



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	DEANS OF FACULTIES, DIRECTORS OF SCHOOLS OF THE UNIVERSITY, AND COLLEGE DEANS: APPOINTMENT AND REVIEW
Parent Policy:	Deans of Faculties, Directors of Schools of the University, and College Deans Policy
Effective Date:	March 19, 2024
Revised Date:	
Review Date:	March 19, 2034
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, Section 16(1)(b);</i>
Responsible Executive Officer:	President
Delegate:	Provost and Vice-President (Academic)
Contact:	Provost and Vice-President (Academic)
Application:	Senior Administrative Academic Staff

Part 1 Reason for Procedure

- 1.1 To identify the procedure for the search, appointment, reappointment, extension of term, special review, and removal of Deans, Directors, and College Deans.

Part 2 Procedure Statement

Definitions

- 2.1 The following terms are defined for the purpose of this Procedure:

- (a) **“College”** means a Professional College as defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.

- (b) **“College Dean”** means the head of a Professional College and is the senior academic and administrative officer of the Professional College.
- (c) **“Dean”** or **“Faculty Dean”** means the head of a Faculty and is the senior academic administrative officer of the Faculty.
- (d) **“Director”** means the head of a School and is the senior academic administrative officer of the School.
- (e) **“Faculty”** means:
 - (i) a Faculty as defined under the Definitions of Academic Units Policy and as identified as a Faculty in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy; or
 - (ii) a Division as defined under the Definitions of Academic Units Policy and as identified as a Division in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
- (f) **“Indigenous”** means those who are recognized by their Indigenous community and who self-identify as Indigenous. More specifically, Indigenous refers to the First Nations, Inuit, and Métis of North America/Turtle Island.
- (g) **“Procedure”** means this “Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review” Procedure.
- (h) **“Reconciliation”** means honouring the Calls to Action set out by the Truth and Reconciliation Commission of Canada (TRC) and supporting the commitment by the University to act respectfully and in dignified ways with respect to Indigenous Peoples, their Nations, and communities.
- (i) **“School”** means a “School of the University” as that term is defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy. It does not include Schools of a Faculty or College.
- (j) **“Senior Administrative Academic Staff”** has the same meaning as defined in the Employee Organizations and Employment Groups Procedure.
- (k) **“Systemically Disadvantaged and Marginalized Groups”** shall include Indigenous Peoples, women, racialized persons, persons with disabilities, and persons of marginalized sexual identities, gender identities, and gender expressions.

APPOINTMENT

General Provisions

- 2.2 The primary objective in recruiting is to develop the best possible educational program for students at the University of Manitoba. To that end, the appointment of Deans, Directors, and College Deans should consider the following competencies of prospective appointees:
- (a) Their intellectual and administrative abilities, devotion to education and research, judgment and qualities of leadership;
 - (b) Their ability to create an environment conducive to the growth of intellectual life within the Faculty, School, or College;
 - (c) Their ability to maintain the confidence and co-operation of academic staff, administrative staff, support staff, and students;
 - (d) Their ability to manage effectively and efficiently the administrative affairs of their Faculty, School or College;
 - (e) Their ability to conduct effectively the relations of their Faculty, School, or College both within the University and in the wider community, so as to facilitate support for its educational, research, and service activities; and
 - (f) Their commitment to the University's mission, vision, and core institutional values, including advancing Reconciliation and the principles of equity, diversity, and inclusion;
- 2.3 Appointments under this Procedure should seek to uphold principles and enact practices of equity and diversity and should seek to support opportunities for the appointment of individuals from Systemically Disadvantaged and Marginalized Groups.

Nature of Appointment

- 2.4 A Dean/Director/College Dean shall be appointed by the President on receipt of a recommendation from the Provost and Vice-President (Academic).
- 2.5 The Dean/Director/College Dean shall hold, or be qualified to hold, an academic appointment as a member of a Faculty, College, or School.
- 2.6 Where the Dean/Director/College Dean is appointed in more than one Faculty/School/College, one Faculty/School/College will be identified as the primary academic appointment and the other Faculty/School/College will be identified as the concurrent academic appointment. The primary academic appointment will be in the Faculty/School/College in which tenure is held and promotion is obtained.

