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| Title: | POLICY ON DEAN’S ADVISORY SEARCH COMMITTEES FOR DEPARTMENT HEADS AND SCHOOL DIRECTORS |
| Approved: | June 21, 2011 |
| Approved By: | Faculty Executive |
| Audience: | All Faculty of Medicine members |
| Purpose: | To provide guidelines for the searches for Department Heads and School Directors. |
| Contact: | Dean’s Office Faculty Affairs |

These guidelines relate to the appointment of Department Heads and School Directors within the Faculty of Medicine. The process for appointing Department Heads and School Directors will be done in accordance with [UBC Policy 22: Appointments and Extension of Appointments for Heads of Academic Units](#)

Heads of Academic Units are appointed at the pleasure of the UBC Board of Governors, generally for terms not exceeding five years; renewable once at the pleasure of the Board on the recommendation of the President and on the advice of the Dean of Medicine.

The Dean’s Advisory Committee

The Dean will convene an Advisory Committee whose mandate will be to advise the Dean on a candidate for appointment as Department Head or School Director. The Dean will make a recommendation to, and seek the approval of, the Provost and Vice President Academic. The size of the committee will be determined by the Dean , but will normally have ten members.

Composition

- The Dean or Vice-Dean and a Vice-Chair will chair the Advisory Committee.
- At least 50% of the voting members of the Advisory Committee will be elected by and from tenured/grant tenured or tenure/grant tenure track faculty members from the Academic Unit (Department or School), with the remainder appointed by the Dean. These appointees will provide for a diverse and balanced committee membership. In addition to these full-time faculty members, the Advisory Committee will include representation from clinical faculty as appropriate, as well as senior administrative staff and students/trainees. Exceptions to the policy may be requested of the President by the Dean. A non-voting advisory group may be established to provide advice and feedback on candidates as appropriate.
- The Dean will consult with the Provost and Vice President Academic before confirming appointees to the Advisory Committee.



Process Summary

- The Dean or delegate will convene meetings of the Advisory Committee. The quorum required to transact business at these meetings will be a majority of the membership.
- The Committee will consider appropriate relevant documentation and will seek input from faculty members, students/trainees and senior administrators within the Department or School as well as from appropriate persons from outside the Department or School.
- The Committee will provide to the Dean a recommendation for the appointment.
- The Dean will then provide his recommendation to the Provost and Vice President Academic.

May 2011