

Policy Owner:	Provost			 جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في المؤسسة قطر Member of Qatar Foundation
Responsible Unit:	Provost Office			
Policy Name:	College Dean Appointment			
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COLLEGE DEAN APPOINTMENT POLICY

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	12/02/2023	12/02/2023	Initial Release	President

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1. Purpose

The purpose of this policy is to establish principles and standards for the appointment and reappointment of College Deans. Deans have a key and critical role in achieving and maintaining academic and research excellence within Colleges and the University at large, as well as in ensuring student success, maximizing impact, and enabling and facilitating engagement and contribution to the community. Deans should possess high intellectual and administrative abilities, commitment to high quality education and research, and excellent leadership skills.

2. Scope

This policy applies to the appointment and reappointment of all College Deans as well as the appointment of interim and acting Deans. While this policy complements the Faculty Administrative Appointment Policy, in case of conflicts, this policy takes precedence.

3. Terms, Abbreviations, and Definitions,

Term/Abbreviation	Definition
Dean	The Dean is the college's chief administrative and operating officer responsible for managing and directing the academic, research, administrative, operational, and financial affairs of the college. Deans report directly to the Provost and are subject at all times to the supervisory authority of the Provost and the President.
President	HBKU President
Search Committee	A Committee appointed by the Provost and charged with conducting a comprehensive search for selecting and recommending the appointment of a College Dean.

4. Policy

4.1. General Policy Statements

- 4.1.1. The appointment and reappointment of Deans is made by the Provost following approval by the President.
- 4.1.2. The process for the appointment and reappointment of a Dean is to be initiated by the Provost following approval by the President.
- 4.1.3. The appointment of a Dean shall be made following either an open search in which the pool of candidates may include applicants from within or outside the university, an internal search in which the pool of candidates is limited to applicants from within the university, or targeted search in which the President identifies a highly qualified candidate for the position.
- 4.1.4. The President shall determine the type of search to be conducted for the appointment of a Dean following consultation with the Provost and other stakeholders as deemed appropriate by the President.
- 4.1.5. For all type of searches, a Search Committee should be established by the Provost in accordance with the Search Committee membership requirements defined in this policy.
- 4.1.6. Appointed Deans shall also be appointed as members of the academic staff at a rank commensurate with their experience and prior positions. They shall have their primary appointment as Deans and will be governed by policies pertaining to Deans and senior staff. In case of conflict between faculty and senior staff policies, the Deans and Senior Staff policies should prevail.
- 4.1.7. Deans may, at the end of their term, be offered a faculty appointment at their professorial rank if such position is available within the college, but the university is not obligated to make one available.

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4.2. Terms of Appointment of Deans

- 4.2.1. The term of appointment of a Dean will normally be five years, unless otherwise decided by the President.
- 4.2.2. Deans may be reappointed for another term of no more than five years following a comprehensive review and evaluation of the Dean's performance unless the need for such evaluation is waived by the President.
- 4.2.3. Deans shall not serve more than two consecutive terms unless the President determines, following consultation with the Provost, that it is in the best interest of the university to renew the Dean's appointment for a third consecutive term of no more than five additional years.
- 4.2.4. In special circumstances such as a failed search for a new Dean or a major activity that is underway at the College such as an accreditation review, the Provost may, following the President's approval, extend the term of a Dean by a maximum period of two years.
- 4.2.5. Current Deans who have been in office for less than four years at the time of approval of this policy will have their term of appointment set at their initial appointment date and their reappointment will be subject to this policy.
- 4.2.6. Current Deans who have been in office for more than four years at the time of approval of this policy must signify in writing to the Provost their wish to continue in their position within one month of approval of this policy.
- 4.2.7. Current Deans who have been in office for more than four years at the time of approval of this policy who wish to continue in their position will be subject to a comprehensive review and evaluation of their performance within one year of the approval of this policy prior to the reappointment decision, unless the need for such evaluation is waived by the President.
- 4.2.8. If a Dean do not wish to renew his term of office, the Dean appointment procedure should be initiated to fill the expected vacancy without the need for a comprehensive review and evaluation of the Dean's performance.

