

STATEMENT OF POLICY REGARDING DEANS OF FACULTIES

University Policy Number: GV0600
Classification: Governance
Approval Authority: Board of Governors
Effective Date: September 2013
Supersedes: Faculty Handbook 3.3
Last Editorial Change: August 2017
Mandated Review: September 2018

Associated Procedures:

Selection of Faculty Deans Procedure
Review of Faculty Deans Procedure

POLICY

1. TERM OF APPOINTMENT

The Dean of a Faculty will normally be appointed for a term of five years, renewable once, following a review after the fourth year of the first term.

2. ROLE OF THE DEAN

The Dean is the chief executive officer of a Faculty by authority of the Board of Governors. The Dean reports directly to the Vice-President Academic. The Dean has primary responsibility for the academic leadership of the Faculty, including particularly the encouragement and excellence in teaching and research within the Faculty, and for all administrative decisions within her or his jurisdiction.

The Dean will work with the Chairs and Directors to carry out the responsibilities assigned by this Policy. Where the Faculty does not have Departments, the Dean will create appropriate structures to carry out these responsibilities.

3. QUALIFICATIONS

The qualifications of a Dean will be described in detail by the Appointment and Review Committee of a Faculty. In all cases, a Dean should be appointed for her or his intellectual and administrative abilities, devotion to education and research, judgement and qualities of leadership. The Dean should have the ability to create an environment conducive to the growth of intellectual life, to maintain the confidence and cooperation of the Faculty and to manage effectively and efficiently its administrative affairs.

4. DUTIES AND RESPONSIBILITIES

4.1 To provide academic leadership. This includes the duty to:

- 4.1.1 Act as Chair of the Faculty, where the Faculty is divided into departments, provide supervision, advice and guidance to Chairs;
- 4.1.2 Oversee the processes and procedures of reappointment, and promotion in the Faculty to promote fairness and consistent practices and make recommendations to the President through the Vice President Academic regarding the reappointment and promotion of members of Faculty;
- 4.1.3 Oversee the implementation of Annual Evaluations, as presented in the Collective Agreement, to reflect and promote the best interests of the Faculty and the University;
- 4.1.4 Exercise leadership in promoting equity within the Faculty and the University;
- 4.1.5 Apply the standards, policies and procedures of the University, taking into account the advice of Chairs and Directors, to make fair and appropriate recommendations to the Vice-President Academic;
- 4.1.6 Oversee the recruitment of Faculty Members in the Faculty to promote excellence in the University and make recommendations to the President through the Vice-President Academic regarding appointment of new members of the Faculty;
- 4.1.7 Lead academic planning and assessment within the Faculty, including the development of curriculum, programs and plans to increase and sustain quality of teaching and research within the Faculty and promote the strategic goals of the University;
- 4.1.8 Coordinate, at the direction of the Vice-President Academic, the periodic review of the Departments within the Faculty to measure the success and quality of the various programs of teaching and research and to promote improvement wherever possible;
- 4.1.9 Develop budget and staffing plans that best forward the academic plans of the Faculty and the University; oversee the allocation of all academic resources within the Faculty; and work to develop the necessary resources from internal and external sources;
- 4.1.10 Consult appropriately with Departmental Chairs and with members of the Faculty and the University in formulating policy and reaching decisions in order to maintain an atmosphere of collegiality and cooperation in the University community;
- 4.1.11 Represent the interests of Faculty in external relations both with external organizations appropriate to the discipline and with the wider University community, including providing advice, where appropriate to the President and the Vice-President Academic and sitting as a member of the President's Advisory Team (PAT); and
- 4.1.12 In cooperation with the Dean of Research, identify and as appropriate, pursue opportunities to advance the strategic research goals of the university.

4.2 To provide administrative leadership. This includes the duty to:

- 4.2.1 Under the direction of the Vice-President Academic, take primary responsibility for the financial operation of the Faculty, including the preparation of budgets and the administration and allocation of funds;
- 4.2.2 Manage faculty and staff within the Faculty in compliance with the provisions of relevant collective agreements and contracts;
- 4.2.3 Oversee the proper discharge of administrative duties of the Faculty such as the advising of students, approval of student programs, and compliance with University policies and regulations in the Calendar including regulations and procedures relating to student discipline;
- 4.2.4 Oversee the appointment, professional development, performance management and recognition of staff and salary administration for such staff under the applicable employment contracts;
- 4.2.5 In cooperation with appropriate University authorities, manage the space needs of the Faculty and its departments;
- 4.2.6 Participate in programs to encourage giving to the University and Faculty, and contribute to the development of external relations with government, alumni and appropriate external agencies and organizations; and
- 4.2.7 Oversee appropriate measure to protect the health and safety of faculty, staff and students in their Faculty.

AUTHORITIES AND OFFICERS

A list of authorities and officers for the policy:

- a. Approving Authority: Board of Governors
- b. Designated Executive Officer: Vice-President Academic
- c. Procedural Authority: President
- d. Procedural Officer: Vice-President Academic

RELATED LEGISLATION

Bylaws of the Board of Governors of Concordia University of Edmonton

RELATED POLICIES AND DOCUMENTS