Term of Appointment

- 2.7 Normally the appointment as Dean/Director/College Dean is filled on a term appointment basis with the right of entry/return to a primary academic appointment. The term appointment is expected to continue until the end of the term specified in the appointment letter unless ended by retirement, resignation or termination by either the employee or the University in accordance with the Executive Group and Academic Administrative Appointments – Academic Staff Policy and the Term of Appointment and Tenure Policy. All appointments require a recommendation from the Provost and Vice-President (Academic), the approval of the President, and will be reported to the Board of Governors for information.
- 2.8 The appointment shall normally be for a term of five (5) to seven (7) years, and may be renewed or extended in accordance with sections 2.10 or 2.11 of this Procedure. The appointment shall cumulatively not exceed ten (10) years, except where there has been a satisfactory reappointment review.

Vacancy at End of Term

- 2.9 Where the term of the Dean/Director/College Dean will expire, the Provost and Vice-President (Academic) shall:
- (a) canvass the incumbent twelve (12) months prior to the end of the term to determine if the incumbent wishes reappointment;
 - (b) recommend to the President, either a reappointment review or an extension of term in accordance with sections 2.10 or 2.11 of this Procedure.
- 2.10 If the incumbent wishes reappointment for a term that is longer than twenty-four (24) months, the President shall initiate a reappointment review in accordance with the Reappointment Review process outlined in sections 2.33 to 2.47 of these Procedures.
- 2.11 If the incumbent wishes reappointment for a term that is not longer than twenty-four (24) months and the Provost and Vice-President (Academic) believes it to be in the best interest of the University, the Provost and Vice-President (Academic) may recommend that the President extend the incumbent's term for a period not longer than twenty-four (24) months. Before making such recommendation, the Provost and Vice-President (Academic) shall seek advice from the faculty and staff of the academic unit.
- 2.12 If the incumbent wishes to leave at the end of the incumbent's term, the President shall initiate the search and appointment procedures related to this Procedure.

Vacancy Prior to End of Term

- 2.13 Where the position of the Dean/Director/College Dean becomes vacant for any reason prior to the end of the incumbent's term:
- (a) an Acting Dean/Director/College Dean may be appointed for a term normally not more than twelve (12) months; and
 - (b) the President shall initiate the search and appointment procedures related to this Procedure.
- 2.14 If successive designations of acting capacity are required, the aggregate length of the designations normally will not exceed twenty-four (24) months.

SEARCH

- 2.15 When the position of the Dean/Director/College Dean becomes vacant for any reason (including when a reappointment is not recommended), the President shall initiate a search for a Dean/Director/College Dean by an Appointment Advisory Committee to advise the President on the appointment.
- 2.16 The President, having considered all the relevant factors, including current and prospective University budgets and consultation with Faculty/School/College Council in the applicable units, and upon recommendation from the Provost and Vice-President (Academic), may determine at the outset that:
- (a) The appointment be limited to persons currently holding a continuing full-time position within the University; and/or
 - (b) The appointment be advertised as a dual role as the Dean/Director/College Dean of more than one Faculty/School/College, in which case the composition of the Appointment Advisory Committee or the Reappointment Advisory Committee will be increased to reflect representation from each respective academic unit to which the search applies.

