

Criteria & Procedures for Recommending a Graduate Program Director

SCIENCE AND TECHNOLOGY STUDIES (STS) YORK UNIVERSITY

The tenure of the new Graduate Program Director will begin on July 1 and normally will continue for a period of three years.

The election of the Director designate should be completed before the end of December. Whenever possible, the Director will inform the Executive Committee at least one year before the actual end of her/his term and request that at least three members of the Executive Committee serve on a Director Search Committee (if three cannot be found then other members of the STS Program can serve). [The first Director Search Committee will be composed of the committee that drafted the program proposal.]

Criteria

- › Experience in the teaching of Graduate courses and MRP and/or thesis supervisions at York, preferably in the STS program.
- › Clear commitment to the purposes and interests of the Graduate STS Program and ability to represent and defend these as necessary.
- › Familiarity with the curriculum and organization of the Graduate STS Program.
- › Demonstrated effectiveness as an administrator (or potential for effective administration) who would be sensitive to the needs and interest of members of the STS Graduate Program (faculty and support staff), and of students.
- › Ability to work in effective co- operation with other administrative components of the Faculty of Graduate Studies, Faculty of Arts, Faculty of Science and Engineering, and the rest of the university.
- › Tenured and appointed to Graduate STS.
- › Ideally, at least three years at York University as a Faculty member.

Procedures

- › Opportunity will be given to all faculty and the students of the Graduate STS Program to propose names, ranking if desired, more than one nomination in preferential order. Faculty members are also welcome to self-nominate. (All faculty members and students will receive a list of eligible candidates for the Director position.)

- › In the light of these nominations and of the criteria approved by the STS Graduate Program, the Search Committee will produce a short list of eligible candidates for whom there is reasonable support.
- › Members of the Search Committee will consult with the persons on the short list to determine their willingness to be considered for the position.
- › The Search Committee will then consult with the Deans of Graduate Studies and Science and Engineering.
- › The Search Committee will then consult with all members of the Program, support staff and students.
- › The Search Committee will submit one or more names to all members of the Program to choose by secret mail ballot or email ballot the candidate whose name will be recommended to the Deans of Graduate Studies and Science and Engineering. Each potential candidate may choose to provide the Search Committee with a statement regarding the candidate's projected vision of the program and/or qualifications to be submitted to all members of the Program at this time.
- › Those eligible to vote will be all faculty members of the STS Graduate Program.
- › If there is a single candidate, ratification will be via a simple yes/no vote. (In the case of a "no" majority the Search Committee will begin the search process again.) If there are two, simple majority will prevail. In the case of a tie vote, the Search Committee will make a final recommendation to the Dean. If there are more than two candidates, voting will be preferential: 3 (most favoured), 2 (next favoured), 1 (least favoured) in the case of three candidates, 4, 3, 2, 1 in the case of four, etc. All candidates must be ranked: failure to do so will mean a spoiled ballot.
- › After following Program procedures concerning the ultimate selection process, the Search Committee will make a recommendation to the Deans of Graduate Studies and Science and Engineering. An up-to-date CV and details indicating the length of the appointment, the candidate's qualifications and the rationale for the appointment should be attached to the recommendation. The Deans of Graduate Studies and Science and Engineering will, with prior permission of the Dean of the nominee's home Faculty regarding release time for the position, inform the Vice-president (Academic Affairs) of the appointment.