

York University

University Procedures for Decanal Searches

The York Act vests in the President the power to recommend to the Board the appointment of officers of the University (13 (2) c). Under the terms of the current Collective Agreement with YUFA, the importance of collegial participation in the selection of academic administrators and Librarian Administrators is acknowledged in 12.27 (b): *Unless otherwise agreed to between the President and the Faculty Council of the Faculty in question, candidates for appointment as Deans or Principals shall be recommended to the President by search committees established by and advisory to the President, a majority of which have been elected by Faculty Council, and a majority of the members of which are full-time faculty members.*

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The Deans and Principal play a crucial role in the academic leadership and governance of the university, as well as in the direction and administration of their Faculties and the promotion of teaching and research in those Faculties. It is therefore essential that a decanal search canvas widely to attract candidates who are best qualified for the position in relation to administrative and leadership capacities and experience and scholarly reputation.

The following general procedures shall govern all searches for Deans, Principal, and, as applicable, University Librarian. At the outset of a given search, any further specific or supplemental procedures may be agreed upon between the President and the Faculty Council Executive and presented to Faculty Council for approval.

1. The President initiates a search by communication with Faculty Council normally 14 months before the end of the incumbent dean's/principal's term, or in the case of an unanticipated vacancy, as soon as possible.
2. Faculty Council normally elects six (6) faculty members, one (1) staff member and two (2) student members.
3. The President appoints one (1) member, drawn from outside the Faculty concerned but who is familiar with the Faculty; names the Chair, normally the Provost; names a non-voting secretary, normally an experienced senior staff member from outside the Faculty; and formally establishes the Search Committee as a committee advisory to the President, whose mandate is to conduct a search for a new dean/principal, in accordance with the agreed-upon procedures, and to recommend to the President, by a specified date, the best-qualified candidate(s) for dean/principal.
4. The Search Committee elicits Faculty views on criteria for selecting the new dean/principal, and establishes criteria for the selection of a new dean/principal and reports these to Faculty Council and the President.
5. The Search committee will solicit candidates for the position and will advertise the position in university publications and, if external nominations are being sought, may advertise in national and professional publications.

6. The Search Committee assesses and screens applicants/nominees, and conducts interviews. The names of all the candidates considered at any stage, including the list of those interviewed, shall be kept confidential to the Search Committee and the consultant (if any). By agreeing to serve on the Committee its members agree to be bound by these requirements of confidentiality.
7. The Search Committee prepares its recommendations for the President, identifying the candidate or candidates who present the knowledge, skills and capacities to undertake the responsibilities of Dean/Principal. The Committee may, if it wishes, rank order candidates.
8. The President consults with the Executive Committee of the Board of Governors which may act on behalf of the Board in appointing the candidate or may recommend the appointment to the Board, at its next regular meeting.
9. The President announces the name of the new Dean/Principal to the Faculty and the Board of Governors, and subsequently to the wider York community.

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