

2018 Decanal Search Committee Composition and Selection Procedures Faculty of Liberal Arts & Professional Studies

By request of the Provost & Vice-President Academic, the Faculty Executive Committee has drafted the following procedure for establishing a Search Committee for the new Dean of the Faculty of Liberal Arts & Professional Studies. The procedure has been developed to comply with the University Procedures for Decanal Searches updated January 2018.

Search Committee Composition

- Provost & Vice-President Academic (Chair)
- **Seven** Liberal Arts & Professional Studies full-time faculty members
- **One** contract faculty member with at least three years of teaching experience at York University
- **One** non-academic employee (YUSA or CPM)
- **One** undergraduate student
- **One** graduate student
- **One** full-time faculty member drawn from outside the Faculty who is sympathetic to and has an understanding of the complexity of the Faculty (appointed by the President)
- A non-voting Secretary shall also be appointed by the President

Principles of Membership

- All members of the Search Committee must be available for meetings between late November 2018 and the conclusion of its work.
- Membership of the Search Committee should reflect the diversity of the Faculty and the Faculty's commitment to maintaining and increasing that diversity. The Search Committee's composition shall also reflect a range in terms of experience, gender, and disciplines.
- The Search Committee will include a minimum of two full-time members from each of the three areas of the Faculty (Professional Studies, Social Sciences, and Humanities).
- No more than **one** faculty member from any administrative unit in the Faculty of Liberal Arts and Professional Studies shall be a member of the Committee.
- Faculty Council shall make provision for **one** Liberal Arts & Professional Studies non-academic employee (YUSA or CPM) with significant full-time York experience (preferably at least five years within the Faculty) ensuring no conflicts of interest (i.e. positions that directly report to the Dean).
- Faculty Council shall make provision for **one** undergraduate student elected by and from the Student Council of Liberal Arts & Professional Studies (SCOLAPS).
- Faculty Council shall make provision for **one** graduate student elected by and from LA&PS members of the Graduate Student Association (GSA).

Nomination Provisions

- The Executive Committee will work to ensure that the totality of volunteers and nominees for election are reflective of the demographic diversity of the Faculty.
- Candidates will be invited to self-identify in relation to one or more of the following groups: women, trans, gender non-conforming people, racialized groups, persons with disabilities, Indigenous peoples, and LGBTQ2 conforming people.
- All candidates (faculty and staff) for election shall be invited to provide a brief biography or statement not to exceed 150 words articulating the strengths that they would bring to the Search Committee.

Balloting Provisions

- The ballot will be conducted through the Office of the Faculty Council through both eVote and hardcopy balloting.
- All members of the Faculty shall be eligible to vote for their constituencies.

Selection Process

The Search Committee composition as a whole will include a diverse group of people, at least 50% of whom will come from one or more of the following groups: women, trans, gender non-conforming people, racialized groups, persons with disabilities, Indigenous peoples, and LGBTQ2 conforming people.

- **Seven** voting full-time faculty members of the Search Committee shall be chosen in an open vote consistent with principles of balance and diversity. The nominees with the highest number of votes who satisfy the criteria below will be elected to the Committee.
- Of the **seven** full-time faculty members, **two members** shall be from a Professional Studies discipline, **two** members shall be from a Humanities discipline, and **two** members shall be from a Social Science discipline.
- No more than **three** faculty members from any one of the three sections of the Faculty (Humanities, Social Sciences, and Professional Studies) shall be on the Search Committee.
- A minimum of **two** full-time faculty members of the Search Committee will have leadership experience in academic administration at the unit or Faculty level (Chairs, Directors, ADs, UPDs, GPDs).
- **One** contract faculty member with at least three years of teaching experience at York University will be elected to the Search Committee by contract faculty members. The elected contract faculty member may not be primarily affiliated with one of the units that an elected full-time faculty member comes from.
- **One** non-academic full-time staff member will be elected to the Search Committee. The individual (YUSA or CPM) staff member with the largest number of votes from its constituency (YUSA and CPM) will be elected.

- SCOLAPS will present the name of **one** undergraduate student elected by students.
- The GSA will present the name of **one** graduate student elected by fellow graduate students in LA&PS.

Open Search Provision

After the Search Committee has interviewed its shortlisted candidates confidentially and has identified its top ranked candidates – normally the top two ranked candidates, an open stage will be added to the search process subject to the agreement of both/all candidates, in accordance with the University Procedures for Decanal Searches.

If an open stage proceeds, the Search Committee will solicit input from Faculty Council about those candidates and consider this input in their final rankings to be presented to the President. In this event, all members of Faculty Council agree to be bound by the same requirements of confidentiality as the Search Committee. Council members will provide input to the Search Committee, but members of Council will be expected to keep the names of the candidates confidential in perpetuity. The Search Committee will in any respect consult extensively with Faculty Council about the position profile for the Dean and provide regular updates throughout the search.