

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
PROCEDURES GOVERNING THE APPOINTMENT, REVIEW,  
PROMOTION AND TENURE OF ACADEMIC ADMINISTRATORS  
APRIL 2, 2014**

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Definitions

1. For the purposes of this document, "academic staff member" shall be understood to mean a member of the academic staff, including a librarian and a coordinator, who hold a full-time probationary, tenured or permanent position, or a full time contractual appointment of twenty four months or greater.
  
2. "Academic unit" shall be taken to mean:
  - (a) in the case of the University Librarian or Associate University Librarian, the Library;
  - (b) in the case of the Director of the Counselling Centre, the Counselling Centre
  - (c) in the case of the Dean, Vice Dean, Associate or Assistant Dean, the Faculty;
  - (d) in the case of the Associate Dean of BioMedical Sciences and the Associate Dean of Community Health and Humanities, the Division;
  - (e) in the case of the Dean of Graduate Studies, all academic units offering graduate programmes;
  - (f) in the case of Division Heads at Grenfell Campus, the Division;
  - (g) in the case of Department Heads, the Department.

**I. APPOINTMENT OF DEPARTMENT HEADS, DIVISION HEADS AT GRENFELL CAMPUS, DIRECTOR OF THE COUNSELLING CENTRE, THE ASSOCIATE DEAN OF BIOMEDICAL SCIENCES AND THE ASSOCIATE DEAN OF COMMUNITY HEALTH AND HUMANITIES**

1. Following a search, Heads of Departments, Division Heads at Grenfell Campus and the Associate Deans of BioMedical Sciences and of Community Health and Humanities shall be appointed for an initial term not to exceed three (3) 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, a Division Head or an Associate Dean of BioMedical Sciences or of Community Health and Humanities shall be initiated by the Dean at least nine (9) months prior to an anticipated vacancy. The Dean shall establish a Search Committee.
3. Except in a situation where a Committee cannot be formed from academic staff members in the academic unit, the Committee shall consist of not fewer than four (4) nor more than ten (10) persons, half of whom shall be academic staff members elected by academic staff members 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. The Dean shall not be a member of the Committee, but may meet with the Committee by invitation of the Committee or upon his or her request. The Committee shall have the option of holding meetings in the absence of the Dean.
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 academic staff members and staff within the academic unit, including those at the Grenfell Campus, 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. The Committee shall provide an opportunity for academic staff members in the unit concerned to meet with the candidates who have been shortlisted.
6. The Committee shall report to the Dean in writing, giving the short list of candidates, the recommended candidate(s) and the reasons for its recommendation.
7. Should the Dean not be prepared to accept the recommendation of the Committee, he or she shall consult with the Committee.
8. The Dean shall recommend only individuals who have been recommended for appointment in the report of the Search Committee.
9. The Dean shall inform academic staff members in the academic unit concerned of his or her recommendation, and shall provide to them upon request the portion of the Committee's report which includes its recommendation and reasons but exclude confidential material.
10. The Dean shall make his or her recommendation to the Provost and Vice-President (Academic) or at Grenfell Campus, to the Vice-President (Grenfell Campus).

11. If an Acting Head of Department (or Acting Associate Dean of BioMedical Sciences or Acting Associate Dean of Community Health and Humanities) is to be appointed for a period of time longer than one semester, the members of the academic unit shall be consulted.
12. At Grenfell Campus, the term "Associate Vice-President (Grenfell Campus) Academic" shall be substituted for the term "Dean".
13. For the Counselling Centre, the term "Deputy Provost (Students) and Associate Vice-President (Academic) Undergraduate Studies" shall be substituted for the term "Dean".

**II. REVIEW OF DEPARTMENT HEADS, DIVISION HEADS AT GRENFELL CAMPUS, THE DIRECTOR OF THE COUNSELLING CENTRE, THE ASSOCIATE DEAN OF BIOMEDICAL SCIENCES AND THE ASSOCIATE DEAN OF COMMUNITY HEALTH AND HUMANITIES**

1. In the first month of the final year of the initial term of a Department Head or an Associate Dean of BioMedical Sciences or of Community Health and Humanities, 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 academic staff members in the academic unit, the Committee shall consist of not fewer than four (4) nor more than ten (10) persons, half of whom shall be academic staff members elected by academic staff members 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. The Dean shall not be a member of the Committee, but may meet with the Committee by invitation of the Committee or upon his or her request. The Committee shall have the option of holding meetings in the absence of the Dean.
4. The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members and staff in the academic unit. 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. The Committee shall meet with the academic administrator being reviewed after giving at least ten days notice of such a meeting.

