

**UNIVERSITY OF ABERDEEN
PROTOCOL FOR DEAN APPOINTMENTS**

1. Introduction

- 1.1 The Dean roles are fixed term appointments for an initial period of 3 years, renewable subject to satisfactory performance for a further period of up to 3 years, with the total period of appointment being a maximum of 6 years. The initial appointment period will follow a recruitment process of advertisement, application, presentation(s), and interview as outlined in 2 below.
- 1.2 Deans are appointed on a 50% of full-time basis. School level duties will be adjusted to an agreed level with an expectation that the Dean shall dedicate 50% of their time to these roles, with the remaining 50% spent on academic matters within their respective School. Consideration will be given to flexible working requests and/or alternative models of delivery, where applicants can demonstrate that the requirements of the post can be delivered. The Dean for International Student Pathways and Progression is available on a 60% of full-time basis. All Deans will receive a superannuable allowance of £5,000 per annum.
- 1.3 Deans will be set appropriate targets and will be assessed against the agreed objectives through the annual review process in relation to the Dean role. The Deans report directly to the Vice-Principal with responsibility for the portfolios of activity as outlined below:

Vice-Principal Education

Dean for Employability and Entrepreneurship
Dean for Student Support
Dean for Educational Innovation
Dean for Quality Assurance/Enhancement

Vice-Principal International Partnerships

Dean for International Student Pathways and Progression

Vice-Principal Student Recruitment

Dean for Widening Access, Articulation and Outreach
Dean for Portfolio Development and Programme Promotion
Dean for International Stakeholder Engagement

Vice-Principal Research

Dean for Industrial Engagement in Research and Knowledge Transfer
Dean for Interdisciplinary Research and Research Impact
Dean for Cultural Strategy and Research Governance
Dean for Postgraduate Research

- 1.4 Renewal of appointment will not be automatic and the process detailed at 3 below should be followed to review whether a continuation is appropriate. The Dean will be a member of academic staff, there is no formal requirement for the Dean to hold a specific level of appointment so long as the appointee can demonstrate how they meet the person specification through the selection process. At the end of their appointment as Dean the appointee will revert to the role and terms and conditions specified in their underpinning contract of employment.

2. Initial Appointment Process

- 2.1 Normally, six months prior to the conclusion of the current Dean's appointment, the Vice-Principal will instigate a review of the ongoing need for and requirements of the role. If a change to the remit of the role is proposed a paper should be submitted to SMT for consideration. An internal recruitment process shall commence in line with the University's policy on Recruitment and Selection of Staff, inviting applications from qualified candidates.
- 2.2 Recruitment documentation will be drafted by the relevant Vice-Principal with input from the Professional Services Lead who will work closely with the Dean. HR will provide support for the

drafting of these materials and the co-ordination of the advertising process. Members of the Selection Committee shall be invited to be involved in the recruitment process from an early stage where appropriate.

- 2.4 Applications will be encouraged from candidates in underrepresented groups and recruitment materials shall be reviewed prior to each recruitment process to ensure that this is reflected appropriately.
- 2.5 As part of the application process candidates shall be asked to provide a statement to confirm that they have discussed their application with their Academic Line Manager and Head of School, specifically in relation to how the impact on their underpinning academic role would be managed. The Line Manager or Head of School is not asked to comment on their support for the application and this statement will not be used as part of the selection criteria. Candidates are not prevented from applying where their Line Manager or Head of School is not supportive of their application.
- 2.6 Shortlisted candidates will be asked to attend an interview with the Selection Committee. The recommended composition of the Selection Committee for Dean appointments is included at Appendix 1.
- 2.7 As part of the selection process shortlisted candidates may be asked to make a presentation to the Selection Committee or alternatively undertake a specifically allocated task to demonstrate their suitability for the role for example a written report on a relevant topic.
- 2.8 Following this recruitment process, the successful candidate shall be offered an initial appointment as Dean for up to 3 years.

3. Renewal of Term of Office

The Dean roles are fixed term appointments for an initial period of 3 years, renewable subject to satisfactory performance for a further period of up to 3 years, with the total period of appointment being a maximum of 6 years.

Step 1

- 3.1 6 months prior to the end of the term of office HR shall contact the Vice-Principal to advise that the Dean's term of office is due to end.
- 3.2 The Vice-Principal will review the requirements of the role and the main requirements and/objectives for the next term of office. Should any substantial changes to the role be required these changes shall be presented to SMT for approval.
- 3.3 An appropriate review of the Dean's performance in the role shall also be undertaken by the Vice-Principal. This will involve an assessment of progress in achieving performance targets, including a review of the previous annual review documentation.

Step 2

- 3.4 Having completed this review the Vice-Principal shall discuss with the Dean to whether they are interested in continuing for a further term of office. As part of the discussion the Vice-Principal shall highlight the objectives for the next term of office and any changes to the role which are anticipated. Should the Dean wish to continue the Vice-Principal will outline the process to be undertaken to consider their continuation in the role.

NB It is anticipated that the Vice-Principal will have regular conversations with the Dean throughout their appointment regarding how the role evolves, objectives achieved and their aspirations to continue in the role.

Step 3

3.5

- a) Normally, subject to satisfactory performance, achievement of previously agreed targets and a positive response from the Dean in relation to continuation in post, the Dean will be asked to prepare a brief written report (max. 2 pages A4), outlining their achievements to date and future targets to be achieved during a further term of office. As part of this the Dean will be asked to discuss with their Academic Line Manager and Head of School the impact a continuation in post would have on their underpinning academic role. This is not to seek formal approval to continue but to allow appropriate planning to take place at School level to cover the duties of the Dean on an ongoing basis.

Or

- b) The Dean confirms that they do not wish to be considered for a further term of office and the appointment concludes at the agreed end date of the first term. The recruitment process outlined under Section 2 shall commence.

Step 4

3.6 Subject to 3.5(a) above the Vice-Principal will consider the information presented by the Dean in their report alongside the information available to them in respect of objectives achieved. Feedback from Head of Schools and Directors of Professional Services shall be sought by the Vice-Principal.

3.7 The Vice-Principal will then prepare a brief report summarising the outcome of the review and making a recommendation to the Senior Vice-Principal; University Secretary and Chief Operating Officer; and Principal. This recommendation will inform the decision as to whether the current Dean should be extended for a further term.

Step 5

3.8 The Vice-Principal will advise the Dean of the University's intention to renew or not renew the appointment, normally not less than three months prior to the expiration of the appointment.

3.9 Human Resources will then confirm the associated contractual arrangements.

April 2021

Selection Committee for Dean roles

All selection committees for appointing Dean positions will be convened by the Senior Vice-Principal

Senior Vice Principal

Vice Principal with responsibility for the defined portfolio

1 x Director or Professional Services representative appropriate to the role

1 x Head of School or School representative.

AUSA Student President or representative

Balance is sought within the composition of the Selection Committee to reflect the diversity of the University. Due consideration shall be given the gender, race and age balance of the Selection Committee in line with the University's Recruitment and Selection Policy. The Committee shall not convene until an appropriate balance is in place.