

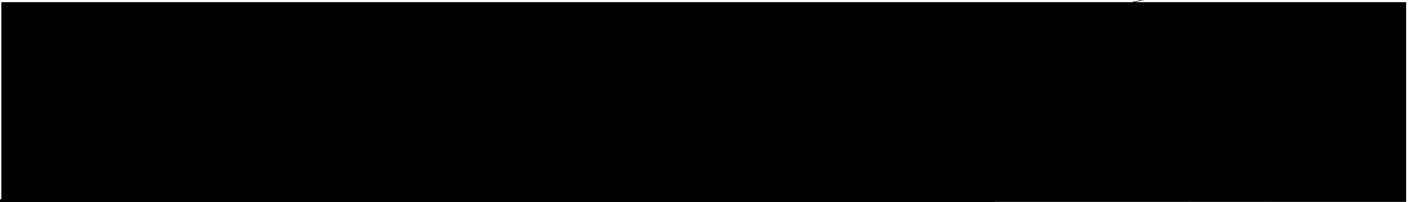
**Wiersma, Yolanda**

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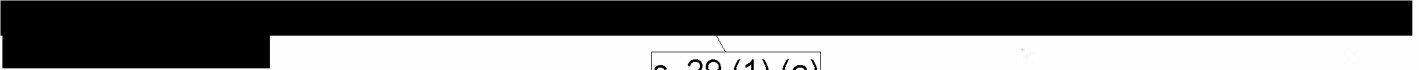
**From:** Wiersma, Yolanda  
**Sent:** Tuesday, November 7, 2023 9:31 AM  
**To:** 'vpacad@mun.ca'  
**Subject:** Dean of Science search

Dear Dr. Lokash,

s. 29 (1) (a)



can you please provide an update on the election of the Search Committee members and the formation of the Search Committee?



s. 29 (1) (a)

Thank you for your attention to this matter,

Yours,

Dr. Yolanda Wiersma

--  
Dr. Yolanda F. Wiersma, PhD (she/her)  
Professor and Deputy Head (Undergraduate)

Department of Biology  
Memorial University of Newfoundland and Labrador  
St. John's, NL, Canada

Ph. 709.864.7499  
Cell [redacted] s. 40 (1)

<https://nllandscapeecology.com/>

**Dawe, Emily Abigail**

---

**From:** jlokash@mun.ca  
**Sent:** Wednesday, November 8, 2023 4:42 PM  
**To:** Vice-President (Academic); Pitcher-March, Jackie  
**Cc:** Millan, Roxanne  
**Subject:** Science committee

Hi everyone,

In addition to Pam O-J, Anne-Marie Sullivan has agreed to be appointed to the dean of Science search committee. So I think that means a full committee??

JL

---

Dr. Jennifer Lokash  
Provost, Vice-President (Academic) and Pro Vice-Chancellor, *pro tempore*  
Public Orator  
Memorial University of Newfoundland and Labrador  
WebEx room: <https://mun.webex.com/meet/██████████> s. 31 (1) (l)

*I acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups; I thus acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

**From:** [Vice-President \(Academic\)](#)  
**To:** [Todd, Amy M.](#); [Erika Merschrod](#); [Kate Smith](#); [Dean of Education](#); [Sullivan, Anne-Marie](#); [Chapman, Tom](#); [Wiersma, Yolanda](#)  
**Cc:** [Lokash, Jennifer](#); [Quinlan, Shauna](#); [Pitcher-March, Jackie](#)  
**Subject:** Provost Correspondence: Search Committee Membership, Dean of Science  
**Date:** November 10, 2023 9:39:06 AM  
**Attachments:** [Search Committee Membership \(Science\) Committee Memo \(11\\_10\\_2023\).docx.pdf](#)

---

[Sending on behalf of Dr. Jennifer Lokash, provost and vice-president \(academic\) pro tempore](#)

Good morning everyone, thank you for agreeing to serve on the search committee for the dean, Faculty of Science. The membership of the committee is:

Elected:

- Dr. Tom Chapman, associate professor, Biology, Faculty of Science
- Dr. Yolanda Wiersma, associate professor, Biology, Faculty of Science
- Dr. Erika Merschrod, professor, Chemistry, Faculty of Science
- Dr. Amy Todd, assistant professor, Biochemistry, Faculty of Science

Appointed:

- Dr. Pamela Osmond-Johnson, dean, Faculty of Education (effective December 1, 2023)
- Dr. Anne-Marie Sullivan, interim dean, School of Human Kinetics
- Ms. Kate Smith, student representative, MUNSU
- Dr. Jennifer Lokash, provost and vice-president (academic) *pro tempore*, chair

This search will be in accordance with the [Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators](#).

Jackie Pitcher-March of the Provost's Office ([academicsearches@mun.ca](mailto:academicsearches@mun.ca)) will contact you shortly to schedule the first meeting.

