

Appointment and roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans

Approved by: Senate on 25 November 2008

Date of effect: 25 November 2008

RESOLUTIONS OF THE SENATE:

Pro-Deans and Deputy Deans

- 4.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons as pro-dean/s or deputy dean/s, to hold office for such period within the term of office of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.
- 4.2 Subject to section 4.1, the pro-dean or deputy dean shall have such duties and powers as may from time to time be assigned to him or her by the dean. Typically, the duties of a pro-dean or deputy dean will include
 - 4.2.1 representing the dean as requested
 - 4.2.2 serving as acting dean when the dean is absent
 - 4.2.3 being a member of committees of the faculty
 - 4.2.4 chairing *ad hoc* working parties within the faculty
- 4.3 Where a faculty has appointed more than one pro-dean or deputy dean, their duties may be confined to a specific area or areas of management responsibility, as determined by the faculty on the recommendation of the dean, and this may be reflected in the title approved by the faculty.

Associate Deans

- 5.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons as associate dean/s to assist the dean or a pro-dean/deputy dean in the exercise of his or her duties or powers.
- 5.2 The number of associate deans appointed by a faculty should generally be commensurate with the size of the faculty.
- 5.3 An associate dean appointed by faculty holds office for such period within the term of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.
- 5.4 An associate dean has such duties and powers as may from time to time be assigned to him or her by the dean. Typically, the duties of an associate dean will include
 - 5.4.1 promoting and co-ordinating a specified area of responsibility within faculty and also chairing the faculty committee responsible for the area
 - 5.4.2 undertaking academic functions in relation to their area of responsibility, which are delegated by the dean
 - 5.4.3 representing the faculty on University committees in their area of responsibility
 - 5.4.4 taking a leadership role in writing reports and responding to requests for information in relation to their area of responsibility
- 5.5 Where a faculty, on the advice of the dean, so recommends, the Senate may appoint a person as an associate dean of that faculty and that person shall hold office for such period as the Senate may determine.
- 5.6 On the termination of office of an appointed associate dean, a further recommendation of the faculty concerned shall be made before any other person is appointed to that office.
- 5.7 The selection committee for an appointed associate dean shall be the same as that provided for under University policy for a Level E Academic appointment.

Sub-Deans

- 6.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons who shall be sub-dean/s to assist the dean or an associate dean in the exercise of their duties or powers.
- 6.2 The number of sub-deans appointed by a faculty should generally be commensurate with the size of the faculty.
- 6.3 A sub-dean shall hold office for such period or periods within the term of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.
- 6.4 A sub-dean has such duties and powers as may from time to time be assigned to him or her by the dean or relevant associate dean. Typically, the duties of a sub-dean will include:
 - 6.4.1 promoting and co-ordinating a specified narrow area of responsibility within the portfolio of a dean or associate dean on behalf of the dean or associate dean
 - 6.4.2 undertaking functions in relation to their narrow area of responsibility, as delegated by the dean or relevant associate dean
 - 6.4.3 writing reports and responding to requests for information in relation to their narrow area of responsibility