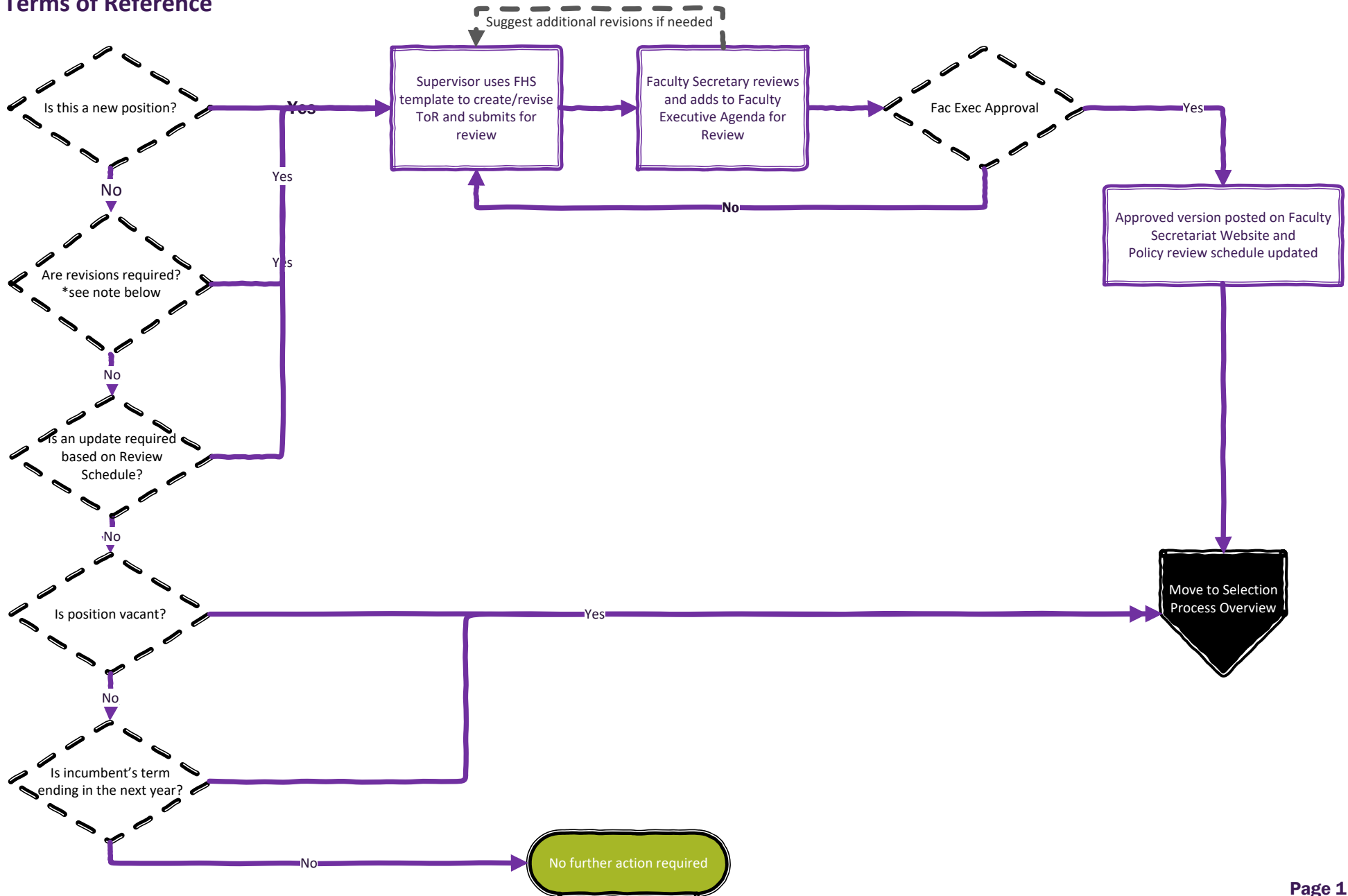
