Senior Administrators' Council
	In the case of the appointment or re-appointment of a Vice-Provost, Indigenous Engagement, a representative from the Aboriginal Education Council and an Indigenous student to be selected by the Provost and Vice-President, Academic
	Dean (Provost as Chair)

	In the case of an Advisory Committee for the Vice-Provost and Dean of Graduate Studies, at least six full-time tenured faculty members to be recommended by the Senate Governance Committee from graduate programs, such that each of the six Faculties is represented
	Where applicable, at least one full-time tenured faculty member of the Program Committee of a Centre from the appropriate Faculty
	At least one full-time tenured faculty member who is an elected member of Senate and from another Faculty in the University, to be recommended by the Senate Governance Committee
	Where applicable, at least one full-time tenured faculty member of the Program Committee of a Program not housed in a Department or Centre in the Faculty
	One undergraduate student from the appropriate Faculty, to be recommended by the Brock University Students' Union
	One graduate student from the appropriate Faculty, to be recommended by the Graduate Students' Association
	At least one ongoing staff member from the appropriate Faculty (to be recommended by the Provost and Vice-President, Academic; ongoing staff members reporting directly to the Dean being appointed are not eligible to serve)
Associate Dean (Dean as Chair)	At least one full-time tenured faculty member from each Department in the Faculty, as selected by the Dean in consultation with the Chairs and Directors of the Faculty; or, in the case of a Faculty with fewer than five Departments, five faculty members from among the Departments in the Faculty, ensuring that each of the Departments is represented
	Where applicable, at least one full-time tenured faculty member from the

	<p>Program Committee of a Centre housed in the Faculty, as selected by the Dean in consultation with the Chairs and Directors of the Faculty</p> <p>In the case of an Advisory Committee for an Associate Dean of Graduate Studies, the Vice-Provost, Graduate Studies shall select and chair an Advisory Committee consisting of full-time tenured faculty members such that each of the Faculties is represented</p>
University Librarian (Provost as Chair)	<p>At least four full-time permanent librarians from different areas of the Library</p> <p>At least one permanent staff member from the Library (to be recommended by the Provost & Vice-President, Academic; staff members reporting directly to the University Librarian are not eligible to serve)</p> <p>At least one full-time tenured faculty member, to be recommended by the Senate Governance Committee)</p> <p>At least one Dean, to be recommended by the Committee of Academic Deans</p> <p>One undergraduate student, to be recommended by the Brock University Students' Union</p> <p>One graduate student, to be recommended by the Graduate Students' Association</p>
Associate University Librarian (University Librarian as Chair)	Members selected by the University Librarian following consultation with the Library Council
Associate Vice-President, Research (Vice-President,	One full-time tenured faculty member representing each of the Faculties and a professional librarian, to be recommended by the Senate Governance Committee

Research as Chair)	One representative from the Faculty of Graduate Studies, to be appointed by the Vice-Provost and Dean of Graduate Studies
	One undergraduate student representative, to be recommended by the Brock University Students' Union
	One graduate student, as recommended by the Graduate Students' Association
	One ongoing staff member (to be recommended by the Provost and Vice-President, Academic; ongoing staff members reporting directly to the Vice-President, Research are not eligible to serve)
	One senior administrative officer of the University, to be recommended by the Senior Administrators' Council

If the advisory committee remains incomplete, with positions still open after two calls for nominations, the Chair may decide to proceed with the committee.

Faculty members and staff who are on sabbatical or on leave are eligible to serve on advisory committees during their absence provided they are able to participate fully in the activities of the committee.

ESTABLISHMENT OF ADVISORY COMMITTEE - CONFIRMATION OF MEMBERSHIP

Before the advisory committee is announced, potential members of the committee must agree, in writing, as a condition of membership, that they will not be candidates for the position under consideration and that they will maintain strict confidentiality in accordance with the stipulations below. Members shall also agree in writing to the principles outlined in the Policy. The committee chair may discharge from the committee any member who fails to comply with these principles.

All proceedings of the advisory committee and all communications to or from the committee shall be held in strict confidence, both during the life of the committee and thereafter. Only the chair is authorized to release information about the proceedings of the committee. The committee chair shall discharge from the committee any member who fails to

comply with this requirement. Other consequences may also apply.

**ESTABLISHMENT
OF ADVISORY
COMMITTEE -
ANNOUNCEMENT
OF COMMITTEE**

When the membership of the advisory committee is announced, it will be made public and circulated to faculty members, librarians, staff, and to the Brock University Students' Union and the Graduate Students' Association.

**DETERMINING
PROCESS TYPE**

Once the advisory committee has been established and its membership announced, the committee chair shall determine whether the incumbent is eligible to stand for re-appointment. If so, the committee chair shall write to the incumbent to determine whether they wish to stand for reappointment.

If the incumbent does not wish or is ineligible to continue, or if there is no incumbent, a search shall be initiated.

