

Algoma University Senate By-laws

1. Chapter 1 - Definitions

1.1. In these By-Laws:

- a) "Board" means the Board of Governors of Algoma University;
- b) "University" means Algoma University;
- c) "Senate" means the Senate of Algoma University;
- d) "President" means the President of Algoma University;
- e) "Discipline" means a branch of knowledge or learning offered at Algoma University, including, but not limited to, Anishinabemowin (Ojibwe) & Aboriginal Studies, Biology, Business Administration, Chemistry, Computer Science, Community Economic & Social Development, Economics, English, Fine Arts, Geography & Geology, History, Information Technology, Law & Justice, Mathematics, Modern Languages, Music, Philosophy, Physics, Political Science, Psychology, Social Welfare & Social Work, Sociology & Anthropology.
- f) "Academic Staff" means full-time faculty and full-time librarians covered under the full-time faculty collective agreement;
- g) "Part-time Academic Staff" means members of the academic staff who are engaged on sessional contracts;
- h) Where the singular is used, it shall be considered that plural has also been used if the context so requires.

OBJECTS

1.2. The objects of Algoma University are the pursuit of learning through scholarship, teaching and research, within a spirit of free enquiry and expression.

SPECIAL MISSION

1.3. It is the special mission of Algoma University to:

- a) Be a teaching-oriented university that provides programs in liberal arts and sciences and professional programs, primarily at the undergraduate level, with a particular focus on the needs of northern Ontario; and
- b) Cultivate cross-cultural learning between aboriginal communities and other communities, in keeping with the history of Algoma University and its geographic site.

2. Chapter 2 – Senate Composition

2.1. The Senate of the University shall consist of not more than 60 members, a minimum of two-thirds of whom shall be members of academic staff. Senate shall include the following members:

- a) The following persons who are members by virtue of their office:
 - i. The President of the University
 - ii. The Academic Dean
 - iii. The Chair of each of the Divisions of the University
 - iv. The University Registrar

- v. The University Librarian
 - vi. A representative of Shingwauk Kinoogaame Gamig
- b) One person, other than the President of the University, appointed by the Board from among the Board members.
 - c) One representative from the Anishinaabe Peoples' Council or his/her alternate;
 - d) At least one academic staff representative from each discipline selected by that discipline. Should a discipline not have any academic staff the Division will select a representative for that discipline. Each discipline has the option on an annual basis, with the approval of the Division, to defer its representation to academic staff in a cognate discipline within its Division.
 - e) Academic staff elected by each Division, such numbers (in compliance with Chapter 2.1) to be no less than ten (10) from each Division, and no more than fifteen (15) from each Division.
 - f) Two members of the part-time academic staff, and one alternate, elected from and by the part-time academic staff;
 - g) One full-time or part-time student from each of the academic divisions, or their designate, who will be elected by the student body, and the President of the Algoma University Student Union, or his/her permanent designee. Such elections to be conducted by the Algoma University Student Union;
 - h) One representative from the Shingwauk Anishinaabe Student's Association, or his/her alternate;
 - i) One member of the staff association, and one alternate, elected by the members of the staff association;

3. Chapter 3 – Powers of Senate

- 3.1. The Senate has, subject to the approval of the board with respect to the expenditure of funds, the power to determine and regulate the educational policy of the University and, without limiting the generality of the foregoing, has the power,
- a) To make recommendations to the Board with respect to the establishment, change or termination of programs and courses of study, schools, faculties, divisions and departments;
 - b) To advise the President of the University on the staffing needs of the academic departments;
 - c) To appoint the Academic Dean, faculty deans and the divisional or departmental chairs as may be required from time to time (See Appendix A);
 - d) To determine the curricula of all programs and courses of study, the standards of admission to the University and continued registration therein, and the qualifications for degrees, diplomas and certificates of the University;
 - e) To conduct examinations, appoint examiners and decide all matters relating thereto;

- f) To hear and determine appeals from the decisions of the faculty councils on examinations and on applications for admission;
- g) To award fellowships, scholarships, bursaries, medals, prizes and other marks of academic achievement;
- h) To authorize the Chancellor, the vice-chancellor or such other person as may be determined by the Senate, to confer degrees, honorary degrees, diplomas and certificates on behalf of the University in accordance with section 6;
- i) To create councils and committees as it deems necessary to exercise its powers;
- j) To make by-laws for the conduct of its affairs, including by-laws respecting the conduct of the election of its members.
- k) And any further powers required as being necessary and incidental in its exercise in order to uphold the Objects of the University and achieve its Special Mission.

