



Appointments: Deans

Category: Human Resources;

Jurisdiction: Provost and Vice President, Academic;

Approval Authority: Executive Team;

Established on: November 6, 1974;

Amendments: March 31, 1994; July 7, 2000; October 2008; November 2011; November 2015; April 7, 2020.

DEAN of a FACULTY

Following a review process conducted by the Provost and Vice-President (Academic) (the “Provost”) prior to the conclusion of a Dean’s term, a recommendation will be made to the President to either support the reappointment of the incumbent or to establish a Decanal Search Committee.

Decanal Search Committee Membership

The Decanal Search Committee will be established by the Provost and Vice-President (Academic) with the following membership appointed by the Provost:

- a) the Vice-President (Academic) or Deputy Provost – Chair;
- b) 1 Dean of another Faculty;
- c) 2 tenured Directors/Program Chairs or Program Coordinators, a minimum of one of these from within the Faculty concerned;
- d) 4 tenured full or associate professors, who are not Chairs or Directors, 3 from within the Faculty concerned and 1 from another Faculty;
- e) 1 full-time student from the Faculty, based on a recommendation from the LUSU President;
- f) 1 member of the Board of Governors, as recommended by the Board;

- g) the Director of Human Rights and Equity; as a non-voting member;
- h) and such other members in the discretion of the Provost.

To support the University's commitment to equity, diversity, and inclusion, the Search Committee shall be composed of no less than 50% of members of under-represented and equity-seeking groups, including representation from no less than two (2) of the following groups:

- a) women;
- b) Indigenous people;
- c) Persons from visible minorities; and
- d) Persons from sexual and gender minorities.

Administrative support to the Search Committee will be provided by the Office of the Provost and Vice-President (Academic).

Terms of Reference

1. The Provost and Vice-President (Academic) will determine, in consultation with the President, whether a search consultant will be retained in order to assist the search.
2. The Search Committee (or search consultant if retained), will develop a position profile for the Dean and a call for applications. To support the University's commitment to equity, diversity, and inclusion, the Search Committee (or search consultant if retained) shall use a voluntary self-identification survey for all candidates as part of the application process.
3. The Search Committee (or search consultant if retained) shall call for nominations and applications for the position of Dean.
4. The Search Committee (or search consultant if retained) shall invite comments from all members of the Faculty and the University at large concerning the general state of the Faculty and its future development.
5. The Search Committee will determine the process that will be used to develop a long and short-list of suitable candidates along with the process used to conduct any interviews.

6. In cases where the interview process is open to the University Community, all full-time members in the relevant Faculty will be provided with an opportunity to submit written opinions on the candidates presented.
7. The Search Committee will serve in an advisory capacity to the Provost and Vice-President (Academic). Ultimately the decision to appoint rests with the Board of Governors upon the recommendation of the President.

Review Period: 7 years;

Date for Next Review: 2026-2027;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.