Thank you,

Colleen

Colleen Squires  
 Executive Assistant to the Provost and Vice-President (Academic)  
 Memorial University of Newfoundland  
 St. John's Campus  
 Tel: (709) 864-3757



Office of the Provost and Vice-President (Academic)

P.O. Box 4200, St. John's, NL, Canada A1C 5S7  
Tel: 709 864 8246 Fax: 709 864 2074 Email: [vpacad@mun.ca](mailto:vpacad@mun.ca)  
[www.mun.ca/vpacademic](http://www.mun.ca/vpacademic)

## MEMORANDUM

10 November 2023

TO: Search Committee, dean, Faculty of Science

FROM: Jennifer Lokash, provost and vice-president (academic) *pro tempore*

**SUBJECT: Search committee – dean, Faculty of Science**

s. 40 (1)

Thank you for agreeing to serve on the search committee for the dean, Faculty of Science. The membership of the committee is:

Elected:

- Dr. Tom Chapman, associate professor, Biology, Faculty of Science
- Dr. Yolanda Wiersma, professor, Biology, Faculty of Science
- Dr. Erika Merschrod, professor, Chemistry, Faculty of Science
- Dr. Amy Todd, assistant professor, Biochemistry, Faculty of Science

Appointed:

- Dr. Pamela Osmond-Johnson, dean, Faculty of Education (effective December 1, 2023)
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- Ms. Kate Smith, student representative, MUNSU
- Dr. Jennifer Lokash, provost and vice-president (academic) *pro tempore*, chair

This search will be in accordance with the *Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators*.

Jackie Pitcher-March of the Provost's Office ([academicsearches@mun.ca](mailto:academicsearches@mun.ca)) will contact you shortly to schedule the first meeting.

**From:** [Erika she ella elle](#)  
**To:** [Vice-President \(Academic\)](#)  
**Cc:** [Todd, Amy M.](#); [Erika Merschrod](#); [Kate Smith](#); [Dean of Education](#); [Sullivan, Anne-Marie](#); [Chapman, Tom](#); [Wiersma, Yolanda](#); [Lokash, Jennifer](#); [Quinlan, Shauna](#); [Pitcher-March, Jackie](#)  
**Subject:** Re: Provost Correspondence: Search Committee Membership, Dean of Science  
**Date:** November 10, 2023 9:40:02 AM

---

Thank you! Looking forward to working with you all.

Erika

On Fri, Nov 10, 2023 at 9:39 AM Vice-President (Academic) <[vpacad@mun.ca](mailto:vpacad@mun.ca)> wrote:

[Sending on behalf of Dr. Jennifer Lokash, provost and vice-president \(academic\) pro tempore](#)

Good morning everyone, thank you for agreeing to serve on the search committee for the dean, Faculty of Science. The membership of the committee is:

Elected:

- Dr. Tom Chapman, associate professor, Biology, Faculty of Science
- Dr. Yolanda Wiersma, associate professor, Biology, Faculty of Science
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Appointed:

- Dr. Pamela Osmond-Johnson, dean, Faculty of Education (effective December 1, 2023)
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- Ms. Kate Smith, student representative, MUNSU
- Dr. Jennifer Lokash, provost and vice-president (academic) *pro tempore*, chair

This search will be in accordance with the [Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators](#).

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** Vice-President (Academic)  
**To:** Wiersma, Yolanda; Todd, Amy M.; Erika Merschrod; Kate Smith; Dean of Education; Sullivan, Anne-Marie; Chapman, Tom  
**Cc:** Lokash, Jennifer; Quinlan, Shauna; Pitcher-March, Jackie  
**Subject:** RE: Provost Correspondence: Search Committee Membership, Dean of Science  
**Date:** November 10, 2023 9:57:53 AM  
**Attachments:** Search Committee Membership (Science) Committee Memo (R\_11\_10\_2023).docx.pdf

Thank you Dr. Wiersma and my apologies for the error in your title. Attached is a revised version of the memo.

Colleen

**From:** Wiersma, Yolanda <ywiersma@mun.ca>  
**Sent:** Friday, November 10, 2023 9:49 AM s. 40 (1)  
**To:** Vice-President (Academic) <vpacad@mun.ca>; Todd, Amy M. <amy.todd@mun.ca>; Erika Merschrod <erika@mun.ca>; Kate Smith [REDACTED]; Dean of Education <educdean@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>; Chapman, Tom <tomc@mun.ca>  
**Cc:** Lokash, Jennifer <jlokash@mun.ca>; Quinlan, Shauna <shauna.quinlan@mun.ca>; Pitcher-March, Jackie <jpmarch@mun.ca>  
**Subject:** RE: Provost Correspondence: Search Committee Membership, Dean of Science

Looking forward to serving with you all. Minor correction – my rank is Professor, not Associate professor.