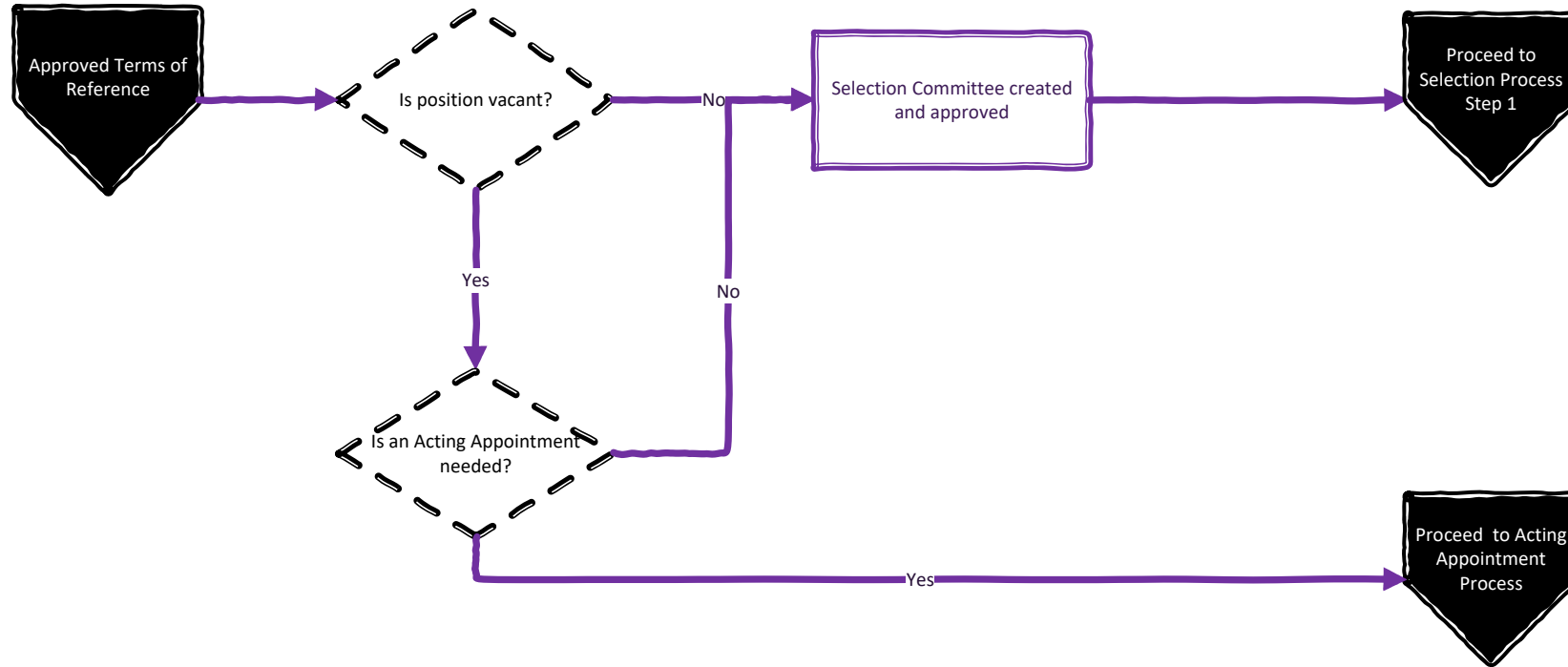


