

Faculty of Arts and Science
Department Chair Selection Committee
Terms of Reference

Preamble

Department Chair Selection Committees (CSCs) are advisory to the Dean of Arts and Science, and become active when a Chair vacancy exists, or will exist owing to the ending of an incumbent Chair's term. Each Department in the Faculty of Arts and Science will have a CSC, the terms of appointment of its voting members running from October 1 to September 30, annually. The Dean (or designate) is an ex-officio, non-voting member on all such CSCs. Most recently, CSC structure was approved at Arts and Science Council Meeting #137, on October 25, 1989. This structure was silent on the Terms of Reference or the operational mode of such CSCs, they being advisory, only, to the Dean, hence the development of these Terms of Reference, which also include more structure with respect to membership. Where appropriate and desired by members of a Department, the appointment of a Department Associate Chair may be recommended, and made. Coordinators of programme areas in the Faculty are appointed by the Dean, after soliciting advice from appropriate bodies and/or persons within the Faculty.

General

The CSC for a Department will make a recommendation or recommendations to the Dean, Faculty of Arts and Science, following the procedures described below for the appointment of the Chairs and Associate Chairs of Departments in the Faculty of Arts and Science. If a CSC cannot or is unable to make such recommendations, the Dean will make an appointment or appointments. The term of office of a Department Chair or Associate Chair recommended for appointment by a CSC is normally for a minimum period of three years, but may be for a period of up to five years. Terms of office may be staggered when an Associate Chair is also appointed, to assure continuity. Should the position of Chair of a Department become vacant, the Dean will appoint an Acting Chair to that Department.

Membership

Dean (or designate), as Chair, non-voting;

Five (5) voting members, each for one-year terms, from October 1 to September 30, annually, appointed as follows:

- (a) three (3) academic staff Department members, and one (1) alternate academic staff Department member, each elected by a simple majority of the academic staff Department members;
- (b) one (1) academic staff member from the Faculty, but external (the external member) to the Department, and one (1) alternate such member, both appointed by the Executive Committee, Faculty of Arts and Science; and
- (c) one (1) student member, elected by a simple majority of the academic staff Department members.

If the CSC for a Department cannot be composed in accordance with the manner specified in (a) and (b) above, the Executive Committee, Faculty of Arts and Science, will appoint members to complete the staffing of such membership of the CSC for that Department. ***No member under (a) above may be an academic staff member from the Department who is a nominee or candidate for Chair or Associate Chair in the Department.***

Quorum:

The Dean (or designate) and three (3) other voting members, one of whom must be the external member described in (b) above.

Procedures

When a CSC is activated, the external member will act as Chair of a Department meeting in committee of the whole. The purpose of this meeting is to ensure that an open, transparent discussion may ensue with respect to the options available to the Department, with regard to prospective candidates for the Chair of the Department. If necessary, multiple meetings may be held for this purpose, so that all available options may be fully explored. Once all options have been fully explored, which may include presentations to the Department in committee of the whole by prospective Chair candidates, the external member will so advise the Dean's Office, whereupon a meeting or meetings of the CSC will be called. The external member will report on the deliberations by the Department in committee of the whole sessions to the meeting(s) of the CSC. Other members of the CSC may augment the external member's report with their own observations. Discussions at CSC meetings are confidential. At the conclusion of CSC deliberations, the CSC will make a recommendation to appoint a Chair, if it is able to do so. This may include a recommendation to appoint an Associate Chair as well as a Chair, if this administrative model is in use, or is desirable, in the Department in question.

*Dean's Office, Faculty of Arts and Science,
October 22, 2012.*