

# Memorial University of Newfoundland

## Policies and Procedures

### Governing the Appointment, Review, Promotion and Tenure of Academic Administrators

*December 17, 1992*

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MUN/MUNFA Collective Agreement Clause **1.09**

## Definitions

1. For the purposes of this document, "faculty member" shall be understood to mean a member of the academic staff, including a librarian, who holds a full-time probationary or tenured position, or a person holding a full-time contractual position whose contract is for a period of twelve months or greater.
2. "Academic unit" shall be taken to mean:
  - a. in the case of the University Librarian, the Library;
  - b. in the case of the Dean of Graduate Studies, all academic units offering graduate programmes;
  - c. in the case of the Dean of General and Continuing Studies, the Council of the School of General and Continuing Studies.

## **I. APPOINTMENT OF DEPARTMENT HEADS, THE ASSOCIATE DEAN OF BASIC MEDICAL SCIENCE AND THE ASSOCIATE DEAN OF COMMUNITY MEDICINE**

1. Following a search, Heads of Departments and the Associate Deans of Basic Medical Science and of Community Medicine shall be appointed for an initial term not to exceed three years and, following a favourable review (according to the procedures in Section II), to a second term not to exceed three years. At the conclusion of a second term, a search shall be conducted; the incumbent may be a candidate.
2. The search for a Head of Department or an Associate Dean of Basic Medical Sciences or of Community Medicine shall be initiated by the Dean at least nine months prior to an anticipated vacancy. The Dean shall establish a Search Committee to advise on the appointment.
3. Except in a situation where a Committee cannot be formed from faculty members in the academic unit, the Committee shall consist of not fewer than four nor more than eight persons, half of whom shall be elected from within the academic unit concerned. The Dean

shall appoint the remainder of the Committee and shall appoint a Chairperson from among the Committee members. In normal circumstances, more than half the Committee will come from the academic unit concerned.

4. Whether the search shall be opened to candidates from outside the University shall be decided by the Dean following consultation with the Committee.
5. The Chairperson of the Committee shall invite nominations and applications and make them available to the members of the Committee. The placement and wording of all advertisements must be approved by the Dean. The Committee shall establish its own procedures, which shall include a process of consultation with faculty members and staff within the academic unit, including those at the Sir Wilfred Grenfell College, where appropriate. The Committee shall also consult with any other persons or bodies it considers appropriate to its task. The Committee shall make available to the members of the academic unit concerned the procedures being used and the candidates being actively considered. Where the appointment is for an academic administrator whose office will be on the St. John's campus, but who has responsibilities at Sir Wilfred Grenfell College, the Committee may arrange an opportunity for faculty members at the College in the discipline concerned to interview one or more candidates via tele-conference.
6. The Committee shall report to the Dean in writing, giving the short list of candidates and the reasons for its recommendation.
7. Should the Dean not be prepared to accept the recommendation of the Committee, he or she shall provide a statement of reasons and consult with the Committee.
8. The Dean shall inform faculty members in the academic unit concerned of his or her recommendation, and shall make available to them a portion of the Committee's report which shall include its recommendation and reasons but exclude confidential material.
9. The Dean shall make his or her recommendation to the Vice-President (Academic).
10. If an Acting Head of Department (or Acting Associate Dean of Basic Medical Sciences or Acting Associate Dean of Community Medicine) is to be appointed for a period of time longer than one semester, the members of the academic unit shall be consulted.
11. At Sir Wilfred Grenfell College, the term "Principal" shall be substituted for the term "Dean".
12. For the Associate University Librarians, the term "University Librarian" shall be substituted for the term "Dean".

## **II. REVIEW OF DEPARTMENT HEADS, THE ASSOICATE DEABASIC MEDICAL SCIENCE AND THE ASSOCIATE DEAN OF COMMUNITY MEDICINE**

1. In the first month of the final year of the initial term of a Department Head or an Associate Dean of Basic Medical Sciences or of Community Medicine, the Dean shall inquire of the incumbent whether he or she wishes to be considered for another term.