# Process Flow – Assistant Dean

## Terms of Reference



## Selection Process - Overview



**Note:**

Supervisor is normally the Associate Dean or Vice Dean

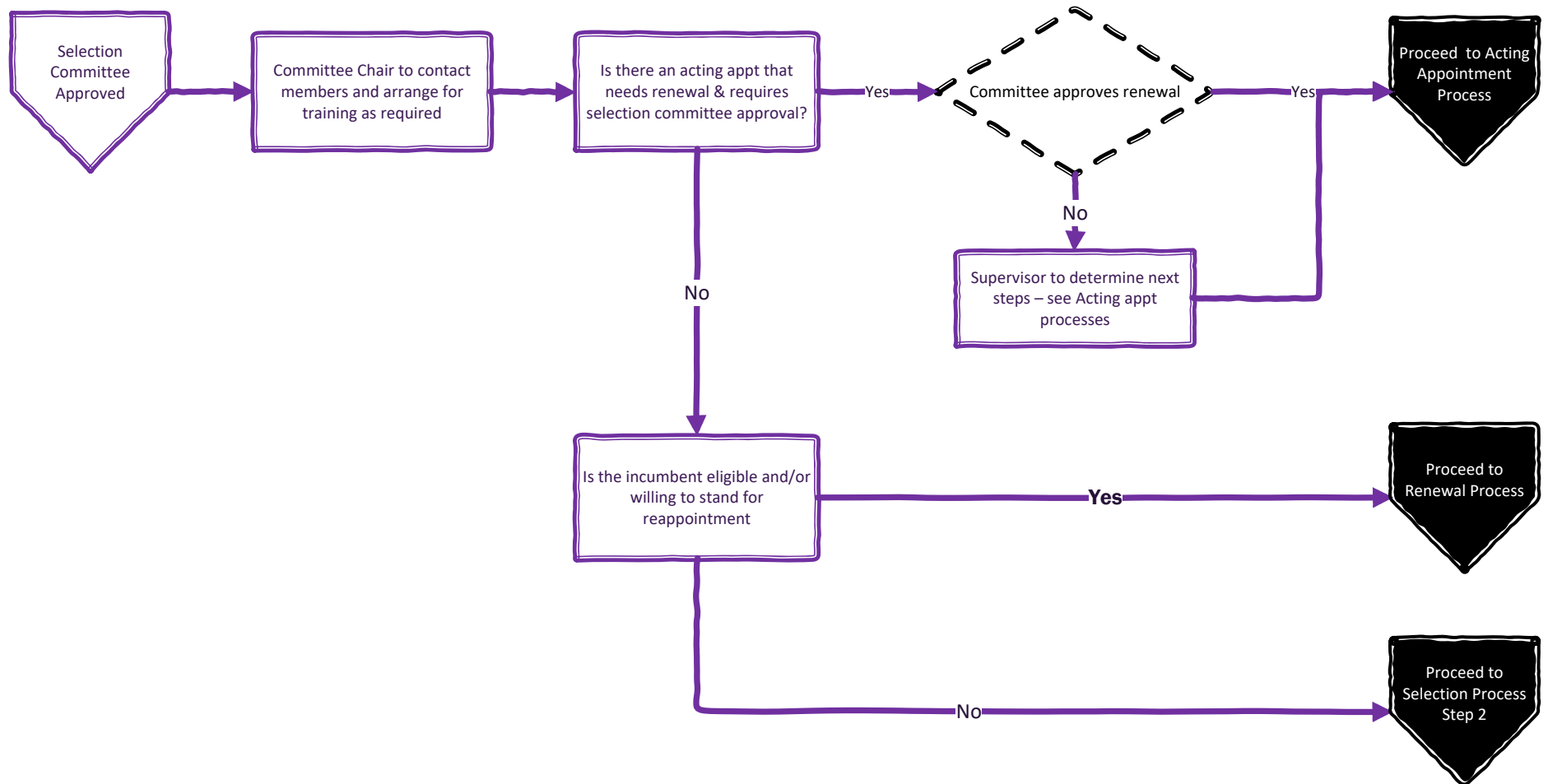
Selection Committee created/Approved based on criteria in ToR and ensuring that EDI Best practices are followed

Assistant Deans are normally appointed from the existing faculty complement, if this is an external hire – additional recruitment steps are required.