REVIEW PROCESS

If the incumbent wishes to stand for re-appointment and is eligible to do so, the incumbent shall be informed of the review procedures. The advisory committee shall proceed to evaluate the performance of the incumbent using the criteria employed by the advisory committee during the search for that individual, and by gathering further information for this purpose from other students, staff, and faculty members in the University community.

Specifically:

- The committee chair shall invite students, staff, and faculty members to make written submissions, which will be confidential and shared with the committee. Anonymous submissions will not be accepted.
- The advisory committee may also consult, as it deems appropriate, with members of the University community and with other individuals concerning the question of re-appointment of the incumbent.
- The advisory committee shall invite the incumbent to submit a self-evaluation.

The advisory committee shall evaluate the information received and meet with the incumbent. Without identifying

sources, the committee shall inform the incumbent of any submissions that have been received and shall invite the incumbent to respond.

The committee shall recommend to the committee chair either that the incumbent be reappointed or that a search be conducted.

Upon receipt of the advisory committee's recommendation, the committee chair shall meet with the incumbent to review the general findings of the committee and the nature of their recommendation.

If the decision of the committee chair is that the incumbent should be re-appointed, the administrator making the appointment will consult with the Senior Administrators' Council prior to making the decision. In the case of the re-appointment of an Associate Dean, the Chairs and Directors of the Faculty will be consulted. In the case of the re-appointment of an Associate University Librarian, Library Council will be consulted. The University community will be informed of any re-appointments once the decision has been made.

If the decision of the committee chair is that a search should be conducted, a search shall be launched.

**SEARCH PROCESS -
DETERMINING
SEARCH TYPE**

Normally, for most appointments except for those of an Associate Dean or an Associate Vice-President, Research, a general (internal and external) search will be conducted. Internal searches will be more common for Associate Dean and Associate Vice-President, Research roles.

In all cases, the advisory committee may consider whether a general search should be initiated immediately or if circumstances make it appropriate to limit the process to an internal search. The advisory committee shall report its recommendation to the committee chair, who will decide the search type, in consultation with the Provost & Vice-President, Academic where appropriate.

If an internal search is conducted, and if at any point in this search the results appear likely to be unsatisfactory, the advisory committee may recommend to the committee chair that a general search be undertaken. Any general search will

also consider applications and nominations from within the University.

**SEARCH PROCESS -
USE OF SEARCH
CONSULTANTS** - In the case of a general search, the chair may choose to engage the services of a highly qualified search consultant possessing expertise in senior academic searches.

**SEARCH PROCESS -
ADVERTISING AND
SOLICITING
APPLICATIONS** - In the case of a general search, the position shall be widely advertised, and applications and nominations invited by a specified date. Applicants who belong to equity-seeking groups shall be encouraged to self-identify in the application. Although applications shall be held in confidence, applicants who pass any initial screening process shall be informed that the University's search procedures require that the names of the short-listed candidates be released to students, staff, and faculty members at the University.

In the case of an internal search, applications and nominations from within the University will be solicited. Applications and nominations for Associate Dean appointments shall normally be solicited from within the relevant Faculty.

Nominees shall confirm in writing their willingness to stand. Nominations and applications shall be submitted by a specified date.

The advisory committee may also invite specific individuals to apply.

The advisory committee shall take care to ensure that qualified members of equity-seeking groups are given consideration. Appropriate actions may include extra efforts to ensure that the position is drawn to the attention of these groups.

**SEARCH PROCESS -
SHORTLISTED
CANDIDATES** - After appropriate proceedings, including the examination of credentials, have been completed, the advisory committee shall establish a short list.

If the short list does not include a member of an equity-seeking group, the advisory committee shall consider adding

the best-qualified applicant from an equity-seeking group to that list.

When searching for a Vice-Provost, a Dean, a University Librarian or an Associate Vice-President, Research, a *curriculum vitae* for each of the short-listed candidates shall be made available for consultation and comment by members of the University community. When necessary, the advisory committee may undertake further consultation on a confidential basis.

In addition, when searching for a Vice-Provost, a Dean, a University Librarian or an Associate Vice-President, Research, the advisory committee shall invite the short-listed candidates to address members of the University community and answer their questions. A video recording of the presentation will be made available for those unable to attend. For external candidates, interviews shall include meeting with the department or departments that the candidate would be expected to join as a tenured faculty member, or with the Library Council and library staff when appointing a University Librarian or an Associate University Librarian.

SEARCH PROCESS - RECOMMENDATION After allowing at least two weeks for members of the University community to express their views in writing, and after consultation by the committee chair with the department or departments involved regarding the appointment of the candidate, and after any further procedures which it deems appropriate, the advisory committee shall make its recommendation to the committee chair.

In its recommendation to the committee chair, the advisory committee shall include a brief description of its efforts to attract candidates from equity-seeking groups and indicate the total number of applicants and interviewees, specifying the number of candidates from equity-seeking groups in each category.

With the exception of appointments and re-appointments for Associate Deans, the administrator making the appointment shall consult with Senate before the appointment is made.

SEARCH PROCESS - DECISION - The committee chair will make a decision with respect to the appointment, which will be communicated to the University community at the appropriate time.