2. Should the incumbent signify that he or she wishes to be considered for a second term, the Dean shall establish a Review Committee and shall fix a date by which the Committee's report shall be rendered.
3. Except in a situation where a Committee cannot be formed from faculty members in the academic unit, the Committee shall consist of not fewer than four nor more than eight persons, half of whom shall be elected from within the academic unit concerned. The Dean shall appoint the remainder of the Committee and shall appoint a Chairperson from among the Committee members. In normal circumstances, more than half the Committee will come from the academic unit concerned.
4. The Committee shall establish its own procedures, which shall include a process of consultation with faculty members and staff in the academic unit, including those at Sir Wilfred Grenfell College, where appropriate. The Committee may also consult with any other persons or bodies it considers appropriate to its task. This may include academic administrators of cognate academic units. Normally, this consultation will involve an invitation to make written submissions and opportunities to meet with the Committee. Where the academic administrator being reviewed has his or her office on the St. John's campus, but has responsibilities at Sir Wilfred Grenfell College, such meetings may be via tele-conference. The Committee shall meet with the academic administrator being reviewed after giving at least ten days notice of such a meeting.
5. The Committee shall report to the Dean in writing and shall make one of the following recommendations:
  - a. the incumbent should be renewed for a second term;
  - b. a search should be initiated for which the incumbent may be a candidate.
6. If the review results in a decision that a search should be initiated, the Review Committee shall be converted to a Search Committee and proceed according to Clause I.5.
7. The Dean shall make his or her recommendation to the Vice-President (Academic).
8. At Sir Wilfred Grenfell College the term "Principal" shall be substituted for the term "Dean".

### **III. APPOINTMENT OF DEANS, DIRECTORS OF SCHOOLS, THE UNIVERSITY LIBRARIAN AND THE PRINCIPAL OF SIR WILFRED GRENFELL COLLEGE**

1. The term "Dean" shall be understood to mean "Dean", "Director", "University Librarian" or "Principal" as appropriate.
2. Following a search, a Dean shall be appointed for an initial term not to exceed five years, and following a favourable review (according to procedures in Section IV), to a second term not to exceed five years. With the exception of the University Librarian, a search shall be conducted at the conclusion of a second term.
3. The appointment of a Dean shall be initiated by the Vice-President (Academic) who shall establish a Search Committee to advise on the appointment.

4. Whether the search shall be opened to candidates from outside the University shall be decided by the Vice-President (Academic) following consultation with the Committee.
5. The Committee shall consist of not fewer than four nor more than eight persons, half or more of whom shall be from the academic unit concerned, except when appointing the Principal of Sir Wilfred Grenfell College where the majority shall be from the College. The Vice-President (Academic) shall appoint a Chairperson from among the Committee members or may elect to chair the Committee.
6. The Chairperson of the Search Committee shall invite nominations and applications and make them available to the members of the Search Committee. The placement and wording of all advertisements must be approved by the Vice-President (Academic). The Committee shall establish its own procedures, which shall include a process of consultation with faculty members within the academic unit including those at the Sir Wilfred Grenfell College, where appropriate, and staff attached to the Dean's office. The Committee shall also consult with any other persons or bodies it considers appropriate to its task. The Committee shall make available to the members of the academic unit concerned the procedures being used and the candidates being actively considered.
7. The Committee shall report to the Vice-President (Academic) in writing, giving the short list of candidates and the reasons for its recommendation. If the Vice-President (Academic) chairs the Committee, the report shall be made to the President.
8. The Vice-President (Academic) shall make his or her recommendation to the President.

#### **IV. REVIEW OF DEANS, DIRECTORS, THE UNIVERSITY LIBRARIAN AND THE PRINCIPAL OF SIR WILFRED GRENFELL COLLEGE**

1. The term "Dean" shall be understood to mean "Dean", "Director", "University Librarian" or "Principal" as appropriate.
2. In the first month of the final year of the initial term of a Dean, the Vice-President (Academic) shall inquire of the incumbent whether he or she wishes to be appointed for a second term.
3. Should the Dean signify that he or she wishes to be considered for a second term, the Vice-President (Academic) shall establish a Review Committee and shall fix the date by which the Committee's report shall be rendered.
4. The Committee shall consist of not fewer than four nor more than eight persons, half or more of whom shall be from the academic unit concerned, except when reviewing the Principal of Sir Wilfred Grenfell College where the majority shall be from the College. The Vice-President (Academic) shall appoint a Chairperson from among the Committee members.
5. The Committee shall establish its own procedures, which shall include a process of consultation with faculty members in the academic unit, including those at Sir Wilfred Grenfell College, where appropriate, and staff attached to the Dean's office. The Committee may also consult with any other persons or bodies it considers appropriate to its task. This