Membership of the Appointment Advisory Committee

- 2.17 Composition for the Appointment of all Deans/Directors/College Deans: The Appointment Advisory Committee for the appointment of a Dean/Director/College Dean shall be constituted by the President and shall consist of:
- (a) the Provost and Vice-President (Academic), or delegate, as Chair of the Committee;
 - (b) five (5) persons elected by, not necessarily from, the academic staff of the Faculty/School/College from which the President shall select four (4) to

serve on the Committee. If one of these members is unable to fulfill their term, the fifth person shall serve as an alternate;

- (c) one (1) person elected by and from the support staff of the Faculty/School/College;
- (d) one (1) graduate student, elected or appointed by the Graduate Students Association and, where appropriate, one (1) graduate student elected or appointed by the Professional Association of Residents and Interns of Manitoba (PARIM); for the Dean of the Faculty of Graduate Studies, the committee shall include three (3) graduate students elected or appointed by the Graduate Students' Association;
- (e) one (1) undergraduate student elected or appointed by the relevant student organization; except for the appointment of the Dean of the Faculty of Graduate Studies; and
- (f) normally up to four (4) persons appointed by the President to represent the broader interests of the University, including those of the professional and/or community interests.

2.18 Not Eligible to Serve: The following persons are not eligible to serve on the Appointment Advisory Committee:

- (a) the incumbent Dean/Director/College Dean;
- (b) the members of the Reappointment Review Committee, excepting the Chair of the Reappointment Review Committee, where a search has been recommended under section 2.46(c)(ii) of this Procedure and the incumbent Dean/Director/College Dean intends to be an applicant; and
- (c) any person who is an applicant or otherwise seeks appointment as the Dean/Director/College Dean. Any such person who is already a member of the Appointment Advisory Committee must resign.

2.19 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Appointment Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Appointment Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.

2.20 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Appointment Advisory Committee, there is at least one member who can contribute Indigenous perspectives.

2.21 Acceptance of Membership: Acceptance of membership on the Appointment Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Appointment Advisory Committee.

- 2.22 Conflict of Interest: If circumstances arise in which a member of the Appointment Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill his/her/their responsibilities on the Committee, the member shall disclose the nature of the conflict to the Chair, who in consultation with the President, shall determine whether continuing membership is appropriate.
- 2.23 Vacancies: Should a vacancy occur on the Appointment Advisory Committee, the Chair shall so inform the President who shall request the relevant constituency under section 2.17 of this Procedure to recommend an alternate to fill the vacancy, unless an alternate was named in advance.

Proceedings and Deliberations of the Appointment Advisory Committee

- 2.24 Quorum: The quorum for any meeting of the Appointment Advisory Committee shall be 2/3 of the voting membership.
- 2.25 Voting: Questions arising at a meeting of the Appointment Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.
- 2.26 No Constraint on Voting: A member of the Appointment Advisory Committee cannot be constrained to vote as directed or desired by the constituency from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Appointment Advisory Committee, through the Chair.
- 2.27 Confidentiality: The following confidentiality obligations shall apply to the Appointment Advisory Committee:
- (a) all proceedings of the Appointment Advisory Committee shall be confidential;
 - (b) no release of confidential information relating to the proceedings of the Appointment Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
 - (c) if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.
- 2.28 Consultation/Interviews: The following shall apply to the Appointment Advisory Committee in carrying out its search and appointment responsibilities:
- (a) prior to advertising the position, the Appointment Advisory Committee shall consider:

- (i) the administrative and academic needs and priorities of the Faculty, School or College;
 - (ii) the desired qualifications and qualities of a Dean/Director/College Dean; and
 - (iii) the processes the Committee intends to use.
- (b) the Appointment Advisory Committee may interview the outgoing Dean/Director/College Dean;
- (c) prior to considering any names of applicants or nominees the Appointment Advisory Committee shall:
- (i) take steps to ensure that they are familiar with the Policy and this Procedure and best practices for equity and diversity in hiring;
 - (ii) establish the criteria against which it will assess applicants and nominees;
 - (iii) determine what, if any, public elements it shall require in the assessment process. The particulars of any such public elements must be communicated to applicants and nominees;
 - (iv) following assessment of applications and nominations against the criteria, the Appointment Advisory Committee will identify candidates whom it wishes to interview; and
 - (v) the Chair of the Appointment Advisory Committee shall inform the President about the identity and background of the interviewees, the schedule of interviews, and shall provide the President with the opportunity to meet with the candidates whom the Appointment Advisory Committee wishes to interview.