4. Chapter 4 – Officers of Senate and Duties

Officers of Senate shall be composed of the following:

- 4.1. The Speaker and Alternate Speaker;
- 4.2. The Secretary of Senate, who shall be the University Registrar, a voting member of Senate from the Office of the Registrar.
- 4.3. The Speaker shall be responsible for conducting all meetings of Senate in accordance with the By-Laws of Senate. The Speaker shall ensure that all meetings follow the basic rules of parliamentary procedure. In the absence of the Speaker, the Alternate Speaker shall conduct the meeting.
- 4.4. The Secretary or, in the absence of the Secretary, the Alternate Secretary, shall be responsible for recording the minutes of each meeting of Senate, and for such other duties as are stated in the By-Laws.

5. Chapter 5 – Elections and Term of Office

- 5.1. Elections and appointments to Senate and its committees shall be made on or before the June Senate meeting of each year. The Speaker and Alternate Speaker shall be elected annually at June's Senate meeting from among the academic staff members of Senate;
- 5.2. For the first Senate meeting of the 2009/2010 academic year each Division shall elect one-third of its academic staff for a three-year term, one third of its academic staff for a two-year term, and one-third of its academic staff for a one-year term. At the expiry of their initial terms academic staff will be eligible to be re-elected for a three-year term. Where a vacancy occurs due to resignation or other reason, the appropriate Division may conduct an election to fill the vacancy for the period until such term expires.

- 5.3. Notwithstanding Ch. 5.1 and 5.2, part-time academic staff representatives to Senate or its committees shall be elected in the spring for a one-year term.
- 5.4. Student members on committees of Senate shall be nominated by student senators meeting in caucus.
- 5.5.

Loss of eligibility to Serve as Senators

- i. If, during his or her term of office, a member of the Senate elected or appointed under Ch. 2 ceases to be eligible for election or appointment to the Senate by virtue of a change in position or employment he or she thereby ceases to be a member of the Senate.

Exception, student graduation

- ii. Despite subsection I, if a student member of the Senate graduates during his term of office, he or she may continue to sit as a member of the Senate until the next anniversary of the day of his or her election.

Renewal of term

- iii. A member of the Senate is eligible for re-election or reappointment.

Limitation

- iv. A person elected or appointed to the Senate may not be a member of the Senate for more than two consecutive terms, but is eligible for reappointment or re-election after one year's absence from the Senate.

Filling Vacancies

- v. A vacancy on the Senate occurs if,
Same

- a. A member resigns or ceases to be eligible for appointment or election to the Senate before the end of his or her term;
- b. A member is incapable to continue to act as a member and the Senate by resolution declares the membership to be vacated; or
- c. A member is absent from three consecutive meetings of Senate without appropriate reasons.

Same

- vi. If a vacancy occurs on the Senate, prior to three (3) months before the completion of the term, the Senate shall fill the vacancy according to the procedures provided in the by-laws of the Senate (i.e., through a request to the representative body for appointment or election of a Senator
- a. Determine, in accordance with its by-laws, whether or not to fill the vacancy; and
- b. If the vacancy is to be filled, fill the vacancy within the time period, and according to the procedures, provided in the by-laws of the Senate.

5.6

Renewal and Exceptions of Term

- i. Despite subsection 5.5 (vi), a person elected or appointed to the Senate under subsection (vi) may be reappointed or re-elected upon the expiry of the term that he or she was elected or appointed to complete, but is eligible for further reappointment or re-election only after one year's absence from the Senate.
- ii. Notwithstanding the above, at the expiry of their initial terms, academic staff will be eligible to be re-elected for one (1) further three (3) year term.

6. Chapter 6 - Meetings

- 6.1. The Senate year is defined as beginning June 1.
- 6.2. Unless decided otherwise by Senate or by the Senate Executive Committee, meetings of Senate shall be held on the first Friday of each month except in January and September when it shall be held on the second Friday. No regular meetings shall be held in July and August. Notice of the dates of these meetings shall be given to Senators through electronic communication and shall be included in the academic calendar, where they are available to the public.
- 6.3. Senate may hold *in camera* meetings when items of a personal and confidential nature are being discussed.
- 6.4. Unless otherwise decided otherwise by the Senate or Senate Executive Committee, regular meetings of Senate shall begin at 1:00 pm, and if, after the lapse of a quarter of an hour, there is not a quorum present, the regular meeting shall be deemed lost. Meetings of Senate shall terminate at 3:00 pm unless extended by a motion to continue. Such a motion requires a two-thirds majority.
- 6.5. All meetings of Senate shall be conducted according to Robert's Rules of Order, unless otherwise determined by Senate by a two-thirds majority.
- 6.6. The By-Laws of Senate are to be made available to the public during normal business hours for examination at the Wishart Library of Algoma University, and may be made available in electronic form on the Algoma University website.