may include academic administrators of cognate academic units. Normally, this consultation will involve an invitation to make written submissions and opportunities to meet with the Committee. Where the academic administrator being reviewed has his or her office on the St. John's campus, but has responsibilities at Sir Wilfred Grenfell College, such meetings may be via tele-conference. The Committee shall meet with the academic administrator being reviewed after giving at least ten days notice of such a meeting.

6. The Committee shall report to the Vice-President (Academic) in writing and shall make one of the following recommendations:
  - a. the incumbent should be renewed for a second term (or, in the case of the University Librarian, a subsequent term);
  - b. a search should be initiated for which the incumbent may be a candidate.
7. If the review results in a decision that a search should be initiated, the Review Committee shall be converted to a Search Committee with the proviso that the Vice- President (Academic) may elect to replace the chairperson with himself or herself and the Committee shall proceed according to Clause III.6.

## **V. APPOINTMENT AND REVIEW OF DIRECTORS REPORTING DIRECTLY TO A DEAN**

1. The procedures to be used in the search for, appointment of, and review of a Director reporting directly to a Dean shall be initiated by the Dean and shall be broadly consistent with those specified for the appointment and review of Department Heads or of Associate Deans, as determined by the Dean.

## **VI. APPOINTMENT AND REVIEW OF ASSOICATE AND ASSISTANT DEANS, VICE-PRINCIPAL, AND ASSOCIATE UNIVERSITY LIBRARIANS**

1. Associate and Assistant Deans, the Vice-Principal and Associate University Librarians shall be recommended by the Dean, Director, Principal or the University Librarian for a term not exceeding three years and shall not normally be appointed for a period of more than two consecutive terms except in the case of Associate University Librarians. Prior to making a recommendation for appointment or re-appointment, the Dean, Director, Principal, or University Librarian shall formally seek the advice of the Academic Staff Members in the units concerned.
2. In the case of an Associate University Librarian, the composition of the Committee for appointment or review shall be the same as that for the appointment or review of Department Heads except that the academic unit shall be understood to mean the University Library. The procedures of the Committee shall be the same as for Department Heads.

## **VII. APPOINTMENT AND REVIEW OF VICE-PRESIDENTS AND ASSOCIATE VICE - PRESIDENTS**

1. The procedures to be used in the search for, appointment of, and review of Associate Vice-

Presidents and Vice-Presidents shall be initiated by the President and shall be broadly consistent with those specified for the appointment and review of Deans, Directors, and the University Librarian except that, in the case of appointment, the names of the candidates may be kept confidential.

#### **VIII. APPOINTMENT OF ACADEMIC RANK, PROMOTION AND TENURE OF DEPARTMENT HEADS, ACADEMIC DEANS, DIRECTORS OF ACADEMIC UNITS AND UNIVERSITY LIBRARIAN**

1. The procedures and criteria for the granting of promotion and tenure to academic administrators shall be the procedures and criteria applied in all other academic promotion and tenure decisions, except as follows:
  - a. the administrative officer immediately senior to the candidate shall substitute for the candidate in any procedural responsibility which would otherwise fall to the office of the candidate;
  - b. letters of assessment from scholars external to Memorial University shall be sought for candidates for promotion to any rank in the same manner as letters of assessment are sought in connection with consideration for promotion to Professor.
2. The academic rank, tenure status and departmental affiliation of academic administrators appointed from outside the university shall be established on the recommendation of the academic administrator immediately senior to the position to be assumed by the candidate in consultation with the faculty members or librarians in the academic unit concerned.

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