Committee Members’ Role and Responsibilities
Advisory Committee to the Dean for
Department Head and School Director Searches

As per Policy 22, the Dean will convene an Advisory Committee which will be chaired by the Dean or Executive Vice-Dean as a non-voting member. The required Advisory Committee quorum to transact business at meetings will be a majority of the members.

**Mandate of the Dean’s Advisory Search Committee:**
The mandate will be to advise both the Dean and the Provost and Vice President Academic on a candidate for appointment as Department Head or School Director. The Provost and Vice President Academic will consider the recommendations of both the Advisory Committee and the Dean.

**Time Commitment:**
The Advisory Committee will normally meet 5 or 6 times over several months. Committee members are expected to make these meetings a priority and make every effort to be available for all meetings. Options to attend by videoconference and teleconference are normally made available.

**Membership:**
The composition of the Advisory Committee is approved by the Provost and Vice President Academic. Committee members will be formally discharged from the committee and will be required to shred/delete all materials relating to the search once a candidate has formally accepted the Department Head or School Director position.

Should there be a need for one of the committee members to resign from the Committee before the search has concluded, the Dean should be informed in writing (email). The Dean’s Office will coordinate the process for a replacement, as deemed necessary.

**Role and Responsibilities of Members of the Advisory Committee:**

1. To declare any potential or perceived conflicts of interest to the Chair.

2. To understand the responsibility to conduct a purposeful, thorough and equitable recruitment process.

3. To understand the importance of maintaining strict confidentiality and to protect personal information about applicants from unauthorized access, use, disclosure or disposal. All discussion and documentation related to the search process is strictly confidential and may only be used for the purpose for which it was collected. The Chair will indicate what specific information can be released and when.

4. To understand UBC’s Equity Statement during the selection process: *UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. UBC is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. However, Canadian and permanent residents of*
Canada will be given priority. The Dean’s Office will ensure the Committee is provided with information at/or prior to the first Committee meeting to discuss topics related to equity, diversity and inclusion.

5. To be mindful of unconscious bias during the selection process and familiar with what constitutes grounds for discrimination and avoid questions relating to protected human rights grounds, such as sex, sexual orientation, gender identity or expression, age, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability.

6. To be mindful of the following during the selection process:
   a. Candidates should be objectively evaluated according to the established criteria
   b. Each candidate should be treated fairly and consistently
   c. Look for diversity in background experience and research
   d. Do not unreasonably exclude non-traditional qualifications or experience
   e. Consider that cultural differences can affect first impressions

7. To be aware that you are an “ambassador” of the Academic Unit, the Faculty, and UBC. Keep in mind the candidates are also making decisions about taking on the role/joining the department/Faculty/UBC.

8. Be willing to re-start the search process if you do not find an excellent candidate.

9. In cases of external searches: to be aware that the Dean’s Office in conjunction with the respective Academic Unit will develop a site visit itinerary based on an agreed upon participants/interviewers list. Times will normally be limited to those identified on the itinerary.