Special Meetings

- 6.7. A special meeting of the Senate, on the request in writing of not fewer than five (5) members, three of whom must be Academic Staff, shall be called by the Speaker, or Alternate Speaker, in the Speaker's absence, with forty-eight (48) hours notice (excluding statutory holidays and weekends) to be given to each member of Senate. Such a meeting shall consider only business which is specified in the notice of meeting, except that new business may be introduced by the unanimous consent of the members present.

Quorum

6.8. The quorum of Senate shall be fifty (50) percent plus one of voting members of Senate, except at the May and June meetings and at any special meetings which may be called in July and August when the quorum shall be one-third plus one.

6.9. All motions to be valid and effective must be adopted at a meeting of Senate by a simple majority of the members present unless otherwise specified in the By-Laws.

6.10. The Secretary shall provide each member of Senate with an agenda not fewer than seventy-two (72) hours prior to each meeting.

6.11. The agenda for each meeting shall be prepared by the Senate Executive Committee. Items for inclusion in the agenda must be in the hands of the Committee by noon of the Monday of the week of the Senate meeting.

6.12. Proceedings of all meetings of Senate shall be recorded. A copy of the minutes of every meeting of Senate shall be circulated with the agenda of the next meeting. At this meeting, the minutes shall be adopted after correction and amendment, if necessary.

6.13. No motion introducing matter other than that listed in the agenda shall be taken into consideration at any regular meeting of Senate except by a two-thirds majority.

7. Chapter 7 – Amendment of By-laws

7.1. By-Laws of Senate shall be adopted or amended by a two-thirds majority vote of all voting members present at a regular meeting of Senate upon notice of motion duly made at a regular meeting of Senate.

8. Chapter – Committees of Senate

8.1. There shall be the following standing committees of Senate:

- a) Senate Executive Committee;
- b) Scholarship Committee;
- c) Academic Planning and Priorities Committee;
- d) Academic Standards and Teaching and Learning Committee;
- e) Animal Care Committee;
- f) Appeals Committee;
- g) Curriculum Committee;
- h) Research Ethics Board;
- i) Academic and Technical Support Committee
- j) Student Support and Services Committee
- k) Board – Senate Liaison Committee
- l) Academic Regulations and Petitions Committee
- m) Decanal Review/Search Committee

- 8.2. The quorum for each committee shall be one-half of the voting membership of that committee.
- 8.3. The President and Academic Dean shall be ex-officio members of every committee of Senate, unless otherwise stated in the By-laws.
- 8.4. Vacancies occurring in any committee of Senate shall be those of the Senate.
- 8.5. The procedures of all committees of Senate shall be those of the Senate.
- 8.6. Senate committees shall have the power to appoint advisors or consultants or to request their assistance, except that such persons shall not be members nor have any of the privileges of members.
- 8.7. Committees shall report in all instances directly to Senate except that they may report to other Senate committees at their request. In this latter case, the report must be conveyed to Senate as well.
- 8.8. All Senate committees shall serve for a one-year term commencing June 1, with the exception of Ad Hoc and Special Committees (e.g. Decanal Review/Search Committee) which terms shall be set by Senate in such Committee's Terms of Reference.
- 8.9. The Senate may, from time to time, strike ad hoc committees to deal with matters not appropriately or adequately served by the standing committees.

9. Chapter 9 – Chairs of Senate Committees

- 9.1. Each committee shall elect its own Chair from committee members who are also Senators.
- 9.2. The Chair is responsible for ensuring consultation with appropriate individuals or agencies.
- 9.3. The Chair is responsible for circulating minutes of each committee meeting to each member of the committee and for depositing one copy with the Secretary of Senate.

