

York University

University Procedures for Consideration of Renewal of Deans/Principal (Dean)

Under longstanding Presidential practice, the Faculty Council and full-time staff of a Faculty have been invited to provide confidential input to the President and Provost on potential decanal reappointments, to be considered in advance of any recommendation by the President to the Board of Governors. The overriding goal of both past practice and these updated Procedures is to honour and balance all of the following principles and values:

- Recommendations must be supported by relevant and accurate information and evidence about the Dean's past performance and vision for the future.
- Given the academic and administrative leadership responsibilities of Deans, the process must provide broad scope for constructive collegial input.
- The process must afford the Dean an opportunity to provide input as well as faculty, staff and students, and must respect her or his individual privacy and professional reputation.

These principles and values will inform the application and implementation of the following procedures.

1. Approximately eighteen months in advance of the expiration of the Dean's term, the President and Provost consult with the incumbent about whether s/he wishes to be considered for reappointment; if a renewal is to be considered, the President informs the Faculty and initiates a review process.
2. The President invites the Dean to submit a written report on accomplishments (in the context of the Dean's mandate, plans and priorities) and challenges of her/his term, and on the priorities and vision for a further term.
3. All members of Faculty Council and full-time staff in the Faculty are invited to provide written confidential submissions, which must be signed, regarding the matter of the Dean's reappointment. It is understood that the membership of Faculty Councils includes contract faculty, undergraduate and graduate students who will have knowledge of the workings of the Faculty.
4. The submissions will take the form of several questions as follows:
  - a. Please comment on the Dean's success in fulfilling the requirements of the position, and achieving objectives in relation to Faculty (or College/Libraries) and institutional priorities. The report s/he submitted will be provided as background to those invited to comment on the potential reappointment.
  - b. Please comment on the appropriateness of the Dean's vision and plans for the second term.
  - c. Please indicate whether you support reappointment (yes/no) and the reasons.
  - d. The consultation might incorporate other questions at the request of the Dean.

5. Input is also requested from the University Executive Committee comprising the Vice-Presidents and other Deans who will have a perspective on the role of the Dean in representing the Faculty at an institutional level.
6. Survey input must be attributable to eligible respondents. To ensure confidentiality, the Office of Institutional Planning and Analysis (OIPA) will administer the survey. OIPA will remove personal identifier data fields (e.g., employee ID, names, email address, etc.) before forwarding the submission data to the Offices of the President and the Provost.
7. The President and Provost will share with the Dean a high-level summary of the data so she has a chance to respond. The summary will be unattributed and any personally identifying comments you volunteered will be redacted.
8. The decision about whether to reappoint the Dean rests with the President in consultation with the Provost (subject to concurrence of the Board of Governors). The President will invite a faculty member(s) from the relevant Faculty, widely respected as fair, balanced and discreet, to review submissions and any response from the Dean confidentially with the President prior to reaching this decision. In arriving at a decision, the President takes into account all of the documentation submitted in accordance with these Procedures, and her/his own assessment of the Dean's performance. No other documentation will be considered.
9. The President and Provost will attend the Faculty Council to report back on input and the recommendation.
10. In the event of a decision not to reappoint, a search is launched, in which the Dean may stand as a candidate.
11. A renewal will generally be limited to one additional term of five years. In exceptional circumstances, the President may agree that Council can be consulted on a third term.
12. The President recommends the renewal to the Board of Governors for concurrence.