2.29 Unable to Complete Deliberations: If the Appointment Advisory Committee is unable to complete its deliberations in a satisfactory manner, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

Report/Recommendation

2.30 Upon completion of the work of the Appointment Advisory Committee, the Chair shall submit to the President a written report which includes the following:

- (a) a Summary of Search Form;
- (b) a summary of the interview with the outgoing Dean/Director/College Dean, if applicable;

- (c) the criteria against which applicants and nominees were assessed;
- (d) a copy of the search advertisement;
- (e) the names(s) of the candidate(s), in rank order, that the Committee recommends be offered the appointment; and
- (f) the rationale for the recommendation(s), including the level of support within the Committee and the reasons for any dissent.

Failed Search

2.31 If the President does not wish to recommend any of the candidates submitted by the Appointment Advisory Committee, the President may cause another Appointment search to be conducted.

Records

2.32 Upon completion of the work of the Appointment Advisory Committee, the Chair shall collect and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:

- (a) all materials distributed to and any notes written by Committee members (including the Chair); and
- (b) any other materials relevant to the Committee's work. If the Chair is a delegate of the Provost and Vice-President (Academic), the Chair shall forward the foregoing materials and notes to the Provost and Vice-President (Academic).

REAPPOINTMENT REVIEW

2.33 If the Provost and Vice-President (Academic) advises the President that the incumbent Dean/Director/College Dean wishes reappointment, then the President shall initiate a reappointment review by a Reappointment Advisory Committee to advise the President.

Membership of the Reappointment Advisory Committee

2.34 Composition for the Reappointment of all Deans and Directors: The Reappointment Advisory Committee for the Dean/Director/College Dean shall be constituted by the President and shall consist of:

- (a) the Provost and Vice-President (Academic), or delegate, as Chair of the Committee;
- (b) five (5) persons elected by, not necessarily from, the academic staff of the Faculty/School/College from which the President shall select four (4) to

serve on the Committee. If one of these members is unable to fulfill their term, the fifth person shall serve as an alternate;

- (c) one (1) person elected by and from the support staff of the Faculty/School/College;
 - (d) one (1) graduate student elected or appointed by the Graduate Students Association and, where appropriate, one (1) graduate student elected or appointed by the Professional Association of Residents and Interns Manitoba (PARIM); for the Dean of the Faculty of Graduate Studies, the committee shall include two (2) graduate students elected or appointed by the Graduate Students' Association;
 - (e) one (1) undergraduate student elected or appointed by the relevant student organization except for the reappointment of the Dean of the Faculty of Graduate Studies; and
 - (f) normally up to three (3) other persons appointed by the President to represent the broader interests of the University, including professional and/or community interests.
- 2.35 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Reappointment Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Reappointment Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.
- 2.36 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Reappointment Advisory Committee, there is at least one member who can contribute Indigenous perspectives.
- 2.37 Acceptance of Membership: Acceptance of membership on the Reappointment Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.
- 2.38 Conflict of Interest: If circumstances arise in which a member of the Reappointment Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill his/her/their responsibilities on the Committee, the member shall disclose the nature of the conflict to the Chair, who in consultation with the President, shall determine whether continuing membership is appropriate.
- 2.39 Vacancies: Should a vacancy occur on the Reappointment Advisory Committee, the Chair shall so inform the President who shall request the relevant constituency to fill the vacancy, unless an alternate was named in advance.