10. Chapter 10 – Membership of Senate Committees

- 10.1. Senate Executive Committee
 - a) The Speaker of Senate (or in the absence of the Speaker, the Alternate Speaker);
 - b) The Academic Dean;
 - c) The Chairs of each of the Divisions of the University; and
 - d) The Secretary of Senate (or in the absence of the Secretary, the Alternate Secretary).
- 10.2. Scholarship Committee
 - a) The Registrar;
 - b) An academic staff member nominated by Senate;
 - c) Director of Advancement and External Relations; and,
 - d) The Manager of Financial Aid and Awards.

10.3. Academic Planning and Priorities Committee

- a) The President (non-voting);
- b) The Academic Dean;
- c) The Registrar;
- d) The Chairs of each of the Divisions of the University;
- e) One student.

10.4. Academic Standards and Teaching and Learning Committee

- a) One divisional representative from each of the Divisions of the University;
- b) The Registrar; and
- c) One student.

10.5. Animal Care Committee

- a) Two members selected from faculty or part-time academic staff who have used live animals for experimentation or instruction;
- b) One other academic staff member;
- c) One community representative;
- d) One veterinarian;
- e) One student;
- f) Lab coordinator.

10.6. Appeals Committee

- a) One faculty member from each of the divisions of the University; and
- b) Two students

The Chair (academic staff member) and secretary of the Committee will be determined by the Appeals Committee.

Alternates must be named for each of the members from each constituencies indicated above. At the outset of each appeal case, the Chair will determine that the regular members of the Committee (including the Chair) do not have a real or perceived conflict of interest. In the event that a conflict of interest is revealed, the Chair will replace such a member with the designated alternate for that particular case.

10.7. Curriculum Committee

- a) The Academic Dean;
- b) The Registrar;
- c) The Chairs of the Divisions of the University or their designees;
- d) One or two students.

10.8. Research Ethics Board

The board shall consist of no fewer than 6 members, including both men and women, and shall include at least:

- a) One community representative with no formal affiliation with the university (1 to 5 ratio);
- b) Three university members from different disciplines with broad expertise in the methods or in areas of research covered by the Research Ethics Committee (research involving human participants or the use of human tissue); and
- c) One university member with broad knowledge in ethics or experience in the evaluation of ethical implications of research involving human participants.

10.09 Academic and Technical Support Committee

- a) One divisional representative from each of the Divisions of the University
- b) The University Librarian
- c) The Director of Information Technology
- d) One student

10.10 Student Support and Services Committee

- a) One divisional representative from each of the Divisions of the University
- b) The University Registrar
- c) The Director of Ancillary Services
- d) One student

10.11 Senate – Board Liaison Committee

- a) Three Board members, including the Chair of the Board of Governors and two other external members of the Board
- b) Three Senate members, including the Speaker of Senate and two other fulltime academic staff members of Senate who are not currently Senate representatives to the Board
- c) Meetings are to be chaired alternately by a member of the Board and a member of Senate.

10.12 Senate – Academic Regulations and Petitions Committee (ARP)

- a) The Registrar;
- b) The Admissions Co-ordinator or Assistant Registrar;
- c) A representative from each of the Divisions of the University;
- d) One student.

Please note that this committee is expected to meet minimally every two weeks throughout the year; therefore, membership requires full participation. Please note this committee does not consider grade appeals.

10.13 Senate – Decanal Review/Search Committee

Senate shall recommend to the Board a candidate for appointment or reappointment as Academic Dean, normally once every three years. Senate shall select a Decanal Review/Search Committee to assist in this

task; the Committee shall be formed not less than nine months prior to the conclusion of the serving Dean's term of office. The committee shall consist of:

- a) One academic staff representative from each Division,
- b) One representative from the sessional faculty,
- c) One staff representative,
- d) One student representative,
- e) The Registrar,
- f) The President (non-voting)

11 Chapter 11 – Senate Representatives to the Board

- 11.11 There shall be Senate representation to the Board, elected by the Senate from the academic staff, in such numbers as prescribed by the By-Laws of the Board. The representatives shall endeavor at all times to inform the Board of the majority opinion of the Senate in any board discussions pertaining to Senate matters.
- 11.12 The representatives shall be responsible for ensuring that Senate is informed fully of:
- a) The outcome of all Senate recommendations conveyed to the Board; and
 - b) Any other Board matters which affect Senate, subject to the Board's rules of confidentiality.
- 11.13 The representatives shall have such other responsibilities as may be assigned to them from time to time by Senate.
- 11.14 The term of office shall be three years, once renewable.