Yolanda

--

Dr. Yolanda F. Wiersma, PhD (she/her)  
 Professor and Deputy Head (Undergraduate)

Department of Biology  
 Memorial University of Newfoundland and Labrador  
 St. John's, NL, Canada

Ph. 709.864.7499

Cell. [REDACTED] s. 40 (1)

<https://nllandscapeecology.com/>

**From:** Vice-President (Academic) <vpacad@mun.ca>  
**Sent:** Friday, November 10, 2023 9:39 AM  
**To:** Todd, Amy M. <amy.todd@mun.ca>; Erika Merschrod <erika@mun.ca>; Kate Smith <educdean@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>; Chapman, Tom <tomc@mun.ca>; Wiersma, Yolanda <ywiersma@mun.ca>  
**Cc:** Lokash, Jennifer <jlokash@mun.ca>; Quinlan, Shauna <shauna.quinlan@mun.ca>; Pitcher-March,

s. 40 (1)

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** [academicsearches](#)  
**To:** [Chapman, Tom](#)  
**Subject:** FW: Provost Correspondence: Search Committee Membership, Dean of Science  
**Date:** November 10, 2023 2:10:13 PM  
**Importance:** High

---

Hi Tom – I’ve heard back from the committee members and it seems that December 20<sup>th</sup> at either 9 or 9:30 works for all. Would you be free at that time? Jackie

**JACKIE PITCHER-MARCH | ACADEMIC ADMINISTRATIVE ASSISTANT**

Office of the Provost and Vice-President (Academic)  
 Memorial University of Newfoundland  
 Arts & Administration Building, Room AA3047  
 St. John’s, NL A1C 5S7  
 Tel: (709) 864-8411  
 Email: [jpMarch@mun.ca](mailto:jpMarch@mun.ca)

**From:** Pitcher-March, Jackie  
**Sent:** Friday, November 10, 2023 11:18 AM s. 40 (1)  
**To:** Vice-President (Academic) <vpacad@mun.ca>; Todd, Amy M. <amy.todd@mun.ca>; Erika Merschrod <erika@mun.ca>; Kate Smith [REDACTED] Dean of Education <educdean@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>; Chapman, Tom <tomc@mun.ca>; Wiersma, Yolanda <ywiersma@mun.ca>  
**Cc:** Lokash, Jennifer <jlokash@mun.ca>; Quinlan, Shauna <shauna.quinlan@mun.ca>; Keats, Roxanne <rkeats@mun.ca>; Caines, Sherry Lynn <slcaines@mun.ca>  
**Subject:** Provost Correspondence: Search Committee Membership, Dean of Science

Good morning everyone. I’m following up on Colleen’s email below to schedule the first meeting of this search committee. Here are some dates/times that are available, hoping we can find one that works for all!

**Monday, December 18<sup>th</sup>:**

3:30 – 4:30 pm

**Tuesday, December 19<sup>th</sup>:**

1:00 – 2:00 pm

**Wednesday, December 20<sup>th</sup>:**

9:00 – 10:00 am

9:30 – 10:30 am

Thank you and looking forward to hearing from you soon. Jackie

**JACKIE PITCHER-MARCH | ACADEMIC ADMINISTRATIVE ASSISTANT**

Office of the Provost and Vice-President (Academic)

Memorial University of Newfoundland

Arts & Administration Building, Room AA3047

St. John's, NL A1C 5S7

Tel: (709) 864-8411

Email: [jpMarch@mun.ca](mailto:jpMarch@mun.ca)

**From:** Vice-President (Academic) <[vpacad@mun.ca](mailto:vpacad@mun.ca)>

**Sent:** Friday, November 10, 2023 9:39 AM

**To:** Todd, Amy M. <[amy.todd@mun.ca](mailto:amy.todd@mun.ca)>; Erika Merschrod <[erika@mun.ca](mailto:erika@mun.ca)>; Kate Smith

s. 40 (1)

<[REDACTED]> Dean of Education <[educdean@mun.ca](mailto:educdean@mun.ca)>; Sullivan, Anne-Marie <[asullivan@mun.ca](mailto:asullivan@mun.ca)>; Chapman, Tom <[tomc@mun.ca](mailto:tomc@mun.ca)>; Wiersma, Yolanda <[ywiersma@mun.ca](mailto:ywiersma@mun.ca)>

**Cc:** Lokash, Jennifer <[jlokash@mun.ca](mailto:jlokash@mun.ca)>; Quinlan, Shauna <[shauna.quinlan@mun.ca](mailto:shauna.quinlan@mun.ca)>; Pitcher-March, Jackie <[jpMarch@mun.ca](mailto:jpMarch@mun.ca)>

