	Policy No.	Replaces	Policy
	E. 508	NEW	Executive
	Policy Name		
DEAN SEARCH PROCESS			
Approved by	Responsibility		Category
Senate, President	President		Human Resources
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The search and the selection of a Dean is the responsibility of the University Board of Governors [University Act 27 (2)(g)]. The authority to act has been given to the President by Board Bylaw 204. Hence direct Board involvement is not necessary.

However, the procedures for the recommendation of candidates require Senate approval [University Act 27 (2)(f)].

The following procedure is intended to codify the existing processes in a manner that is consistent with all current contractual requirements and which also recognizes the interests of the academic community as represented by Senate and faculties. In this document Faculty refers to the educational administrative division.

The process is:

1. A Search Committee will be initiated by the President in conformity with contractual obligations. The mandate of the Search Committee is to conduct the search, determine an initial long list, interview, and recommend to the President a shortlist of qualified candidates.
2. The Search Committee will be formed in a manner consistent with previous search committees and will include the following:
 - Committee Chair (non-voting) appointed by the President
 - A number ,N, of Presidential Appointees (where N is at least 2)
 - N Appointees of the Capilano Faculty Association
 - N appointees of COPE
 - N Students studying in appropriate discipline areas.


The President, or designate, will invite CFA and COPE to name their appointees to the Committee.

The Committee Chair, in consultation with the Capilano Students Union, will determine the method for appointing the students to the committee.

Administrative assistance will be provided to the Search Committee.

Meetings of the Search Committee are at the call of the Chair.

3. The President, or designate, will consult with the appropriate faculty through the Deans Advisory Committee to determine the desired experience and qualifications expected of

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candidates. The candidate profile will also recognize that deans are members of the University Executive and have responsibilities beyond their Faculty. The President will determine those qualifications. A candidate profile will then be given to the Search Committee.

4. The Search Committee will conduct its processes to determine a preliminary shortlist.
5. Once the Search Committee determines a preliminary shortlist, the shortlisted candidates will present to a special open combined meeting of the Senate (or a Senate sub-committee) and the appropriate faculty. This not a restrictive provision and the consultative process may include other university meetings.
6. Comments or observations of any member of the Senate or Faculty should be sent to both the Chair of Senate and the chair of the Search Committee.
7. Comments and observations from any employees may go to the Search Committee either through the chair or through any constituency representative on the committee.
8. The Search Committee will consider the received comments and observations and, in the context of the total information available to it, review and present a shortlist to the President.
9. The President will make the determination of the successful candidate.