Recruitment & Appointment: Department Head

Update: February 2, 2017
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science


Types of Appointments

Regular – for a term of up to five years
Acting – for a term of up to twelve months

Appointment Procedures (from Article 15.1.1 of the Collective Agreement)

When a regular appointment is to be made, the Dean shall first consult the appropriate academic unit according to established procedures. Such procedures shall require the Dean to consult available academic staff members in committee and arrange for a secret ballot. The Dean’s recommendation shall be based on advice obtained through this process but such advice is not necessarily binding. The appointment process shall be open and transparent.

When an acting appointment is to be made, the Dean, time permitting, shall first consult the appropriate academic unit according to established procedures.

Note: The Collective Agreement does not have language specific to the reappointment of a Department Head whose term is coming to an end; therefore, reappointments will be considered as new regular appointments for the purposes of this policy.

Eligibility

- **Nominees.** For acting and regular appointments as Department Head, nominees must be tenured academic staff members in (any department of) the Faculty of Science. Department members from Campion, Luther, or First Nations University will not be considered as candidates for regular appointments as Department Head.
- **Voting.** Voting rights are extended to all tenure-track and tenured members of the Department (including, therefore, tenure-track and tenured members from Campion, Luther, and First Nations University).
Faculty of Science Procedures for Regular Department Head Appointments

Nomination and Election Process.

1. The Dean will consult with the incumbent to determine whether the incumbent desires to be reappointed as Department Head for another term.
2. The Dean will schedule a meeting with the Department to communicate the incumbent’s reappointment interests. The Dean will then invite nominations in writing for Head. The nomination form should be signed by the nominee and one nominator. (Incumbents who seek appointment to a new term must also go through the nomination process.)
3. After the close of nominations, the Dean will communicate the list of nominees for Head to the Department. If it is the wish of a majority of eligible voters, a special meeting of the Department may be arranged at which nominees answer questions about their candidacy.
4. The Dean will invite written feedback, which will be treated as confidential, on the nominees.
5. If there is more than one nominee, a vote by secret ballot will be arranged, as per Article 15.1.1 of the Collective Agreement.

Decision Process.

1. The Dean will review the confidential feedback and the results of the secret ballot.
2. If there is not a clear mandate given to a single nominee, the Dean may consider, after consultation with members of the Department, additional candidates.
3. The Dean will make a recommendation to the Vice-President (Academic). Once approved, the Dean will communicate the decision to members of the Department and the Faculty of Science.

Faculty of Science Procedures for Acting Department Head Appointments

1. The Dean will schedule a meeting with the Department to communicate the need for the appointment of an Acting Department Head and to invite advice and suggestions on possible nominees. Such advice and suggestions may be offered verbally, through email, or in writing (signed).
2. In considering the advice and suggestions received concerning potential nominees, the Dean will consult with potential candidates and make a recommendation to the Vice President (Academic). Once approved, the Dean will communicate the decision to members of the Department and the Faculty of Science.
NOMINATION FORM

FOR

DEPARTMENT HEAD

in the

FACULTY OF SCIENCE

Name of Nominee ________________________________

Signature of Nominee ________________________________

Name of Nominator ________________________________

Signature of Nominator ________________________________

Department ________________________________