

Faculty of Health Search Committee Composition and Procedures

Preamble: At the March 3, 2021 Faculty Council meeting, the President and Provost briefed members on the procedures for the upcoming Faculty of Health decanal search. The Executive and Planning Committee has developed a proposal for the composition and selection process of the search committee. The proposal considers the unique features of our faculty, the processes of faculties similar to our own, and the York University Procedures for Decanal Searches (YUPDS) document.

Motion: To approve the following search committee composition and procedures for the 2021 Faculty of Health decanal search

Composition and Selection Procedures for Decanal Search Committee, Faculty of Health

1. Search Committee Composition

1.1 Voting Members

- a) Chair (a presidential appointee, normally the Provost, per YUPDS).
- b) President's representative (normally an outside faculty member who is familiar with the Faculty and the YUPDS)
- c) Five (5) full-time faculty members: one elected by each unit (KINE, PSYC, SON, SHPM, SGH),
- d) Two (2) Chairs/Directors elected by Executive and Planning Committee ** see amendment*
- e) One (1) staff member (YUSA/CPM)
- f) Two (2) student members (1 undergraduate & 1 graduate student rep)
- g) One (1) current or former Head of Calumet or Stong College (within the past 5 years) ** see amendment**
- h) One (1) current or former Associate Dean (within the past 5 years) ** see amendment*

1.2 Non-voting Member

- g) Secretary (usually presidential appointee, normally an experienced staff member from outside of HH, per YUPDS)

*** Faculty Council requests an amendment from the President to the YUPDS to include three additional faculty members (for a total of nine) so that all five HH units, two Chairs/Directors, one Associate Dean and one College Head may be represented on the search committee.**

2. Principles of Membership

- a) All members of the Search Committee must be available for meetings between June 2021 and the conclusion of the committee's work.
- b) Membership of the Search Committee should reflect the diversity of views and experiences of the Faculty and the Faculty's commitment to maintaining and increasing equity and diversity.

- c) Members of the Search Committee represent the best interests of their and all constituencies of Faculty Council and are transparent and accountable in their decision-making.
- d) One elected Faculty representative by and of the Search Committee may give updates on the search process at Faculty Council keeping in mind the *proceedings* and *discussions* of the committee are *confidential* per YUPDS.
- e) One elected member will be identified as an Affirmative Action representative.

3. Search Committee Candidacy Guidelines and Procedures

- a) Any member of Faculty of Health is eligible to be a candidate for election in the category corresponding to their respective constituency (i.e., full-time faculty, staff, student).
- b) Members can become a candidate by self-nomination or nomination by peers (with candidate's permission).
- c) Candidates considering applying for the position of the Dean should not put their name forth for the committee.
- d) Candidates are invited to self-identify in relation to equity-seeking groups (e.g. indigenous people, persons with disabilities, persons from a racial/visible minority group, women).

4. Balloting/Selection Procedures

- a) Units will be tasked with creating their own election process for unit reps. Unit reps must be elected by **April 30, 2021** and names forwarded to Council for ratification.
- b) Chair/Director positions will be elected at the April 2021 Executive and Planning meeting. Names will be forwarded to Council for ratification
- c) OSAS/Colleges will identify and recruit a qualified undergraduate student representative. This name will be forwarded to Council for ratification.
- d) Graduate Committee will identify and recruit a qualified graduate student representative. This name will be forwarded to Council for ratification.
- d) One full-time staff member will be elected via e-vote by HH YUSA and HH CPM staff members. OSAS will oversee a confidential e-vote and report the result to Council for ratification.

5. Search Committee Ratification Process

- a) Faculty of Council will hold a ratification vote on **May 5, 2021** during the regularly scheduled council meeting. Confidential voting will be done via Machform (or email).
- b) The Chair of Faculty Council will announce results of ratification to all members of Faculty Council upon completion of voting
- c) In the event that ratification fails to confirm a fully-formed Search Committee, the Executive and Planning Committee will formulate a remediation plan.

6. Formulation of Search Committee by President

- a) After Faculty Council selects search committee members following the above procedure, the names of selected members will be put forth to the President.
- b) The President formally establishes "Search committee members as committee advisory to the President" (per YUPDS).

- c) The elected candidates become members of the Search Committee when the committee is formally established by the President. The President has oversight to address any imbalances in committee membership, in the unlikely event they arise (per YUPDS).
- d) Once formed, the committee will conduct its duties and responsibilities in accordance with regulations set out by YUPDS.

7. Search Process.

The search process shall, consistent with recent administrative search practices at York and elsewhere, be closed in the sense that candidates' anonymity will be respected and kept confidential by members of the search committee. It is expected that, in the interest of transparency, the process of the search shall be reported to Council by a faculty member of the committee respecting the confidential nature of the search process.