

NSAC Policy on Appointment of Academic Department Heads

Approved by NSAC Senior Management, December 7, 2005

1. Department Heads are appointed by the President of NSAC for a term of five years. Individuals do not serve more than two consecutive terms in this position.
2. A Selection Committee will be formed four months prior to expiration of the term of the incumbent department head to carry out the selection process and advise the President on the most appropriate candidate for the position. The selection committee will consist of :
 - President or Vice-President Academic
 - Vice-President Administration or Designate
 - Academic Department Head from another department
 - Faculty Members (normally two) or the department where the Head will be located
 - Staff member of the department where the Head will be located
 - Student from the department where the Head will be located; selected by NAGS and the Student Union
3. The Selection Committee will set the process for selecting the candidate that will include the following elements:
 - A clear and transparent process that ensures all qualified individuals have reasonable opportunity to be considered;
 - Opportunity for all faculty and staff on campus to provide input on criteria for selection of the Department Head;
 - Call for letters of interest that includes the criteria to be considered for the position;
 - A screening & evaluation process that provides for input to the selection committee on the suitability of qualified applicants being seriously considered for the position. During this process, written submissions from identified members of the campus community will be considered.