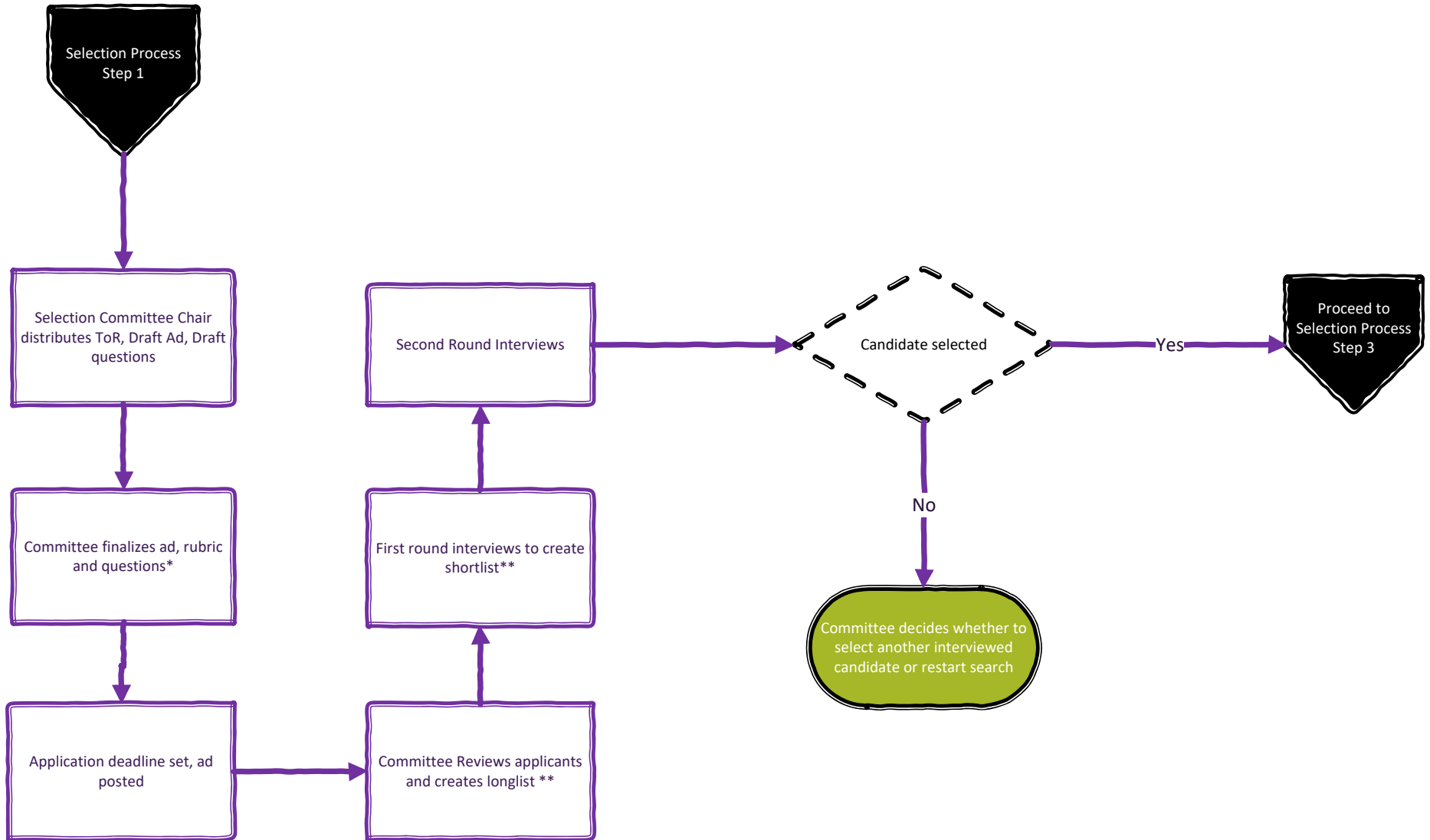
As these are normally internal hires, advertising is done internally – i.e. on Mosaic, internal newsletters, etc. If searching externally, additional sources may be required.