Appendix A Senate Committees' Terms of Reference

1. Senate Executive Committee
 - a) To prepare the agenda for Senate meetings;
 - b) To ensure that the recommendations of Senate committees are brought to Senate for action;
 - c) Oversee activities of Senate Committees and ensure that they are executing their responsibilities;
 - d) To advise Senate on matters which Senate refers to it;
 - e) To act as a Nominating Committee for Senate committees and appointments.
 - f) The Committee shall be responsible for recommending to Senate no later than at the April meeting a slate of candidates for all committees of Senate and for Speaker, Alternate Speaker, Secretary and Alternate Secretary of Senate.
 - g) To consider and recommend to Senate, and to maintain a pool of approved candidates for, the awarding of honorary degrees;
 - h) To plan, organize, and support the conduct of Convocations for the awarding of degrees, installation of Presidents, and such other public affairs as may properly be the business of Senate; and
 - i) To facilitate the formation of the Decanal Review/Search Committee.

2. Scholarship Committee

- a) To consider and recommend on policy matters relating to scholarships, bursaries, prizes and medals awarded by the University;
- b) To recommend the terms and conditions under which all scholarships, bursaries, prizes and medals are awarded;
- c) To review proposals for all new awards and recommend on their acceptance;
- d) To consider candidates/applicants and select/recommend individuals for awards; and,
- e) To consider such other related matters as may from time to time be referred to the Committee.

3. Academic Planning and Priorities Committee

- a) To prepare for Senate consideration at its September meeting a five-year academic plan, taking into consideration the overall Academic goals of the University, financial and enrolment statistics, programme quality, and internal and external trends. This plan will identify programmes for expansion, continuation, and contraction. The Committee will reasonably ensure that appropriate consultation occurs with all constituents of the University community;
- b) To advise the President on the construction and content of the Strategic Plan;
- c) To conduct an ongoing internal/external review of the academic programmes of the University;
- d) To advise on funding levels to support academic activities and related service functions, within the context of the overall institutional budget;
- e) To recommend new faculty hiring;
- f) To consider and make recommendations to Senate on such matters as may be referred to it.

4. Academic Standards and Teaching and Learning Committee

- a) To consider and report to Senate on matters relating to Academic Standards and Practices;
- b) To collate and report on information on grade distributions;
- c) To recommend guidelines on class caps and sectioning levels;
- d) To provide guidelines on professional development opportunities;
- e) To organize professional development activities on campus;
- f) To address the issues that arise regarding the quality of faculty prepared custom course materials sold to students; and
- g) To review non-credit courses that may impact on the academic programming.

5. Animal Care Committee

- a) Follow the recommended Canadian Council on Animal Care (CCAC) Terms of Reference and Guidelines for Animal Care Committees;
- b) Ensure that all research projects and teaching programmes which involve animals are reviewed and approved prior to their commencement, with particular emphasis on the "Ethics of Animal Experimentation";
- c) Ensure that all animal care and experimentation is conducted within the guidelines of the CCAC Guide to the Use of Experimental Animals, and the Ontario Animals for Research Act;
- d) Ensure the adequate and humane care of animals by regular inspection of animal facilities including caging, feeding and bedding;
- e) Maintain committee files and materials in the Dean's office;

- f) Undertake site visits of all animal care facilities and experimental laboratories under its jurisdiction from time to time, but at least once each year;
- g) Ensure that veterinary assistance is available in case of sickness;
- h) Ensure the establishment of procedures so that:
 - i. Unnecessary pain is avoided;
 - ii. Anaesthesia and analgesia are properly and effectively used where indicated;
 - iii. Painful studies requiring exemption from the use of either anaesthesia or analgesia are subject to particular scrutiny, not only prior to approval but during the experiment, post-operative care commensurate with current veterinary concepts is provided, euthanasia is humanely conducted;
- i) Ensure the provision of adequate security for animals and research facilities;
- j) Hold meetings at least twice yearly, and more frequently as required;
- k) Establish policies which will provide for a system of animal care that will meet the needs of the institution; and
- l) Review its terms of reference as necessary.

6. Appeals Committee

- a) To consider student appeals with respect to grades, including examinations, term assignments and tests, academic dishonesty, and the general conduct of the course involved as it affects grades.

7. Curriculum Committee

- a) To recommend an academic programme on a term-by-term basis to Senate; indicating priorities to be considered if budgetary restraints are to be applied;
- b) To make recommendations to Senate on proposed course and programme changes;
- c) To review and encourage the inclusion of cross-cultural course content and pedagogy in the curriculum;
- d) To consider and make recommendations to Senate on such matters as may be referred to it; and
- e) To approve all proposals to develop distance education courses, and to approve delivery methods of each course prepared, in accordance with the Faculty Fulltime Collective Agreement.

