

Letter of Understanding
Between
Wilfrid Laurier University
and the
Wilfrid Laurier University Faculty Association

Re: Procedures for extending the appointment of an incumbent Dean, appointing an Interim or Acting Dean, or extending the appointment of an Interim or Acting Dean

Whereas the Procedures for Search Committees for Senior Administrative Officers are outlined in Article 11 of the Collective Agreement; and

Whereas Article 11.2.4 (i) identifies the process for recommendations for renewal for a further five-year appointment; and

Whereas there may be times when there is a delay in commencing the search process to replace a Dean due to unforeseen circumstances; and

Whereas to provide continuity of leadership, the University will require the extension of an incumbent Dean's term, or the appointment of an Interim or Acting Dean, or extending the appointment of an Interim/Acting Dean for a proposed period of time.

Now therefore, the Parties agree that before an incumbent Dean is appointed for an extension to their regular decanal appointment or before a Member in the Faculty is appointed as an Interim or Acting Dean, the Provost and Vice-President: Academic (VPA) shall consult with the WLUFA President. The appointment will normally be for a non-renewable maximum of one year. In exceptional circumstances, where the term of an extended appointment or the appointment of the Acting or Interim Dean would need to be greater than one year and up to a maximum of 18 months, the University will require the approval of WLUFA to delay the search process for that period.

The Parties further agree that before an appointment is made to extend the term of an incumbent Dean, or to appoint them as an Interim or Acting Dean immediately following the expiration of their regular term of appointment, following the spirit of consulting faculty members as would occur in a normal Dean search or review, the VPA will consult with the Members of the Dean's Advisory Council (DAC) of that Faculty, or, in the case of the Lazaridis School of Business and Economics (whose DAC members are all external to the Faculty), all faculty who are administrators within the Faculty, about whether they support the person's extension or Interim or Acting appointment and will share the results of those consultations with the JLC. It is understood that Member(s) heading a sub-unit as defined in Article 21 will have consulted their department or program membership (including contract teaching faculty) prior to the consultation with the VPA and will present the sub-unit's position via Article 21.1.1 and 21.1.2 in the consultation.

These procedures will not apply to situations where short-term acting appointments are required to replace a sitting Dean's vacation, short-term sick leave, or other short term leave that may arise for personal or other reasons.

On behalf of Wilfrid Laurier University

Deborah MacLatchy, President

Date

On behalf of WLU Faculty Association



Rob Kristofferson, President, WLUFA

18 December 2023

Date