# Process Flow – Assistant Dean

## Selection Process Step 1



Selection Process Step 2



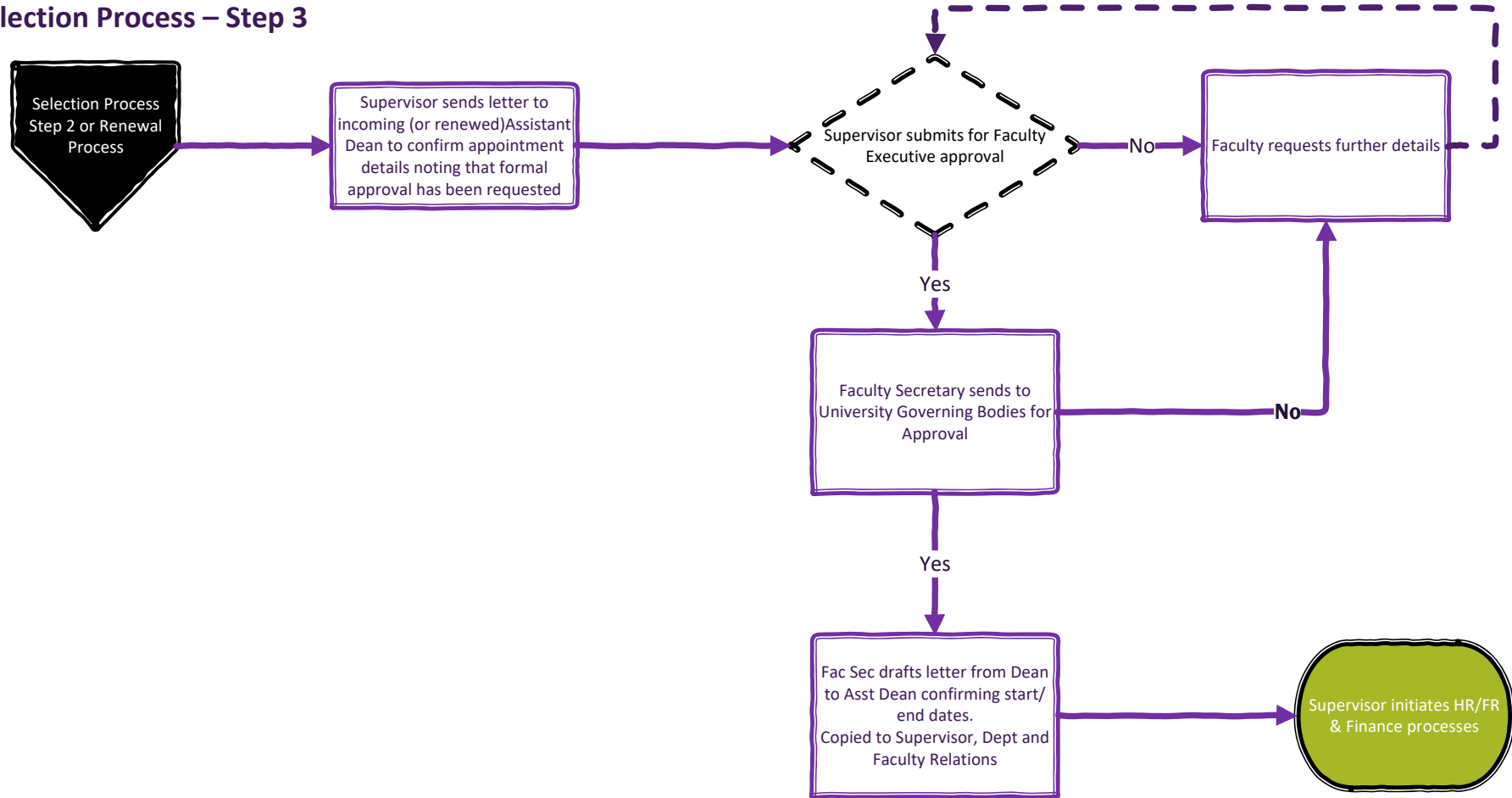
Note:

\* Sample ads, rubrics and questions are available from the Faculty Secretary.

\*\* At the longlist and shortlist stage, committee should review EDI data to determine if additional measures should be taken (See SPS A1 handbook for further details)  
The committee may decide to move directly to the short list or to extend the posting dependent upon applications received