8. Research Ethics Board

- a) To serve as the Research Ethics Board (REB) for vetting research involving human subjects, under Senate's 'A Research Ethics Policy for Algoma University'; and
- b) Maintain committee files in the Dean's office.

9. Student Support and Services Committee

- a) To review the policies, needs and services that concern students with special needs and/or disabilities and the writing laboratory, the bookstore, co-operative education, students advising, and other student services, and to make recommendations and provide advice concerning improvements where appropriate to the VP Administration, other officers of the university and to Senate;
- b) To deal with such other matters as may be assigned from time to time by Senate.

10. Academic and Technical Support Committee

- a) To review of policies, needs, and services that concern the library in its role in providing teaching and learning support for faculty and students and to make recommendations and provide advice concerning improvements where appropriate to the University Librarian, VP Administration, other officers of university, and to Senate;
- b) To review of policies, needs and services in matters that concern academic technology and infrastructure (where infrastructure includes both physical and human resources in academic support areas) and to make recommendations and provide advice concerning improvements where appropriate to the Director of Information Technology Services, VP Administration, other officers of university, and to Senate.

11. Senate-Board Liaison Committee

- a) To foster the co-ordination of activities of the Senate and Board on issues in which their interests overlap or articulate; and
- b) To provide a channel for formal or informal advice from Board/Senate to the other.

12. Senate-Academic Regulations and Petitions Committee (ARP)

- a) The committee shall recommend candidates to Senate for the conferring of degrees, diplomas and certificates;
- b) To make exceptional admission decisions including petitions for admission (i.e., lacking admission requirements), re-admission, and substitution of credit;
- c) To advise on admission policies and practices of the University;
- d) To advise with respect to transferability of credits from other educational institutions.
- e) To consider and make recommendations to Senate on such matters as may be referred to it.

13. Senate – Decanal Review/Search Committee

- a) Appointment

Senate shall recommend to the Board a candidate for appointment or reappointment as Academic Dean, normally once every three years. Senate shall select a Decanal Review/Search Committee to assist in this task; the Committee shall be formed not less than twelve months prior to the conclusion of the serving Dean's term of office.

The individual the Committee recommends shall be identified to Senate in the Senate package prior to the regular or special meeting of Senate at which an election/vote will be held. The curriculum vitae of the recommended individual will at that time be made available to Senators for consultation. Election will take place in closed session by secret ballot in the absence of the individual.

The President shall be empowered to nominate an Acting Dean, on the recommendation of the Senate Executive Committee, if a vacancy arises during a term of office

b) Review Tasks

The immediate task of the Committee shall be to draft a letter to the current Dean, asking whether he or she will be seeking reappointment. The Dean will be asked to respond in writing within seven days of the date of this letter; absence of a response will be interpreted as a negative response.

The next task of the Committee shall be to conduct either an exit interview or a preliminary evaluative meeting with the Dean. In this meeting, the Committee will solicit from the Dean information about the job in general (e.g., a job description) and about specific goals and accomplishments pursued and achieved during the term of office. Outgoing Deans will be asked to provide a written report explaining in detail their perspective on the position; Deans seeking reappointment will be asked to submit a written self-evaluation in addition to such a report.

If the Dean seeks reappointment, the Committee shall review past performance evaluations; solicit feedback on the Dean's appointment from appropriate individuals and constituencies within the institution, including the President and the Divisional Chairs, and from appropriate external individuals and groups. Submissions shall be held in confidence. The evaluation procedure should be completed no later than seven months before the conclusion of the serving Dean's term of office. If the evaluation is positive, the Committee shall recommend to Senate reappointment for an additional three-year term.

c) Search Tasks

If the evaluation is negative, or if Senate rejects reappointment, or if the current Dean does not seek reappointment, the Committee shall solicit internal and external candidates, conditional on Board of Governors' budget approval. Preferably, the Committee shall establish a deadline for applications of three months before the conclusion of the serving Dean's term of office. The Committee will evaluate all applications and interview candidates as appropriate. The interview process will include a public presentation to which all Senators shall be invited. Senators shall be invited to ask questions to the candidate. Minimum qualifications include tenure status, with PhD and Associate Professor rank preferred.