Proceedings and Deliberations of the Reappointment Advisory Committee

- 2.40 Quorum: The quorum for any meeting of the Reappointment Advisory Committee shall be 2/3 of the membership.
- 2.41 Voting: Questions arising at a meeting of the Reappointment Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.
- 2.42 No Constraint on Voting: A member of the Reappointment Advisory Committee cannot be constrained to vote as directed or desired by the constituency from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Reappointment Advisory Committee, through the Chair.
- 2.43 Confidentiality: The following confidentiality obligations shall apply to Reappointment Reviews:
- (a) all proceedings of the Reappointment Advisory Committee shall be confidential;
 - (b) no release of confidential information relating to the proceedings of the Reappointment Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
 - (c) if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.
- 2.44 Consultation/Interviews: The following shall apply to the Reappointment Advisory Committee in carrying out its review responsibilities:
- (a) the Reappointment Advisory Committee shall invite comments and advice from members of the Faculty, School, or College, including those of faculty, staff and students. In addition, the Committee may invite comments from other relevant constituencies of the University and the external community;
 - (b) the Reappointment Advisory Committee shall have access to information relating to the Faculty, School, or College, and the performance of the incumbent, including:
 - (i) annual reports of the Faculty, School, or College; and
 - (ii) a summary of activity reports and performance appraisals of the incumbent as prepared by the Provost and Vice-President (Academic);

- (c) the Reappointment Advisory Committee shall conduct an interview with the incumbent Dean/Director/College Dean.

2.45 Unable to Complete Deliberations: If the Reappointment Advisory Committee is unable to complete its deliberations in a satisfactory manner, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

Report/Recommendation

2.46 Upon completion of the work of the Reappointment Advisory Committee, the Chair shall submit to the President a written report which includes the following:

- (a) a summary of the comments and information reviewed by the Committee;
- (b) a summary of the interview with the incumbent Dean/Director/College Dean;
- (c) the recommendation for:
 - (i) the reappointment of the incumbent Dean/Director/College Dean, or
 - (ii) the search for a Dean/Director/College Dean, which may include the incumbent as an applicant; and
 - (iii) the rationale for the recommendation, including the level of support and the reasons for any dissent.

Records

2.47 Upon completion of the work of the Reappointment Advisory Committee, the Chair shall collect and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:

- (a) all materials distributed to and any notes written by Committee members (including the Chair); and
- (b) any other materials relevant to the Committee's work. If the Chair is a delegate of the Provost and Vice-President (Academic), the Chair shall forward the foregoing materials and notes to the Provost and Vice-President (Academic).

ADMINISTRATIVE PROBLEMS

2.48 Where serious administrative problems arise in a Faculty/School/College which relate to the performance of the Dean/Director/College Dean, the President may:

- (a) attempt to resolve the matter informally;

- (b) initiate a special review in accordance with this Procedure; and/or
- (c) take such action as the President deems appropriate in the circumstances.

Special Review

2.49 Where the President elects to initiate a special review of the Dean/Director/College Dean under section 2.48(b) of this Procedure, the President shall constitute a Special Review Advisory Committee to make recommendations for the resolution of the problems identified and to provide its rationale for the recommendations, including the level of support within the Committee and the reasons for any dissent.

Membership of the Special Review Advisory Committee

- 2.50 Composition: The Special Review Advisory Committee shall be constituted by the President and may include representatives of faculty, staff and students of the University, but not of the Faculty/School/College in question. The President or a delegate of the President shall serve as the Chair of the Special Review Advisory Committee.
- 2.51 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Special Review Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Special Review Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.
- 2.52 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Special Review Advisory Committee, there is at least one member who can contribute Indigenous perspectives.
- 2.53 Acceptance of Membership: Acceptance of membership on the Special Review Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.
- 2.54 Conflict of Interest: If circumstances arise in which a member of the Special Review Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the members ability to fulfill his/her/their responsibilities on the Committee, the member shall disclose the nature of the conflict to the President or the delegate who, in consultation with the President (if a delegate), shall determine whether continuing membership is appropriate.
- 2.55 Vacancies: Should a vacancy occur on the Special Review Advisory Committee, the President shall appoint a replacement.