# Process Flow – Assistant Dean

## Selection Process – Step 3



**Note:**

Supervisor is normally the Associate Dean or Vice Dean

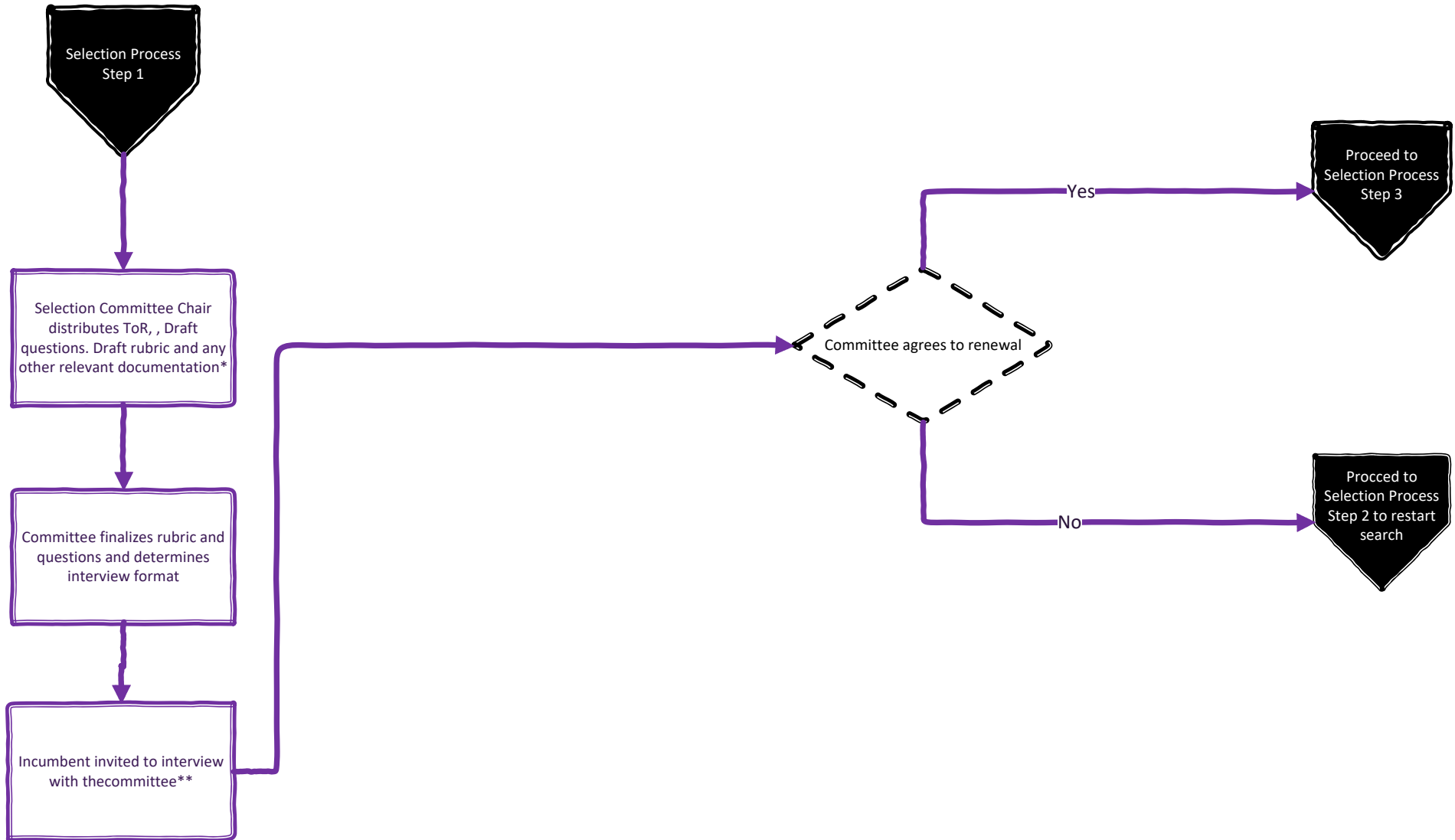
Selection Committee created/Approved based on criteria in ToR and ensuring that EDI Best practices are followed

Assistant Deans are normally appointed from the existing faculty complement, if this is an external hire – **additional recruitment steps are required.**

As these are normally internal hires, advertising is done internally – i.e. on Mosaic, internal messaging, etc. If searching externally, additional sources may be required.

