

Number:	RHR-202
Title:	Procedure for the Appointment and Reappointment of Deans of Faculties
Person responsible for enforcement:	Vice-Rector, Academic and Research
Entered into force:	May 30, 2018
Approved:	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Policy statement

This procedure relates to articles 34 and 40 of the *Statutes of Saint Paul University (2009)* regarding the appointment or reappointment of a dean of a faculty, taking into account both the ecclesiastical and civil characters of Saint Paul University.

2. Steps to be followed at the end of a dean's mandate

- 2.1 The initial mandate for a dean is three years. It may be renewed for another three years. The Board of Governors can, however, make exceptions to this rule in special circumstances.
- 2.2 One year before the mandate ends, the Vice-Rector, Academic and Research (VRAR) asks the person in the position if he wishes to let his name stand for another term.
- 2.3 If the person in the position agrees, the VRAR consults the members of the faculty in question, at the levels of assistant, associate and full professor, who must answer with a confidential letter or email.
- 2.4 The VRAR sends the results of this consultation to the Board of Governors, with his own recommendation. It is up to the Board of Governors to decide if the mandate will be renewed.
- 2.5 If the person in the position does not wish to be reappointed or if the mandate is not renewed by the Board of Governors, a new competition will be held.

3. Procedure for the appointment of a dean

- 3.1 Nine months before the end of the mandate of the person in the position, or as soon as it is known, the VRAR announces to the entire University community (teaching and non-teaching personnel) that the position is open.
- 3.2 A recruitment committee (RC) is created. It is responsible for overseeing the recruitment process. It is composed of the following persons:
 - the VRAR, who chairs the RC;
 - a faculty dean, appointed by the Senate;
 - two permanent members of the faculty, appointed by the Faculty Council in question;
 - a fifth person from the University, from outside the faculty in question, chosen by the four members listed above.

Note that if the VRAR belongs to the faculty in question, the Administration Committee (AC) designates another member of the EC, as a replacement, to chair the RC.

If someone expects to be on the list of candidates submitted to the Rector, he can refuse from the outset to be a member of the RC.

If a member of the RC realizes that his name will probably appear on the list of candidates submitted to the Rector, he can withdraw from the RC. If, in fact, his name does appear on the list, he must withdraw. A replacement is appointed or elected by the group that appointed or elected the person who is withdrawing.

- 3.3 The RC invites the members of the Faculty Council to an initial meeting, in order to develop a candidate profile, taking into account:

- the Statutes of Saint Paul University;
- concerns and interests set out by the AC and the Senate;
- organizational priorities (financial situation, action plan and strategic plan);
- desired experience and skills required.

It is then up to the RC to write a candidate profile.

- 3.4 The RC invites in writing all members of Council of the faculty in question to submit to the RC candidates of their choice, from within or outside the University, specifying the expectations and the mandate they would like to see the person selected fulfill.

The RC must also consult, in the most appropriate manner possible, part-time professors, support staff, and students of the faculty in question, inviting them to submit nominations in writing.

The RC can also ask for nominations through other channels.

- 3.5 In consultation with the Rector, the RC creates a shortlist of candidates to proceed to the interview stage. This consists of an initial structured interview, which all members of the RC attend.

- 3.6 While the RC ensures the necessary follow-up of selected candidates (e.g., interviews, letters of recommendation, etc.), the RC informs the members of Faculty Council, in writing, that they can participate more fully in the appointment process through a special meeting during which the candidates would be invited to make a presentation.

For this special meeting of Faculty Council, the following procedures must be respected:

- a) the RC prepares the list of names selected for an interview (in alphabetical order) and sends it to the members of Faculty Council;
- b) the persons selected are invited to take part in this special meeting of Faculty Council, which the members of the RC attend, and to make a presentation which is followed by an open question period;
- c) following the special meeting, the members of Faculty Council can submit in writing their comments to the RC.

- 3.7 Following the interviews and, if appropriate, the special meeting, the Chair asks for feedback from the members of the RC, asking them to specify the strengths and weaknesses of each candidate in relation to the desired candidate profile.

- 3.8 If at least four of the five members of the RC agree on a first choice, the Chair gives the list to the Rector with the entire dossier of the consultation.

If only three of the five members of the RC agree on a first choice, the Chair creates the list in alphabetical order and consults all the members of the Council of the faculty in question in writing, asking them to submit the list to him in order of preference. With this expanded dossier, the RC redoes the list in order of preference and resubmits it to the Rector with the entire dossier.

3.9 If the Rector agrees with the RC's first choice, this candidate is presented to the Board of Governors.

If the Rector does not agree, he meets with the RC to present his reservations and listen to the reasons that led to this choice. Following this meeting, the RC meets one last time and makes its final recommendations to the Rector. In light of this last discussion and the dossier as a whole, the Rector presents one candidate to the Board of Governors.

In either case, the Chair of the RC reports to the Board of Governors before the Rector presents the candidate.

The Board of Governors cannot appoint a candidate who has not undergone an interview with the RC and who has not made a presentation and answered questions during a special meeting of Faculty Council.