5. If the initial decision of the Committee is not to recommend renewal, the Committee shall inform the person being reviewed of its concerns in writing and offer to meet with the person being reviewed at a mutually agreeable time to allow him or her to speak to these concerns.
6. 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.
7. 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.
8. The Dean shall make his or her recommendation to the Provost and Vice-President (Academic) or at Grenfell Campus, to the Vice-President (Grenfell Campus).
9. At Grenfell Campus the term "Associate Vice-President (Grenfell Campus) Academic" shall be substituted for the term "Dean".
10. For the Counselling Centre, the term "Deputy Provost (Students) and Associate Vice-President (Academic) Undergraduate Studies" shall be substituted for the term "Dean".

### **III. APPOINTMENT OF DEANS AND THE UNIVERSITY LIBRARIAN**

1. The term "Dean" shall be understood to mean "Dean", or "University Librarian" as appropriate.
2. Following a search, a Dean shall be appointed for an initial term not to exceed five (5) years, and following a favourable review (according to procedures in Section IV), to a second term not to exceed five (5) 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 Provost and Vice-President (Academic) who shall establish a Search Committee.
4. Whether the search shall be opened to candidates from outside the University shall be decided by the Provost and Vice-President (Academic) following consultation with the Committee.
5. The Committee shall consist of not fewer than four (4) nor more than ten (10)

persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. The Provost and Vice-President (Academic) shall appoint the remainder of the Committee and select a Chairperson from among the Committee members or may elect to chair the Committee.

6. In the Faculty of Medicine, the Committee shall consist of not fewer than eight (8) nor more than ten (10) persons, half or more of whom shall be academic staff members elected from within the Faculty of Medicine and of which two shall be academic staff members from within the MUNFA bargaining unit. The Provost and Vice-President (Academic) shall appoint the remainder of the Committee and select a Chairperson from among the Committee members or may elect to chair the Committee.
7. 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 Provost and Vice-President (Academic). The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members within academic unit, and staff reporting to the Dean. 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. The Committee shall provide an opportunity for academic staff members of the unit concerned to meet with one or more of the candidates being actively considered.
8. The Committee shall report to the Provost and Vice-President (Academic) in writing, giving the short list of candidates, the recommended candidate(s) and the reasons for its recommendation. If the Provost and Vice-President (Academic) chairs the Committee, the report shall be made to the President.
9. Should the Provost & Vice-President (Academic) not be prepared to accept the recommendation of the Committee, he or she shall consult with the Committee.
10. The Provost & Vice-President (Academic) shall recommend to the President only individuals who have been recommended for appointment in the report of the Search Committee.
11. The Provost and Vice-President (Academic) shall make his or her recommendation to the President.

#### **IV. REVIEW OF DEANS AND THE UNIVERSITY LIBRARIAN**

1. The term "Dean" shall be understood to mean "Dean", or "University Librarian", as appropriate
2. In the first month of the final year of the initial term of a Dean, the Provost and 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 Provost and 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 (4) nor more than ten (10) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. The Provost and Vice-President (Academic) shall appoint the remainder of the Committee and select a Chairperson from among the Committee members or may elect to chair the Committee.
5. The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members in the academic unit, and staff reporting to the Dean. 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. The Committee shall meet with the academic administrator being reviewed after giving at least ten days notice of such a meeting.
6. If the initial decision of the Committee is not to recommend renewal, the Committee shall inform the person being reviewed of its concerns in writing and offer to meet with the person being reviewed at a mutually agreeable time to allow him or her to speak to these concerns.
7. The Committee shall report to the Provost and 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.
8. 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 Provost and 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 OF VICE-DEANS, ASSOCIATE AND ASSISTANT DEANS, AND ASSOCIATE UNIVERSITY LIBRARIANS**

1. In this Article, the term "Associate" shall be understood to mean Vice-Dean, Associate Dean, Assistant Dean, or Associate University Librarian. The term "Dean" shall be understood to mean Dean, or University Librarian, as appropriate.
2. Following a search, an Associate shall be appointed for an initial term not to exceed

three (3) years, and following a favourable review (according to procedures in Section VI), to a second term not to exceed three (3) years. With the exception of the Associate University Librarians, a search shall be conducted at the conclusion of a second term.

3. The appointment of an Associate shall be initiated by the Dean who shall establish a Search Committee.
4. Whether the search shall be opened to candidates from outside the University shall be decided by the Dean.
5. In departmentalized faculties, the Committee shall consist of not fewer than five (5) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. In non-departmentalized faculties, the Committee shall consist of not fewer than three (3) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. The Dean shall appoint the remainder of the Committee and the Chairperson from among the Committee members.
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 Dean. The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members within the academic unit. 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.
7. The Committee shall report to the Dean, in writing, giving the short list of candidates, the recommended candidate(s) and the reasons for its recommendation.
8. Should the Dean not be prepared to accept the recommendation of the Committee, he or she shall consult with the Committee.
9. The Dean shall recommend to the Provost & Vice-President (Academic) only individuals who have been recommended for appointment in the report of the Search Committee.
10. The Dean shall make his or her recommendation to the Provost and Vice-President (Academic).