**Subject:** Provost Correspondence: Search Committee Membership, Dean of Science

[Sending on behalf of Dr. Jennifer Lokash, provost and vice-president \(academic\) pro tempore](#)

Good morning everyone, thank you for agreeing to serve on the search committee for the dean, Faculty of Science. The membership of the committee is:

Elected:

- Dr. Tom Chapman, associate professor, Biology, Faculty of Science
- Dr. Yolanda Wiersma, associate professor, Biology, Faculty of Science
- Dr. Erika Merschrod, professor, Chemistry, Faculty of Science
- Dr. Amy Todd, assistant professor, Biochemistry, Faculty of Science

Appointed:

- Dr. Pamela Osmond-Johnson, dean, Faculty of Education (effective December 1, 2023)
- Dr. Anne-Marie Sullivan, interim dean, School of Human Kinetics
- Ms. Kate Smith, student representative, MUNSU
- Dr. Jennifer Lokash, provost and vice-president (academic) *pro tempore*, chair

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** [academicsearches](#)  
**To:** [Chapman, Tom](#)  
**Subject:** RE: Provost Correspondence: Search Committee Membership, Dean of Science  
**Date:** November 10, 2023 2:39:48 PM

---

Thank you Tom – I'll schedule for 9:30 am. Have a wonderful long weekend!  
 Jackie

**JACKIE PITCHER-MARCH | ACADEMIC ADMINISTRATIVE ASSISTANT**

Office of the Provost and Vice-President (Academic)  
 Memorial University of Newfoundland  
 Arts & Administration Building, Room AA3047  
 St. John's, NL A1C 5S7  
 Tel: (709) 864-8411  
 Email: [jpMarch@mun.ca](mailto:jpMarch@mun.ca)

**From:** Chapman, Tom <[tomc@mun.ca](mailto:tomc@mun.ca)>  
**Sent:** Friday, November 10, 2023 2:39 PM  
**To:** academicsearches <[academicsearches@mun.ca](mailto:academicsearches@mun.ca)>  
**Subject:** RE: Provost Correspondence: Search Committee Membership, Dean of Science

I am free at those times, would prefer 9:30 but 9 is fine too.  
 Tom

**From:** academicsearches <[academicsearches@mun.ca](mailto:academicsearches@mun.ca)>  
**Sent:** November 10, 2023 2:10 PM  
**To:** Chapman, Tom <[tomc@mun.ca](mailto:tomc@mun.ca)>  
**Subject:** FW: Provost Correspondence: Search Committee Membership, Dean of Science  
**Importance:** High

Hi Tom – I've heard back from the committee members and it seems that December 20<sup>th</sup> at either 9 or 9:30 works for all. Would you be free at that time? Jackie

**JACKIE PITCHER-MARCH | ACADEMIC ADMINISTRATIVE ASSISTANT**

Office of the Provost and Vice-President (Academic)  
 Memorial University of Newfoundland  
 Arts & Administration Building, Room AA3047  
 St. John's, NL A1C 5S7  
 Tel: (709) 864-8411  
 Email: [jpMarch@mun.ca](mailto:jpMarch@mun.ca)

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** [academicsearches](#)  
**To:** [Chapman, Tom](#); [Lokash, Jennifer](#); [Merschrod, Erika \(Chemistry\)](#); [Smith, Kate \(Student Rep\)](#); [Todd, Amy M.](#); [Wiersma, Yolanda](#)  
**Cc:** [Quinlan, Shauna](#); [Vice-President \(Academic\)](#); [Caines, Sherry Lynn](#); [Dean of Education](#)  
**Subject:** FW: Provost Correspondence: Search Committee Membership, Dean of Science  
**Date:** November 10, 2023 2:48:21 PM

---

Hi folks – thanks so much for your prompt replies, very much appreciated. I was able to secure December 20<sup>th</sup> at 9:30 am for this first meeting. Invite to follow.

Have a great long weekend, Jackie

**JACKIE PITCHER-MARCH | ACADEMIC ADMINISTRATIVE ASSISTANT**

Office of the Provost and Vice-President (Academic)  
 Memorial University of Newfoundland  
 Arts & Administration Building, Room AA3047  
 St. John's, NL A1C 5S7  
 Tel: (709) 864-8411  
 Email: [jpMarch@mun.ca](mailto:jpMarch@mun.ca)

