



Senior Administrator Appointment and Resignation Guidelines for those reporting up to the Provost and Vice-President Academic

Appointments

Vice-Deans

All senior administrative appointments must follow the Board of Governor's approved *Search and Review Procedures for Senior Administrators*, which can be found at http://www.usask.ca/university_secretary/search_procedures/index.php.

As indicated in the search and review procedures, the Board of Governors makes the appointment for vice-deans.

Following a search, a recommendation for appointment is made to the president via the provost and vice-president academic. The dean's office will provide the provost with a written search committee report. Following a discussion between the president and provost, and once approved by the president, the provost's office will prepare the letter of appointment subject to Board of Governors approval. This letter of appointment will be sent to the successful candidate. Once the successful candidate accepts the appointment, the provost's office will prepare the item for decision, along with the search committee report, for the provost to take to the Board of Governors. Following the Board of Governors approval of the appointment, copies of the letter of appointment will be provided to the dean and others to ensure that appropriate funding commitments (DSAE, etc) are set up. Once the dean receives a copy of the letter of appointment, a formal announcement from the dean's office can be made.

Additional information on the search and appointment process can be provided by the executive assistant in the provost's office or the university secretary's office.

Associate Deans and Associate Directors of Schools

All senior administrative appointments must follow the Board of Governor's approved *Search and Review Procedures for Senior Administrators*, which can be found at http://www.usask.ca/university_secretary/search_procedures/index.php.

As indicated in the search and review procedures, for associate deans and associate directors of schools, the Board of Governors has empowered the provost and vice-president academic to make the appointment.

Following a search, a recommendation for appointment is made to the provost and vice-president academic. Once approved, the provost's office will prepare the letter of appointment and send to the successful candidate. Once the successful candidate accepts the appointment, copies of the letter of acceptance will be provided to the dean and others to ensure that appropriate funding commitments (DSAE, etc) are set up. Once the dean receives a copy of the letter of acceptance, a formal announcement from the dean's office can be made.



Additional information on the search and appointment process can be provided by the executive assistant in the provost's office or the university secretary's office.

Assistant Deans and Department Heads

The search process for assistant deans and department heads follow the faculty collective agreement.

Additional information on the search and appointment process can be provided by the provost's office.

Resignations

Resignations from senior administrative appointments should be sent to the provost and vice-president academic prior to any official announcement. Plans for filling the vacant position should also be described.