

**SUBJECT: REVIEW OF A COLLEGE DEAN PRIOR TO REAPPOINTMENT:
TERMS OF REFERENCE**

1.0 Authority

- 1.1 The Board of Governors, acting on the recommendation of the President, is responsible, under the University of Northern British Columbia Act, for the appointment of the College Deans.
- 1.2 The review of the College Deans reflects the accountability of the College Deans to the Board through the recommendation of the Vice-President (Academic) and Provost to the President.
- 1.3 The Vice-President (Academic) and Provost will ascertain the view of the College Dean concerning a renewal of contract. Only if the Dean expresses an interest in re-appointment will these procedures be implemented.

2.0 Mandate

- 2.1 This Committee is an advisory committee to the Vice-President (Academic) and Provost, and through the recommendation of the Vice-President (Academic) and Provost through the President to the Board, established as required by the President, and mandated to review the performance of the College Dean and to make a recommendation to the Vice-President (Academic) and Provost, and through the Vice-President (Academic) and Provost through the President to the Board, with respect to re-appointment.
- 2.2 The Committee will endeavor to conduct its review within a 2-month period.
- 2.3 The Committee will normally present its recommendation to the Vice-President (Academic) and Provost at least 8 months prior to the expiry date of the term of office of the College Dean.

3.0 Composition

- 3.1 In accordance with the approved composition of the Search Committee for the College Dean, the composition of the review committee will be:
 - Vice-President (Academic) and Provost (as Chair)
 - Vice-President (Administration & Finance) or designate
 - 1 Senior Academic Director (appointed by the Chair of the Search Committee)
 - 5 Faculty members with tenured or tenure-track appointments to include:
 - Faculty Association representative

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- Faculty Senator
 - A majority of the remaining three Faculty members will be representatives of the faculties directly responsible for reporting to the prospective Dean. The Associate Vice-President (Student Services) and Registrar will send out a call for nominations for Faculty members interested in serving on this Search Committee.
- 1 Staff member (appointed by the Chair of the Search Committee)
 - Graduate Student representative
 - Undergraduate Student representative
 - President (ex-officio/non-voting)

(*Efforts will be made to ensure that in the appointment and selection of the students, there is regional representation taken into consideration).

3.2 In the eventuality of the review leading to a search for a College Dean or Acting College Dean, the Review Committee shall continue as the Search Committee.

4.0 Duties

4.1 The Committee will evaluate the performance of the College Dean, using the criteria established by the College Dean Search Committee in its search for that individual, as well as the annual objectives established by the College Dean and the Vice-President (Academic) and Provost during the Dean's current term of office.

4.2 In addition to reviewing the past performance of the College Dean, the committee is required to consider the changing context of the Dean's mandate and whether these are areas of activity that will require changes in emphasis during the renewed term.

4.3 The Committee will determine whom to approach to seek informed assessment of the performance of the College Dean, such information to be gathered primarily through confidential interviews. The Committee will seek to identify individuals who offer a balanced view of the Dean's performance. The Committee is encouraged to interview, either through Committee members or through a consultant. The Chair will review the list of interviewees with the College Dean prior to interviews taking place.

4.4 The establishment of the Committee, its composition and terms of reference, are to be announced in the UNBC weekly bulletin, along with an invitation to submit written and signed submissions from interested parties.

4.5 The Committee will meet with the College Dean at the outset of its work to discuss the review process and to provide an opportunity for the Dean to submit a statement of self-evaluation.

4.6 The Committee will ensure that its activities do not undermine the ability of the College Dean to function effectively as an institutional leader during the period of the review. Committee deliberations will be conducted in strict confidence.

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- 4.7 When the Committee has formulated its recommendation, but before presenting it to the Board, the President will meet immediately and in confidence with the College Dean to review the general findings of the Committee and the nature of the recommendation to the Board. If the Committee recommends that the College Dean be re-appointed, the President will meet with the Executive Committee of the Board of Governors to recommend to the Board terms of the contract acceptable to the President, the Executive Committee of the Board of Governors, and to the College Dean.
- 4.8 The Committee will submit a written report to the President with its recommendation that the President recommend to the Board of Governors that the College Dean be re-appointed, or that the President proceed with the Review Committee, reconstituted as a Search Committee, to establish a search process for a successor, or for an Acting College Dean should the incumbent request an Administrative Leave of Absence before commencing the re-appointment.