**From:** Pitcher-March, Jackie <[jpMarch@mun.ca](mailto:jpMarch@mun.ca)>  
**Sent:** Friday, November 10, 2023 11:18 AM  
**To:** Vice-President (Academic) <[vpacad@mun.ca](mailto:vpacad@mun.ca)>; Todd, Amy M. <[amy.todd@mun.ca](mailto:amy.todd@mun.ca)>; Erika Merschrod <[erika@mun.ca](mailto:erika@mun.ca)>; Kate Smith [REDACTED] Dean of Education <[educdean@mun.ca](mailto:educdean@mun.ca)>; Sullivan, Anne-Marie <[asulliva@mun.ca](mailto:asulliva@mun.ca)>; Chapman, Tom <[tomc@mun.ca](mailto:tomc@mun.ca)>; Wiersma, Yolanda <[ywiersma@mun.ca](mailto:ywiersma@mun.ca)>  
**Cc:** Lokash, Jennifer <[jlakash@mun.ca](mailto:jlakash@mun.ca)>; Quinlan, Shauna <[shauna.quinlan@mun.ca](mailto:shauna.quinlan@mun.ca)>; Keats, Roxanne <[rkeats@mun.ca](mailto:rkeats@mun.ca)>; Caines, Sherry Lynn <[slcaines@mun.ca](mailto:slcaines@mun.ca)>  
**Subject:** Provost Correspondence: Search Committee Membership, Dean of Science

s. 40 (1)

Good morning everyone. I'm following up on Colleen's email below to schedule the first meeting of this search committee. Here are some dates/times that are available, hoping we can find one that works for all!

**Monday, December 18<sup>th</sup>:**

3:30 – 4:30 pm

**Tuesday, December 19<sup>th</sup>:**

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**Dawe, Emily Abigail**

**From:** jlokash@mun.ca  
**Sent:** Friday, November 10, 2023 3:54 PM  
**To:** academicsearches; Chapman, Tom; Merschrod, Erika (Chemistry); Smith, Kate (Student Rep); Todd, Amy M.; Wiersma, Yolanda  
**Cc:** Quinlan, Shauna; Vice-President (Academic); Caines, Sherry Lynn; Dean of Education  
**Subject:** Re: Provost Correspondence: Search Committee Membership, Dean of Science

Many thanks, everyone. See you December 20<sup>th</sup>.  
Jennifer

Dr. Jennifer Lokash  
Provost, Vice-President (Academic) and Pro Vice-Chancellor, *pro tempore*  
Public Orator  
Memorial University of Newfoundland and Labrador  
WebEx room: <https://mun.webex.com/jmeet-██████████> s. 31 (1) (I)

*I acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups; I thus acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

**From:** academicsearches <academicsearches@mun.ca>  
**Date:** Friday, November 10, 2023 at 2:48 PM s. 40 (1)  
**To:** "Chapman, Tom" <tomc@mun.ca>, "Lokash, Jennifer" <jlokash@mun.ca>, "Merschrod, Erika (Chemistry)" <erika@mun.ca>, "Smith, Kate (Student Rep)" <██████████@mun.ca>, Amy Todd <amy.todd@mun.ca>, "Wiersma, Yolanda" <ywiersma@mun.ca>  
**Cc:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>, "Vice-President (Academic)" <vpacad@mun.ca>, "Caines, Sherry Lynn" <slcaines@mun.ca>, Dean of Education <educdean@mun.ca>  
**Subject:** FW: Provost Correspondence: Search Committee Membership, Dean of Science

Hi folks – thanks so much for your prompt replies, very much appreciated. I was able to secure December 20<sup>th</sup> at 9:30 am for this first meeting. Invite to follow.

Have a great long weekend, Jackie

**JACKIE PITCHER-MARCH | ACADEMIC ADMINISTRATIVE ASSISTANT**  
Office of the Provost and Vice-President (Academic)  
Memorial University of Newfoundland  
Arts & Administration Building, Room AA3047  
St. John's, NL A1C 5S7

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** [Erika she ella elle](#)  
**To:** [Carr, Steven](#)  
**Cc:** [Chapman, Tom](#); [Erika Merschrod](#); [Whitaker, Robin](#); [Lourdes Pena-Castillo](#)  
**Subject:** Re: Selection of Dean of Science search committee re Collegial Governance  
**Date:** November 15, 2023 9:18:58 AM

s. 29 (1) (a)

Hi Steve! [REDACTED] but thankfully we can get our work started.

The chair is the Provost by definition. There's a link in the announcement for the procedures for a dean's search that you can read.

Erika

El mar., 14 de nov. de 2023, 17:36, Carr, Steven <[scarr@mun.ca](mailto:scarr@mun.ca)> escribió:

Dear Tom & Erika

I hope everyone is well.

First, congratulations on your election to the search committee for a Dean of Science.



s. 29 (1) (a)

In solidarity,

Steve

[cid:image001.jpg@01DA1720.34E7CDD0]

Steven M Carr, CPhil PhD [he/him]  
Professor of Biology (x-appt in Computer Science)  
Memorial University of Newfoundland  
45 Arctic Ave  
St John's NL A1C 5S7 CANADA  
[<https://www.mun.ca/biology/scarr/Research.html>]  
Office: CSF-4342 / e-mail: [scarr \[at\] mun.ca](mailto:scarr@mun.ca) / Phone: 1-(709)-864-4776

"Realize that we as human beings have been put on this earth for only a short time and that we must use this time to gain wisdom, knowledge, respect, and the understanding for all

human beings, because we are all relatives." - Cree proverb

I respectfully acknowledge the island of Newfoundland as the ancestral homeland of the Beothuk, Mi'kmaq, and Innu peoples, and I strive for respectful relationships with all the peoples of this province as we search for collective healing and true reconciliation and honour this beautiful land together.

