1 Purpose and application

(1) These procedures are to give effect to the University of Sydney (Governance of Faculties and University Schools) Rule 2016.

Note: See in particular sections 3.2 and 6.2.

(2) These procedures apply to the appointment of:

(a) Associate Deans in any faculty or University school;
(b) Deputy Executive Deans in the Faculty of Medicine and Health; or
(c) Deputy Deans in any other Faculty.

2 Commencement

These procedures commence on 12 September 2018.

3 Interpretation

(1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

Note: Refer to the University of Sydney (Governance of Faculties and University Schools) Rule 2016

(2) In these procedures:

appointing executive means, as relevant:

- the Executive Dean of the Faculty of Medicine and Health;
- the Dean of a faculty; or
- the Head of School and Dean of a University school.
4 General principles

(1) Deputy Executive Deans, Deputy Deans and Associate Deans must be appointed for a specified period of time.

(2) If a faculty or University school wishes to appoint one or more non-core Associate Deans, the proposed roles must be approved by the Provost before any steps are taken toward recruitment.

5 Appointment strategy

The appointing executive must determine an appropriate appointment strategy, which may include:

(a) seeking expressions of interest from qualified persons within the faculty or University school;

(b) seeking approval from the Provost to advertise the position internally and externally in accordance with the Recruitment and Selection Policy;

(c) nominating a faculty member to act in the role for a defined period pending a final appointment;

(d) consulting with the faculty or University school board.

6 Decision to appoint

(1) If a suitable candidate is identified after implementing the appointment strategy, the appointing executive must make a recommendation to the Provost and include a proposed period of appointment in any recommendation to appoint.

(2) The Provost must then consider the recommendation and either:

(a) approve the appointment; or

(b) reject the recommendation, and provide reasons for this decision.

(3) If the implementation of the appointment strategy does not produce a suitable candidate (in the opinion of the appointing executive), the appointing executive may seek the Provost’s approval of an alternative appointment strategy.

7 Replacement

This document replaces Appointment and Roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans Resolution, which commenced on 25 November 2008.
NOTES
Appointment of Executive Deputy Deans, Deputy Deans and Associate Deans Procedures 2018

Date adopted: 30 August 2018
Date registered: 12 September 2018
Date commenced: 30 August 2018
Administrator: Provost and Deputy Vice-Chancellor
Review date: 30 August 2023

Rescinded documents: Appointment of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans Resolutions

Related documents:
- University of Sydney (Governance of Faculties and University Schools) Rule 2016
- University of Sydney (Delegations of Authority – Academic Functions) Rule 2016
- University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016
- Recruitment and Selection Policy

AMENDMENT HISTORY

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