

## **Selection of Department Chairs Procedure**

**Procedural Authority:** Vice-President Academic

**Procedural Officer:** Vice-President Academic

**Parent Policy:** GV0700 Policy of Chairs of Departments

**Effective Date:** September 2013

**Supersedes:**

**Last Editorial Change:** August 2017

### **Overview**

These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Department Chairs.

### **Purpose**

To detail the standard procedures for the selection of Department Chairs.

### **Definitions**

- CUE/CUCAFA Agreement or Collective Agreement - the current Collective Agreement between Concordia University of Edmonton and the Concordia University College of Alberta Faculty Association.
- Faculty Member - a full-time faculty member who is employed at the University under the terms of the CUE/CUCAFA Agreement.
- Student - any student enrolled at Concordia University of Edmonton, either full-time or part-time. The term may be preceded by “undergraduate”, “graduate” or “full-time” for clarification.
- Person - any individual selected or elected by the particular group or body referred to and may include faculty members, students, other employees of the University, or persons who are neither students nor employees of the University.

## **PROCEDURES**

### **1. GENERAL**

- a. Where a Faculty is divided into Departments, for each Department there shall be appointed a Department Chair whose roles and responsibilities are outlined in the Policy on Department Chairs (GV0700).
- b. For Department Chairs, selection procedures (rather than review procedures) will be used in all cases unless the Faculty Council has approved an alternative procedure. Notwithstanding the two basic procedures – selection and review – a certain amount of flexibility may also be permitted. For example, Department Chairs may be appointed for

an initial term with consideration of renewal by review for one additional term before search and selection procedures are invoked.

- c. The letter of appointment must specify whether reappointment is to be by selection or review.
- d. The conditions of employment and criteria for future evaluation of the person selected must be specified fully at the time of appointment if these differ from statutory duties of standard expectations. Acceptance of an appointment is taken as indicating full acceptance of the procedures and criteria to be used at the end of term. The letter of appointment is binding on both the Board and the person being appointed.
- e. The term of office for a Department Chair is a three-year (3) term, normally renewable once.
- f. The process of selection or review at the end of a term is initiated by the Dean of the Faculty concerned. The process must be initiated at least six (6) months prior to the end of the incumbent's term.

## **2. THE SELECTION COMMITTEE**

### **a. Composition of Selection Committee**

The selection committee will normally consist of the following:

- i) Dean of the Faculty concerned, or designate, Chair
- ii) Dean of Graduate Studies, or Dean of Research, or designate
- iii) Vice-President Academic, or designate
- iv) Faculty members from the department concerned, elected by the faculty members of the department.
- v) One (1) faculty member, not from the department concerned, who is appointed by the Vice-President Academic.
- vi) One (1) student enrolled in the Faculty, either at the undergraduate or at the graduate level.

If the normal composition is not able to be reached due to the small number of faculty in a department, there may be additional faculty members elected, not from the department concerned, but elected by the department concerned.

### **b. Changes in Committee Composition**

In the event that the majority of statutory members of a selection committee, or the Dean, is of the opinion that that divisions within the Department are such that the normal composition of the committee is inappropriate, the statutory members, or the Dean, shall recommend to the Vice-President Academic that a committee with a different composition be established. The Vice-President Academic is authorized to establish a revised composition of the committee, bearing in mind the principles underlying the normal composition.

## **3. QUORUM**

At any meeting of a selection committee for Chair where a final decision is made, no more than one (1) member of the committee shall be absent.

## 4. SELECTION PROCEDURES

### General Selection Procedures

- a. A selection committee is charged with the task of obtaining the best person available for the position. In order to do so, it may have to play an active, rather than passive, role in the process.
- b. The selection committee shall invite suggestions concerning possible candidates from the members of the academic unit concerned.
- c. In addition to accepting applications from qualified candidates, a selection committee may, if it sees fit, solicit applications.
- d. All vacancies must be advertised within the University. If a vacancy could, potentially, be filled by an appointee from outside the University, then the vacancy must be advertised outside the University. In the case of the appointment of a Department Chair from outside the University, the selection committee established for the administrative position of Department Chair may serve as both the selection committee to the administrative appointment and be the advisory search committee in relation to the academic staff appointment (Section 7, Collective Agreement). The appointment of a Department Chair from outside the University will be done in accordance with Section 7.12 – 7.14 of the Collective Agreement.
- e. Where a selection committee requires additional information concerning the duties, responsibilities, authorities, etc., of the Department Chair position in questions, it is urged to obtain such information from the incumbent and/or other sources in the Faculty or Department.
- f. If the incumbent is a candidate, past performance must be considered by the selection committee.
- g. When the selection committee has made its decision, the Dean of the Faculty has the authority to accept or reject the committee's recommendation. If the Dean accepts the recommendation the Dean recommends to the Vice-President Academic, and the Vice-President Academic offers the appointment to the candidate, and, following the candidate's acceptance, advises the President.
- h. If the Dean does not accept the committee's recommendation, the Dean will explain his or her reasons to the committee and the committee will then discuss whether another candidate should go forward, or whether to terminate the search and begin again.
- i. The Vice-President Academic will provide the Board with an annual report of Department Chair appointments.