



Title:	POLICY ON DEAN’S ADVISORY SEARCH COMMITTEES FOR FOM DECANAL APPOINTMENTS
Approved:	January 17, 2012
Approved By:	Faculty Executive
Audience:	All Faculty of Medicine members
Purpose:	To provide guidelines for the searches for decanal appointments.
Contact:	Dean’s Office Faculty Affairs

Searches for FOM Assistant Deans, Associate Deans, Executive Associate Deans and Regional Associate Deans (“decanal appointments”) will comply with this policy.

All decanal appointments are made at the pleasure of the Dean.

The position description for proposed new decanal positions will be reviewed and approved by the Dean and the Dean’s Executive Team prior to acceptance, implementation and the initiation of a search.

Changes to existing decanal positions, including position descriptions and/or fiscal implications, will be reviewed and approved by the Dean and Dean’s Executive Team prior to acceptance, implementation, internal review or the initiation of a search.

For existing decanal positions, an internal review, conducted in compliance with the FOM Policy on Reviews of Decanal Appointments, is normally completed during the last year of an incumbent’s appointment. At the conclusion of the review, the incumbent will be offered a reappointment, or a search will be initiated for a new Assistant, Associate, Executive Associate or Regional Associate Dean.

Associate, Executive Associate and Regional Associate Deans will normally be appointed for a five year term which can be renewed only once. Special consideration will be given to the terms of Associate Deans, Research to allow for flexibility to ensure their terms are concurrent with their Health Authority administrative research appointments.

Assistant Deans will normally be appointed for a three year term which can be renewed only once.

Open positions for Assistant Deans, Associate Deans and Regional Associate Deans shall be widely advertised.



The Dean's Advisory Search Committee

When a search for a new Assistant, Associate, Executive Associate or Regional Associate Dean is to be undertaken, the Dean will convene an Advisory Search Committee. The mandate of the committee will be to advise the Dean on a candidate for the decanal appointment. The size of the committee will be determined by the Dean, but will normally have no more than eight members. The Dean may appoint a delegate to chair the Advisory Search Committee. If so, the Chair will consult with the Dean before confirming appointees to the Committee.

Any changes in recruitment plans that arise during the search will be discussed with the Committee, and re-advertising will take place if necessary.

At the conclusion of the Committee's deliberations, the Chair will recommend a candidate to the Dean for approval.

The Dean's Advisory Search Committee Composition

Chair:

- For Assistant Dean searches, the Chair will normally be the appropriate Associate Dean. For Associate Dean searches, the Chair will normally be the Executive Associate Dean. Searches for Executive Associate Deans or Regional Associate Deans will be chaired by the Dean, the Vice Dean Academic Affairs or the Dean's delegate.

Membership will include:

- Representation from both scientists and clinicians as appropriate, and
- Representation from distributed sites as appropriate.
- Other faculty or administrative staff from relevant constituencies as appropriate.
- The size of the Review Committee will be determined by the Chair, but will normally have no more than eight members.

Search Process Summary

- The Chair will convene meetings of the Advisory Search Committee. The quorum required to transact business at these meetings will be a majority of the membership.
- The Committee will consider appropriate relevant documentation, short-list and interview candidates.
- The Committee's recommendation will be provided to the Dean for his consideration.

November 25, 2011