

APPOINTMENT OF DEPUTY EXECUTIVE DEANS, DEPUTY DEANS AND ASSOCIATE DEANS PROCEDURES 2018

Issued by: Provost and Deputy Vice-Chancellor

Dated: 30 August 2018

Signature:

Name: Professor Stephen Garton

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:
- Associate Deans in any faculty or University school;
 - Deputy Executive Deans in the Faculty of Medicine and Health; or
 - 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](#)

[University of Sydney \(Organisational Design – Transitional Provisions\) Rule 2016](#)

[Recruitment and Selection Policy](#)

AMENDMENT HISTORY

Provision **Amendment**

Commencing