|  |  |
| --- | --- |
|  |  |

**Senate**

Subject: Appointment of Associate Deans

**Origin: University Structure Project Management Board**

**Executive Summary:**

Following discussions at the PMB in December, the HR Issues Working Group and Chair of the Academic Governance Working Group were asked to bring forward proposals for the appointment of Associate Deans. The paper summarises the proposed procedure for approval by Senate.

**Senate Action Required:**

Senate is asked to APPROVE the procedure for the appointment of Associate Deans.

## Appointment of Associate Deans

### Selection

1. The Dean contacts all Academic staff in the School asking for applications from anyone within the School who might wish to be considered
2. The Dean of School and the relevant Pro-Vice-Chancellor (PVC) will short list and interview the candidate(s) who stated their willingness to be considered.
3. Following interviews, the Dean and relevant PVC will make recommendations to the Deputy Vice-Chancellor.
4. The appointment will be reported to Senate.
5. The Dean of School should notify the School of the outcome of the process.

### Period of Appointment

It is suggested that Associate Deans should normally be appointed for a period of three years in the first instance with a possible extension of not more than three further years. At the end of the first three-year period, the full selection procedure should be repeated.

Author – Fidelma Hannah   
Date – 11 January 2011  
Copyright (c) Loughborough University. All rights reserved.