4.3. Appointment of Acting or Interim Deans

- 4.3.1. In case of prolonged absence of a Dean for a period up to six months, the Provost, following approval by the President, may appoint an Acting Dean after consultation with the College faculty to serve until the Dean's return, who may then resume his/her duties following the appropriate university policies.
- 4.3.2. When a Dean position becomes vacant for any reason such as in the case of a failed search or the removal of a Dean, the Provost, following approval by the President, may appoint an Interim Dean after consultation with the college faculty for a period that should normally not exceed one year.
- 4.3.3. When a Dean position becomes vacant, the process for the appointment of a new Dean should be initiated in accordance with this policy.

4.4. The Search Committee

- 4.4.1. The Search Committee shall be appointed by the Provost to include the following persons:
 - A Dean from another College,
 - At least one of the Research Institute Executive Directors,
 - A senior or principal scientist from a Research Institute when relevant, and
 - A minimum of three senior faculty members from the college (if an existing college) after consultation with the college faculty.
- 4.4.2. Additional committee members may be appointed at the discretion of the Provost.

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- 4.4.3. The Provost shall appoint the chair of the Committee to be a member from outside the College.
- 4.4.4. If a committee member chooses to withdraw from the committee, the Provost may, at his/her discretion, appoint a new member as a replacement.
- 4.4.5. The Search Committee serves until the President approves the appointment of a candidate and the selected candidate accepts the offer. If the President does not approve the appointment of a candidate or if the offer is not accepted by the selected candidate, the committee may be invited by the Provost to recommend other candidates or to start a new search.
- 4.4.6. The Provost may at any time and following consultation with the President, discharge the Search Committee and establish a new Search Committee as needed.

4.5. Reappointment of Deans

- 4.5.1. Within two weeks following the start of the second semester of the Academic year that precedes the final academic year of a Dean's term of office, the Provost shall consult with the Dean and request that the Dean signifies in writing if he or she wishes to seek reappointment for another term.
- 4.5.2. If the Dean wishes to seek reappointment for a second term, the President, in consultation with the Provost, shall decide to either: (i) initiate a comprehensive evaluation with the purpose of reappointment; (ii) reappoint the Dean for an additional term without the need for a comprehensive evaluation; (iii) extend the term of the Dean by a period not to exceed two years; or (iv) decline the Dean's request for reappointment, and thereby approves the initiation of the Dean's appointment process to search for a new Dean.
- 4.5.3. If a Dean is reappointed, the Provost shall take the necessary steps to inform the Dean and the University community of the Dean's reappointment.
- 4.5.4. If the Dean's term of office is not renewed or extended, the Dean's appointment process shall be initiated to search for a new Dean.

4.6. Removal of Deans

- 4.6.1. A Dean may be removed from office with or without cause by the President following consultation with the Provost.
- 4.6.2. A Dean who is to be removed from office with or without cause shall be provided with the opportunity to discuss the basis for the removal with the Provost and/or the President.
- 4.6.3. In the case of removal of a Dean, an Interim Dean shall be appointed after consultation with the faculty of the College by the Provost following approval by the President and the Dean's appointment procedure shall be initiated to search for a new Dean.

4.7. Confidentiality and Conflict of Interest

- 4.7.1. The Search Committee deliberations and recommendations and all information and materials collected, used, or created by the committee as well as consultations conducted by the committee must remain strictly confidential to be disclosed only as necessary for the committee to make its required recommendations.
- 4.7.2. Any breach of confidentiality shall be subject to punitive sanctions as stipulated in HBKU policies and procedures.
- 4.7.3. The Search Committee chair may recommend to the Provost the removal of members from the committee who fail to comply with the confidentiality requirement. The Provost may, at any time, remove a committee member who failed the confidentiality requirement.

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4.7.4. Committee members must declare to the committee chair or the Provost any real or perceived conflict of interest with any of the candidates.

5. Associated Procedures, Guidelines, and Supporting Documents (Optional)

Dean Appointment Procedure.

Dean Reappointment Procedure.

6. References and Related Policies

Faculty Administrative Appointment Policy.

Dean Comprehensive Review and Evaluation Policy.

7. Source, Responsible Office, Authority

This policy and accompanying procedures were developed by the Provost Office in collaboration with the office of Institutional Effectiveness, reviewed by the HR Department and other relevant stakeholders, endorsed by the Provost, and approved by the University President. The responsible office for this policy is the Office of the Provost which will implement and ensure compliance.