

**SUBJECT: REVIEW OF THE DEAN OF GRADUATE PROGRAMS 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 Dean of Graduate Programs.
- 1.2 The review of the Dean of Graduate Studies reflects the accountability of the Dean of Graduate Programs to the Board through the recommendation of the Vice-President Academic and Provost to the President.
- 1.3 The Vice-President Research will ascertain the view of the Dean of Graduate Programs 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 Research, and through the recommendation of the Vice-President Research Provost through the President to the Board, established as required by the President, and mandated to review the performance of the Dean of Graduate Programs and to make a recommendation to the Vice-President Research, 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 Research at least 8 months prior to the expiry date of the term of office of the Dean of Graduate Programs.

**3.0 Composition**

- 3.1 In accordance with the approved composition of the Search Committee for the Dean of Graduate Programs, the composition of the review committee will be:

- Vice-President Research (Chair)
- Vice-President Academic and Provost
- Vice-President Administration and Finance (or designate)
- The Dean of the College of Science & Management
- The Dean of the College of Arts, Social & Health Sciences
- 1 Senior Academic Director, (appointed by the Chair of the Committee)
- 1 staff member (appointed by the Chair of the Committee)
- 2 Graduate Students (One from each College)
- One representative of the Faculty Association
- 4 Faculty members with tenured or tenure-track appointments, appointed by Senate, to include:
  - One Faculty Senator
  - One Faculty member from the College of Arts, Social & Health Sciences
  - One Faculty member from the College of Science & Management
  - One Faculty member from a Professional Program.

The Registrar will send out a Call for Nominations for Faculty members willing to serve on this Review Committee).

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

**4.0 Duties**

- 4.1 The Committee will evaluate the performance of the Dean of Graduate Programs, using the criteria established by the Dean of Graduate Studies Search Committee in its search for that individual, as well as the annual objectives established by the Dean of Graduate Programs and the Vice-President Research during the Dean's current term of office.
- 4.2 In addition to reviewing the past performance of the Dean of Graduate Programs, 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 who 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 obtain the views of a broad range of members and representatives of the University Community. The Chair will review the list of interviewees with the Dean of Graduate Programs 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 Dean of Graduate Studies 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 Dean of Graduate Programs to function effectively as an institutional leader during the period of the review. Committee deliberations will be conducted in strict confidence.
- 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 Dean of Graduate Programs to review the general findings of the Committee and the nature of the recommendation to the Board. If the Committee recommends that the Dean of Graduate Programs 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 Dean of Graduate Programs.
- 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 Dean of Graduate Programs 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 Dean should the incumbent request an Administrative Leave of Absence before commencing the re-appointment.