

Appointment of Deans Procedure

Parent Policy	Appointment of Deans Policy
Policy Category	Board
Policy Sponsor	Chief Human Resources Officer
Policy Contact	Chief Human Resources Officer
Procedure Contact	Director, Human Resources
Date Procedure Established	July 3, 2019
Most Recent Approval	May 5, 2026
Effective Date	May 5, 2026

1. Purpose

The University is committed to a fair and equitable process for the selection and appointment of all AU team members and is committed to ensuring decision making is done with integrity and in a streamlined and transparent way to align with the University's values and strategic priorities.

2. Scope

This procedure applies to the Appointment of a Dean.

3. Definitions

Term	Definition
Dean	The academic and administrative head of a Faculty at the University.
Advisory Search Committee	The committee convened by the President, and chaired by the Provost and Vice-President Academic, to provide advice to the President for the purpose of reviewing the suitability of and recommending an incumbent for appointment to the position of Dean.
Board	The Governors of Athabasca University.
AUGSA	Athabasca University Graduate Students' Association
AUSU	Athabasca University Students' Union
University Community	All faculty and staff, students, Board Members, contractors, postdoctoral fellows, volunteers, visitors and other individuals who work, study, conduct research or otherwise carry on business of the University.

4. Procedures

Responsibilities and Composition of the Advisory Search Committee

- 4.1 When the President becomes aware that a search for a Dean is to be undertaken, the President will call for an Advisory Search Committee to be convened.
- 4.2 The Provost and Vice-President Academic will serve as Chair of the Advisory Search Committee.
- 4.3 The Chair of the Advisory Search Committee will inform the University Community of the commencement of the recruitment of a Dean and initiate the selection of members of the Advisory Search Committee.
- 4.4 The Chair of the Advisory Search Committee will work with Human Resources to activate talent acquisition activities.
- 4.5 When establishing an Advisory Search Committee, the Chair should encourage a diverse representation from the Athabasca University (the University) community.
- 4.6 The Chief Human Resources Officer will coordinate any elections for Advisory Search Committee members as set out in these procedures.
- 4.7 The Athabasca University Students' Union (AUSU) and the Athabasca University Graduate Students' Association (AUGSA) will appoint members to the Advisory Search Committee in accordance with the Appointment of Deans Policy and Procedure.
- 4.8 Members of the Advisory Search Committee shall sit as individuals and not as delegates or representatives of any group.
- 4.9 An external recruitment firm will normally be retained in accordance with university processes to assist the Advisory Search Committee in identifying suitable candidates and will participate in interviews as directed by the Chair and notifying unsuccessful candidates. The Chair of the Advisory Search Committee will work with Human Resources to appoint the external recruitment firm.
- 4.10 Members of the Advisory Search Committee are expected to attend all interviews in person or by virtual means, as directed by the Chair. A member who fails to participate in all interviews may not participate in the formulation of the Advisory Search Committee's recommendation to the President.

- 4.11** Members of the Advisory Search Committee will declare any conflicts of interest in accordance with the Code of Conduct for Members of the University Community, as well as standards of fairness, decency, and good sense.
- 4.12** The Chief Human Resources Officer or delegate will keep in-camera minutes of the Advisory Search Committee's recommendations for no more than one (1) year. Deliberations of the Advisory Search Committee concerning candidates including the incumbent will not be recorded.
- 4.13** The Chair of the Advisory Search Committee shall provide their recommendation with a rationale to the President.
- 4.14** The President shall have the final decision as to the Dean and will take the Chair of the Advisory Search Committee's recommendation under advisement in making his/her/their decision.
- 4.15** The President will take the final decision to the Board of Governors for approval and provide rationale for the decision.
- 4.16** When the President orders the appointment of a Dean for the Faculty of Business, Faculty of Health Disciplines, Faculty of Humanities and Social Sciences and Faculty of Science and Technology be undertaken, a diverse Advisory Search Committee will be constituted as follows:
- a. The Provost and Vice-President Academic as Chair;
 - b. Two (2) full-time academic faculty members elected by and from the full-time academic faculty members, representative of the Faculty to which the Dean is being recruited (the respective Faculty).
 - c. One (1) full-time academic faculty member from the respective Faculty, appointed by the Chair;
 - d. One (1) full-time academic faculty member external to the respective Faculty, appointed by the Chair.
 - e. One (1) tutor/academic expert member from the respective Faculty, elected by and from the tutor/academic expert members in the respective Faculty;
 - f. One (1) full-time professional or support staff member from the respective Faculty, elected by and from the professional and

- support staff members in the respective Faculty;
 - g. One (1) student member nominated by the council representing the Athabasca University Students' Union (AUSU);
 - h. One (1) student member nominated by the council representing the Athabasca University Graduate Students' Association (AUGSA);
 - i. Up to two (2) additional representatives appointed by the President, should the President determine that they will be important to the selection of the Dean.
 - j. Chief Human Resources Officer (committee support); and
 - k. Representative(s) from recruitment firm (committee support).
- 4.17** When the President orders the appointment of a Dean for the Faculty of Graduate Studies be undertaken, a diverse Advisory Committee will be constituted as follows:
- a. The Provost and Vice-President Academic as Chair;
 - b. One (1) Dean elected by the Deans; nomination and election of the required Dean will be coordinated by the VPGURGC.
 - c. Four (4) Graduate Program Directors, one elected by and from each Faculty;
 - d. One (1) student member nominated by the council representing the students association (AUSU);
 - e. One (1) student member nominated by the council of the graduate student association (AUGSA);
 - f. Up to two (2) additional representatives appointed by the President, should the President determine that they will be important to the selection of the Dean.
 - g. Chief Human Resources Officer (committee support); and
 - h. Representative(s) from recruitment firm (committee support).

Confidentiality

- 4.17** Deliberations of the Advisory Search Committee will be confidential. Any member of the Advisory Search Committee who has breached confidentiality will be subject to sanction up to and including dismissal from the Advisory Search Committee and, if employed by the University, up to and including dismissal from employment with the University.
- 4.18** Documentation received by the Advisory Search Committee during its deliberations is confidential. Personal information is protected by [Alberta's Protection of Privacy Act, S.A. 2024, c. P28.5.](#)

5. Applicable Legislation and Regulations

[Post-Secondary Learning Act, S.A. 2003, c. P-19.5](#)

[Protection of Privacy Act, S.A. 2024, c. P28.5.](#)

6. Related Procedures/Documents

[Appointment of Deans Policy](#)

Document History

<i>Date</i>	<i>Action</i>
May 5, 2026	Revised Procedures Approved to align with revised Policy (Policy Sponsor)
April 13, 2026	Revised Policy Approved (The Governors of Athabasca University Motion #248-04)
July 3, 2019	Related Policy Approved (Executive Team)

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