# Process Flow – Assistant Dean

## Renewal Process



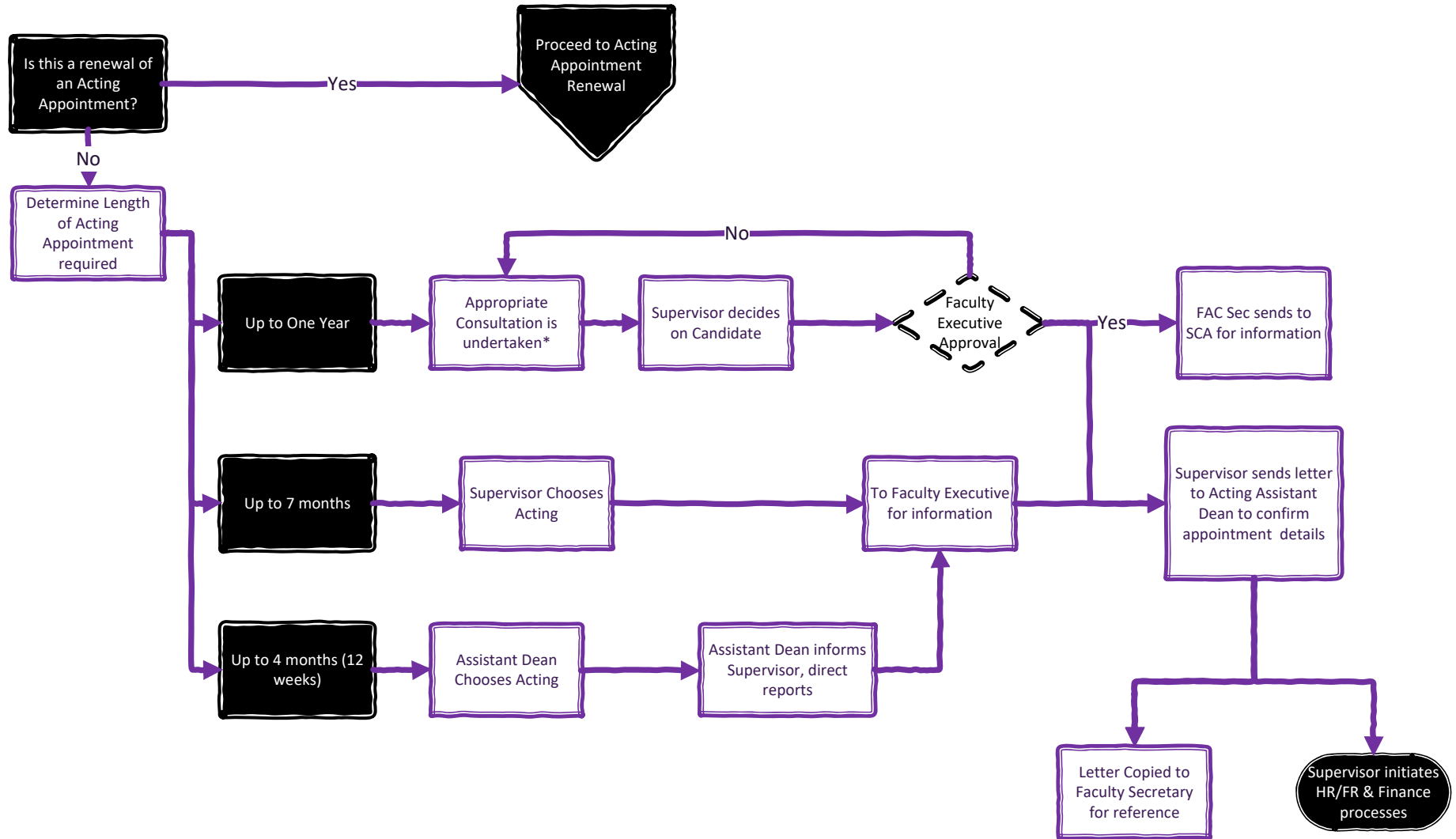
Note:

\* This may include internal/external reviews

\*\* Normally a short presentation and a set of questions.