Proceedings and Deliberations of the Special Review Advisory Committee

- 2.56 Quorum: The quorum for any meeting of the Special Review Advisory Committee shall be 2/3 of the voting membership.
- 2.57 Voting: Questions arising at a meeting of the Special Review Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.
- 2.58 No Constraint on Voting: A member of the Special Review Advisory Committee cannot be constrained to vote as directed or desired by the constituency from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Committee, through the Chair.
- 2.59 Confidentiality: The following confidentiality obligations shall apply to Special Reviews:
- (a) all proceedings of the Special Review Advisory Committee shall be confidential;
 - (b) no release of confidential information relating to the proceedings of the Special Review Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
 - (c) if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.
- 2.60 Consultation: The Special Review Advisory Committee shall consult with such persons as it deems advisable, including students, and faculty and staff of the Faculty/School/College. The incumbent shall be invited to make a submission to, and to meet with, the Special Review Advisory Committee.

Report/Recommendations of Special Review Advisory Committee:

- 2.61 The Special Review Advisory Committee shall complete its deliberations and submit its report to the President within thirty (30) working days of its establishment. The report shall include:
- (a) recommendations for the resolution of the problem, and
 - (b) a rationale for the recommendations, including the level of support within the Committee and the reasons for any dissent.
- 2.62 On receipt of the report, the President shall meet with the incumbent to discuss the report and any action which might be contemplated by the President.

Records

- 2.63 Upon completion of the work of the Special Review Advisory Committee, the Chair shall collect and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:
- (a) all materials distributed to and any notes written by Committee members (including the Chair); and
 - (b) any other materials relevant to the Committee's work. If the Chair is a delegate of the President, the Chair shall forward the foregoing materials and notes to the President.

PROCEDURES FOR RECOMMENDING AN ACTING DEAN/DIRECTOR/COLLEGE DEAN

- 2.64 When the position of a Dean/Director/College Dean becomes vacant for any reason, the Provost and Vice-President (Academic):
- (a) may recommend to the President the appointment of an Acting Dean/Director/College Dean who shall assume the responsibilities of office in an acting capacity; and
 - (b) before making such recommendation, shall seek advice from the faculty and staff of the academic unit.
- 2.65 The President shall take the foregoing into consideration respecting the appointment of an Acting Dean/Director/College Dean.

Part 3 Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The President is responsible for:
- (a) ensuring compliance with this Procedure; and
 - (b) ensuring the conduct of the reviews and the search set out in these Procedures.
- 3.3 The Provost and Vice-President (Academic) is responsible for:
- (a) canvassing the incumbent Dean/Director/College Dean to determine if the incumbent wishes reappointment and making related recommendations to the President;

- (b) collecting materials as set out in Sections 2.32 and 2.47 of these Procedures;
- (c) seeking advice on and recommending the appointment of an Acting Dean/Director/College Dean; and
- (d) anything delegated to the Provost and Vice-President (Academic) by the President in relation to these Procedures.

Part 4 Review

- 4.1 Governing Document reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is January 1, 2034.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Approving Body deems necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or rescinded.

Part 5 Effect on Previous Statements

- 5.1 This Procedure supersedes the following:
 - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
 - (b) all previous Administration Policies, Procedures, and directives on the subjectmatter contained herein;
 - (c) Policy: Deans of Faculties and Directors of Schools of the University: Appointment and Review, effective January 25, 2005, revised July 1, 2022;
 - (d) Procedure: Deans of Faculties and Directors of Schools of the University: Appointment and Review, effective January 25, 2005, revised July 1, 2022.

Part 6 Cross References

- 6.1 This Procedure should be cross-referenced to the following relevant Governing Documents, legislation, and/or forms:

- (a) Deans of Faculties, Directors of Schools of the University, and College Deans Policy;
- (b) Conflict of Interest Policy and Procedure;
- (c) Employee Organizations and Employment Groups Policy and Procedure;
- (d) Executive Group and Academic Administrative Appointments – Academic Staff Policy;
- (e) Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Bylaw;
- (f) Records Management Policy;
- (g) Imaging Records for Use as Official Records Procedures;
- (h) Records Holds Procedures;
- (i) Transitory Records Procedures;
- (j) Term of Appointment and Tenure Policy;
- (k) Other governing documents of the University which speak to Indigenous reconciliation, archives, or equity, diversity and inclusion and/or anti-racism.