**NOTICE** - This communication is intended **ONLY** for the use of the intended recipient and contains information that is confidential or privileged. If you are not the intended recipient or a person responsible for delivering messages or communications to the intended recipient, **YOU ARE HEREBY NOTIFIED** that any use, distribution, or copying of this communication or any of the information contained in it is strictly prohibited. If you have received this communication in error, please notify us immediately and then destroy or delete this communication, or return it to us by mail if requested by us.

**Dawe, Emily Abigail**

---

**From:** jlokash@mun.ca  
**Sent:** Tuesday, November 21, 2023 9:12 AM  
**To:** Keyte, Jennifer  
**Cc:** Vice-President (Academic)  
**Subject:** Re: Search Committee, Dean of Science

Hi Jennifer,

The schedules for candidates tend to be jam-packed, but we will try to arrange for these meetings with the shortlist when the time comes.

Cheers,  
 Jennifer

---

Dr. Jennifer Lokash  
 Provost, Vice-President (Academic) and Pro Vice-Chancellor, *pro tempore*  
 Public Orator  
 Memorial University of Newfoundland and Labrador  
 WebEx room: [https://mun.webex.com/meet/\[REDACTED\]](https://mun.webex.com/meet/[REDACTED]) s. 31 (1) (l)

*I acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups; I thus acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** "Keyte, Jennifer" <jkeyte@mun.ca>  
**Date:** Tuesday, November 14, 2023 at 10:00 AM  
**To:** "Lokash, Jennifer" <jlokash@mun.ca>  
**Cc:** "Vice-President (Academic)" <vpacad@mun.ca>  
**Subject:** Search Committee, Dean of Science

Hi Jennifer,

I saw on Newsline last week that the search committee has been struck for the dean of Science. The Faculty of Science has many departments, faculty members and students who use animals for research and teaching. As Memorial's University Veterinarian, I am wondering if you could please include me in the list of people for candidates to meet.

If you have any questions, please let me know.

Kind regards,  
 Jennifer

**Jennifer Keyte DVM**

Director Animal Care and Veterinary Resources  
University Veterinarian

Office of the Vice President, Research  
Memorial University  
St. John's, NL Canada A1B 3V6

T: 709-864-2115  
[jkeyte@mun.ca](mailto:jkeyte@mun.ca)

Explore our latest Research news <http://www.mun.ca/research/>

**From:** Vice-President (Academic)  
**To:** Todd, Amy M.; Erika Merschrod; Kate Smith; Oscar Meruvia-Pastor; Dean of Education; Quinlan, Shauna; Sullivan, Anne-Marie; Chapman, Tom; Wiersma, Yolanda  
**Cc:** Lokash, Jennifer; Pitcher-March, Jackie  
**Subject:** Provost Correspondence: Update - Search Committee, Dean of Science  
**Date:** November 22, 2023 2:19:37 PM  
**Attachments:** Search Committee Membership (Science) Committee Memo (R 11 22 2023).docx.pdf

---

Sending on behalf of the Provost and Vice-President (Academic) *pro tempore*

Good afternoon everyone,

Since announcing the search committee for the dean, Faculty of Science, on November 10, we have expanded the membership to ensure broader representation. The updated membership of the committee is as follows:

Elected:

- Dr. Tom Chapman, associate professor, biology, Faculty of Science
- Dr. Oscar Meruvia-Pastor, associate professor, computer science, Faculty of Science
- Dr. Yolanda Wiersma, professor, biology, Faculty of Science
- Dr. Erika Merschrod, professor, chemistry, Faculty of Science
- Dr. Amy Todd, assistant professor, biochemistry, Faculty of Science

Appointed:

- Dr. Pamela Osmond-Johnson, dean, Faculty of Education (effective December 1, 2023)
- Ms. Roxanne Millan, director, resource allocation and planning
- Dr. Anne-Marie Sullivan, interim dean, School of Human Kinetics and Recreation
- Ms. Kate Smith, student representative, MUNSU
- Dr. Jennifer Lokash, provost and vice-president (academic) *pro tempore*, chair

This search will proceed in accordance with the *Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators*.

Jackie Pitcher-March of the provost's office ([academicsearches@mun.ca](mailto:academicsearches@mun.ca)) will be scheduling the first meeting of the committee.