# Process Flow – Assistant Dean

## Acting Appointment Process

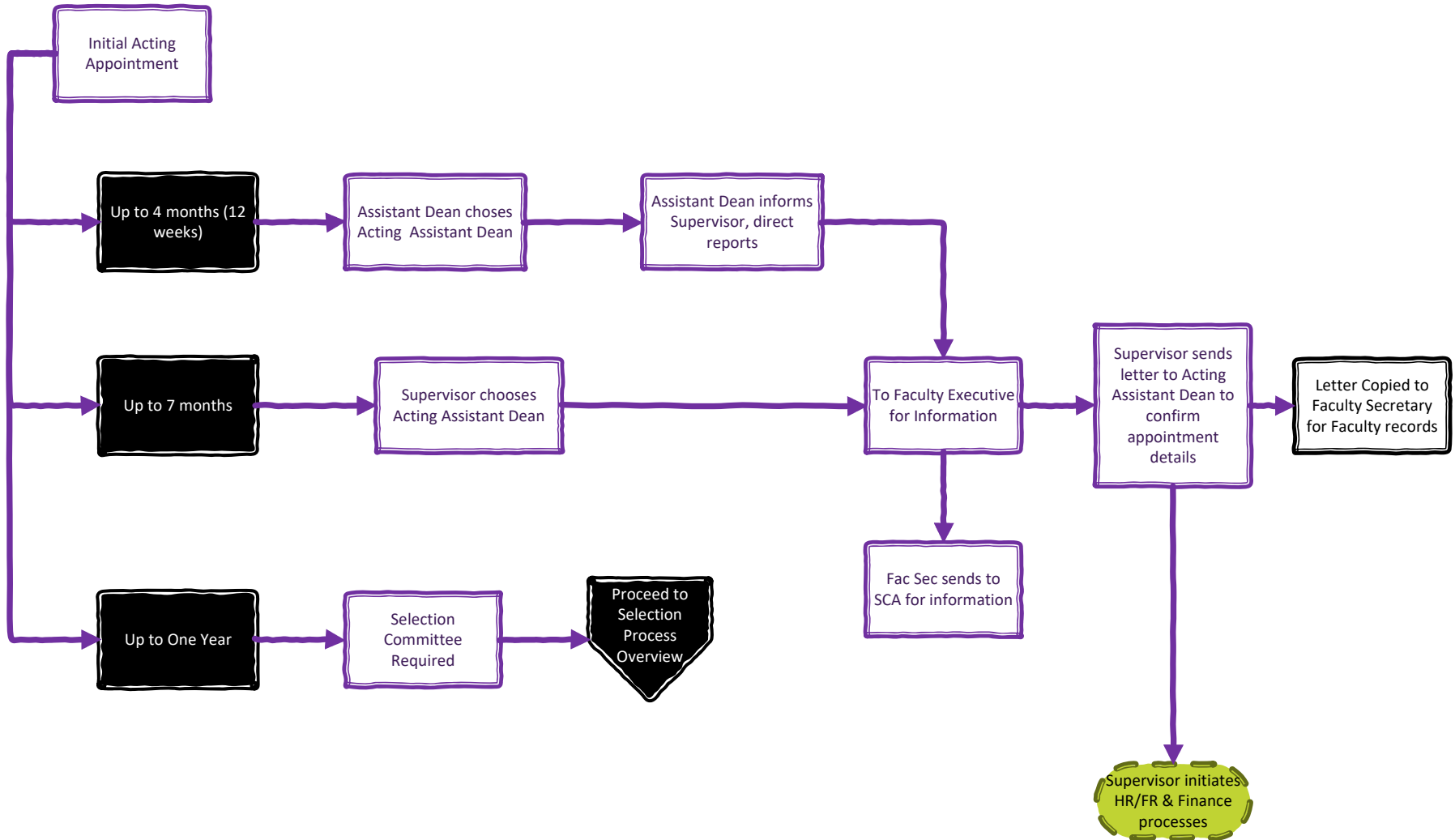


**Note:**

Appropriate consultation is dependant on the particular circumstances for requesting an acting appointment. Please discuss with the Dean & Faculty Secretary to ensure this occurs

Supervisor is the position that the Assistant Dean formally reports to – normally an Associate Dean or Vice Dean

## Acting Appointment - Renewal



**Note:**  
 Appropriate consultation is dependant on the particular circumstances for requesting an acting appointment.  
 Please discuss with the Dean & Faculty Secretary to ensure this occurs

Supervisor is the position that the Assistant Dean formally reports to – normally an Associate Dean or Vice Dean