## **VI REVIEW OF VICE-DEANS, ASSOCIATE AND ASSISTANT DEANS, AND ASSOCIATE UNIVERSITY LIBRARIANS**

1. In this Article, the term "Associate" shall be understood to mean Vice-Dean, Associate Dean, Assistant Dean, or Associate University Librarian. The term

"Dean" shall be understood to mean Dean or University Librarian, as appropriate.

2. In the first month of the final year of the initial term of an Associate, the Dean shall inquire of the incumbent whether he or she wishes to be appointed for a second term.
3. Should the Associate signify that he or she wishes to be considered for a second term, the Dean shall establish a Review Committee and shall fix the date by which the Committee's report shall be rendered.
4. In departmentalized faculties, the Committee shall consist of not fewer than five (5) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. In non-departmentalized faculties, the Committee shall consist of not fewer than three (3) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. The Dean shall appoint the remainder of the Committee and a Chairperson from among the Committee members.
5. The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members in the academic unit, 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 unit. Normally, this consultation will involve an invitation to make written submissions and opportunities to meet with the Committee. The Committee shall meet with the academic administrator being reviewed after giving at least ten days notice of such a meeting.
6. If the initial decision of the Committee is not to recommend renewal, the Committee shall inform the person being reviewed of its concerns in writing and offer to meet with the person being reviewed at a mutually agreeable time to allow him or her to speak to these concerns.
7. 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 (or, in the case of an Associate University Librarian, a subsequent term);
  - (b) a search should be initiated for which the incumbent may be a candidate.
8. If the review results in a decision that a search should be initiated, the Review Committee shall be converted to a Search Committee and the Committee shall proceed according to Clause V.6.



**VII. APPOINTMENT AND REVIEW OF THE PROVOST AND VICE-PRESIDENT (ACADEMIC), THE VICE-PRESIDENT (RESEARCH), THE VICE-PRESIDENT (GRENFELL CAMPUS), THE DEPUTY PROVOST (STUDENTS) AND ASSOCIATE VICE-PRESIDENT (ACADEMIC) UNDERGRADUATE STUDIES, AND THE ASSOCIATE VICE-PRESIDENTS**

1. The procedures to be used in the search for, appointment of, and review of Vice-Presidents and Associate Vice-Presidents shall be initiated by the President and shall be broadly consistent with those specified for the appointment and review of Deans, and the University Librarian (Clauses III & IV) except that in the case of appointment, the names of the candidates may be kept confidential.
2. In the case of the appointment and review of the Associate Vice-President (Grenfell Campus) Academic and the Associate Vice-President (Grenfell Campus) Research, the Vice-President (Grenfell Campus) shall be substituted for the Provost and Vice-President (Academic), and the majority of the committee shall be academic staff members elected by academic staff members from the Grenfell Campus.
3. Composition of the Search and Review Committees for the Provost and Vice-President (Academic) and Vice-President (Research)

President (Committee Chair)

Five academic staff members; three elected and two appointed by the President (normally one of the five from the Grenfell Campus)

One graduate student

One undergraduate student

Two Academic Deans

One administrator/staff member

One senior administrator at the level of Associate Vice-President or higher

4. Composition of the Search and Review Committees for Vice-President (Grenfell Campus)

President (Committee Chair).

Five academic staff members from Grenfell Campus; three elected and two appointed by the President

One academic staff member from St. John's; elected

One administrator/staff member from Grenfell Campus

Two students from Grenfell Campus,

One academic administrator at the level of Division Head or higher (i.e. AVP(GC)A/AVP(GC)R) from Grenfell Campus

One senior administrator at the level of Associate Vice-President or higher

5. Composition of The Search and Review Committees for Deputy Provost (Students) and the Associate Vice-President (Academic) Undergraduate Studies

Provost and Vice-President (Academic) (Committee Chair)

Six academic staff members; 3 elected and 3 appointed by the Provost and

Vice-President (Academic)  
One administrator/staff member  
One undergraduate student  
One graduate student  
One academic Dean  
One senior administrator at the level of Associate Vice-President or higher

#### **VIII. APPOINTMENT TO ACADEMIC RANK, PROMOTION AND TENURE OF ACADEMIC ADMINISTRATORS**

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 including appointing members to the Promotion and Tenure Committee of the academic unit;
  - (b) an academic administrator applying for promotion must do so in writing to the administrative officer immediately senior to the candidate by April 1 of the Academic Year preceding the year in which the promotion will be considered;
  - (c) where an academic administrator is appointed without tenure, the administrative officer immediately senior to the candidate shall initiate the review for tenure by making the appointments to the Promotion and Tenure Committee that would otherwise be made by the candidate before May 1 of the Academic Year preceding the Academic Year in which the tenure decision will be made.
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 academic staff members in the academic unit concerned.