Thank you,

Office of the Provost and Vice-President (Academic)



Office of the Provost and Vice-President (Academic)

P.O. Box 4200, St. John's, NL, Canada A1C 5S7  
 Tel: 709 864 8246 Fax: 709 864 2074 Email: [vpacad@mun.ca](mailto:vpacad@mun.ca)  
[www.mun.ca/vpacademic](http://www.mun.ca/vpacademic)

## MEMORANDUM

22 November 2023

**TO:** Search Committee members

**FROM:** Jennifer Lokash, provost and vice-president (academic) *pro tempore*

**SUBJECT:** Search committee – dean, Faculty of Science

s. 40 (1)

Since announcing the search committee for the dean, Faculty of Science, on November 10, we have expanded the membership to ensure broader representation. The updated membership of the committee is as follows:

**Elected:**

- Dr. Tom Chapman, associate professor, biology, Faculty of Science
- Dr. Oscar Meruvia-Pastor, associate professor, computer science, Faculty of Science
- Dr. Yolanda Wiersma, professor, biology, Faculty of Science
- Dr. Erika Merschrod, professor, chemistry, Faculty of Science
- Dr. Amy Todd, assistant professor, biochemistry, Faculty of Science

**Appointed:**

- Dr. Pamela Osmond-Johnson, dean, Faculty of Education (effective December 1, 2023)
- Ms. Roxanne Millan, director, resource allocation and planning
- Dr. Anne-Marie Sullivan, interim dean, School of Human Kinetics and Recreation
- Ms. Kate Smith, student representative, MUNSU
- Dr. Jennifer Lokash, provost and vice-president (academic) *pro tempore*, chair

This search will proceed in accordance with the *Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators*.

Jackie Pitcher-March of the provost's office ([academicsearches@mun.ca](mailto:academicsearches@mun.ca)) will be scheduling the first meeting of the committee.

**Subject:** Dean, Faculty of Science search committee meeting

**From:** "Pitcher-March, Jackie" <jpmarch@mun.ca>

**Date:** 2023-11-22, 3:25 p.m.

**To:** "'oscar@mun.ca'" <oscar@mun.ca>, "Sullivan, Anne-Marie" <asulliva@mun.ca>

▼ Quinlan, Shauna has invited you to Dean, Faculty of Science search committee meeting

<b>Title:</b>	Dean, Faculty of Science search committee meeting
<b>Location:</b>	A3047/Microsoft Teams
<b>When:</b>	December 20, 2023 9:30 a.m. – 10:30 a.m.
<b>Organizer:</b>	Quinlan, Shauna <shauna.quinlan@mun.ca>
<b>Description:</b>	<p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device</p> <p>Click here to join the meeting&lt;<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTBhMDYzNjAtY2U3My00YzQ3LTg1OWQtYWU2YTJiYzg1ZjRh%40thread.v2/0?context=%7b%22Tid%22%3a%223cbb374a-88d9-4e3e-b56b-c5b7c63bf353%22%2c%22Oid%22%3a%22560f24db-243b-4ca9-b97e-0e30f23f3298%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTBhMDYzNjAtY2U3My00YzQ3LTg1OWQtYWU2YTJiYzg1ZjRh%40thread.v2/0?context=%7b%22Tid%22%3a%223cbb374a-88d9-4e3e-b56b-c5b7c63bf353%22%2c%22Oid%22%3a%22560f24db-243b-4ca9-b97e-0e30f23f3298%22%7d</a>&gt;</p> <p>Meeting ID: [REDACTED]</p> <p>Passcode: [REDACTED] s. 31 (1) (l)</p> <p>Download Teams&lt;<a href="https://www.microsoft.com/en-us/microsoft-teams/download-app">https://www.microsoft.com/en-us/microsoft-teams/download-app</a>&gt;   Join on the web&lt;<a href="https://www.microsoft.com/microsoft-teams/join-a-meeting">https://www.microsoft.com/microsoft-teams/join-a-meeting</a>&gt;</p> <p>Learn More&lt;<a href="https://aka.ms/JoinTeamsMeeting">https://aka.ms/JoinTeamsMeeting</a>&gt;   Meeting options&lt;<a href="https://teams.microsoft.com/meetingOptions/?organizerId=560f24db-243b-4ca9-b97e-0e30f23f3298&amp;tenantId=3cbb374a-88d9-4e3e-b56b-c5b7c63bf353&amp;threadId=19_meeting_YTBhMDYzNjAtY2U3My00YzQ3LTg1OWQtYWU2YTJiYzg1ZjRh@thread.v2&amp;messageId=0&amp;language=en-US">https://teams.microsoft.com/meetingOptions/?organizerId=560f24db-243b-4ca9-b97e-0e30f23f3298&amp;tenantId=3cbb374a-88d9-4e3e-b56b-c5b7c63bf353&amp;threadId=19_meeting_YTBhMDYzNjAtY2U3My00YzQ3LTg1OWQtYWU2YTJiYzg1ZjRh@thread.v2&amp;messageId=0&amp;language=en-US</a>&gt;</p>
<b>Attendees:</b>	'oscar@mun.ca' <oscar@mun.ca> Sullivan, Anne-Marie <asulliva@mun.ca>

