

Faculty of Health Decanal 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) – at least 2 of whom must be current or former Chairs/Directors.
- d) One (1) staff member (YUSA/CPM)
- e) Two (2) student members (1 undergraduate & 1 graduate student rep)
- f) One (1) current or former Head of Calumet or Stong College (within the past 5 years) * *see amendment*
- g) 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 one additional faculty member (for a total of 7) so that all five HH units, 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 1, 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. The Chair of the Search Committee will provide updates to Faculty Council on the progress of the search, keeping in mind the proceedings and discussions of the committee are confidential per YUPDS

d) One elected committee member will be identified as an Affirmative Action champion.

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). Calls for expressions of interest will be sent to all qualified faculty members.

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 racialized/visible minority group, women).

4. Balloting/Selection Procedures

a) Secretary, Faculty of Health Council will be tasked with soliciting nominations from each unit (per 1.1c) and coordinating a confidential vote.

b) Secretary, Faculty of Health Council will be tasked with soliciting nominations from qualified candidates (per 1.1f and 1.1g) for the Associate Dean and College Head committee positions. Nominations will be forwarded to the Executive and Planning Committee for selection.

c) OSAS/Colleges will identify and recruit a qualified undergraduate student representative.

d) Graduate Committee will identify and recruit a qualified graduate student representative.

d) One full-time staff member will be elected via Evote by HH YUSA and HH CPM staff members.

e) The Chair and Vice-Chair of Council will review the composition of the committee prior to Council ratification to ensure that it meets YUPDS and equity requirements. If the overall composition does not meet these requirements, the Chair and Vice-Chair will, at their discretion and where feasible, select candidates with the second highest vote totals to represent their constituency/unit on the committee.

f) The Chair and Vice-Chair of Council will, after review, forward the final slate of names to Council for ratification.

5. Search Committee Ratification Process

a) Faculty of Council will hold a ratification vote of the final committee by confidential vote.

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.

Consistent with recent administrative search practices at York and elsewhere, the search process shall be strictly confidential within the search committee, with an option of an open stage for the top ranked candidates to meet with Faculty Council (contingent on agreement from both or all of the top ranked candidates). If agreement for an open stage cannot be reached, the search process will continue to be closed and candidates’ anonymity will be respected and kept confidential by committee members.