Microsoft Teams meeting

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Meeting ID: [REDACTED] s. 31 (1) (I)

Passcode: [REDACTED]

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---

**Subject:** Re: Dean, Faculty of Science search committee meeting  
**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>  
**Date:** 2023-11-22, 4:26 p.m.  
**To:** "Pitcher-March, Jackie" <jpmarch@mun.ca>, "Sullivan, Anne-Marie" <asulliva@mun.ca>  
**CC:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>

Hi Shauna, Jackie, & Anne-Marie,

I received the invite below. I know I applied to be part of the DOS search committee, [REDACTED]  
 [REDACTED]

Thanks,

s. 29 (1) (a)

Oscar

--

Dr. Oscar Meruvia-Pastor

---

Associate Professor  
 Department of Computer Science  
 Faculty of Science  
 Memorial University of Newfoundland

---

On 2023-11-22 3:25 p.m., Pitcher-March, Jackie wrote:

## Microsoft Teams meeting

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▼ Quinlan, Shauna has invited you to Dean, Faculty of Science search committee meeting

**Title:** Dean, Faculty of Science search committee meeting

**Location:** A3047/Microsoft Teams

**When:** December 20, 2023 9:30 a.m. – 10:30 a.m.

**Organizer:** Quinlan, Shauna <[shauna.quinlan@mun.ca](mailto:shauna.quinlan@mun.ca)>

**Description:** \_\_\_\_\_

**Microsoft Teams meeting**  
 Join on your computer, mobile app or room device  
 Click here to join the meeting<[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YTBhMDYzNjAtY2U3My00YzQ3LTg1OWQtYWU2YTJiYzg1ZjRh%40thread.v2/0?context=%7b%22Tid%22%3a%223cbb374a-88d9-4e3e-b56b-c5b7c63bf353%22%2c%22Oid%22%3a%22560f24db-243b-4ca9-b97e-0e30f23f3298%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTBhMDYzNjAtY2U3My00YzQ3LTg1OWQtYWU2YTJiYzg1ZjRh%40thread.v2/0?context=%7b%22Tid%22%3a%223cbb374a-88d9-4e3e-b56b-c5b7c63bf353%22%2c%22Oid%22%3a%22560f24db-243b-4ca9-b97e-0e30f23f3298%22%7d)>  
 Meeting ID: [REDACTED] s. 31 (1) (l)  
 Passcode [REDACTED]

Download Teams<<https://www.microsoft.com/en-us/microsoft-teams/download-app>> | Join on the web<<https://www.microsoft.com/microsoft-teams/join-a-meeting>>  
 Learn More<<https://aka.ms/JoinTeamsMeeting>> | Meeting options<[https://teams.microsoft.com/meetingOptions/?organizerId=560f24db-243b-4ca9-b97e-0e30f23f3298&tenantId=3cbb374a-88d9-4e3e-b56b-c5b7c63bf353&threadId=19\\_meeting\\_YTBhMDYzNjAtY2U3My00YzQ3LTg1OWQtYWU2YTJiYzg1ZjRh@thread.v2&messageId=0&language=en-US](https://teams.microsoft.com/meetingOptions/?organizerId=560f24db-243b-4ca9-b97e-0e30f23f3298&tenantId=3cbb374a-88d9-4e3e-b56b-c5b7c63bf353&threadId=19_meeting_YTBhMDYzNjAtY2U3My00YzQ3LTg1OWQtYWU2YTJiYzg1ZjRh@thread.v2&messageId=0&language=en-US)>

---

**Attendees:** 'oscar@mun.ca' <[oscar@mun.ca](mailto:oscar@mun.ca)>  
 Sullivan, Anne-Marie <[asulliva@mun.ca](mailto:asulliva@mun.ca)>

**Subject:** RE: Dean, Faculty of Science search committee meeting  
**From:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>  
**Date:** 2023-11-22, 4:34 p.m.  
**To:** Oscar Meruvia-Pastor <Oscar@mun.ca>, "Pitcher-March, Jackie" <jpmarch@mun.ca>, "Sullivan, Anne-Marie" <asulliva@mun.ca>

Hi Oscar

Thank you for reaching out. Please see attached an email communication from today. Please reach out if any further questions.

Thank you  
Shauna

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>  
**Sent:** Wednesday, November 22, 2023 4:27 PM  
**To:** Pitcher-March, Jackie <jpmarch@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>  
**Cc:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** Re: Dean, Faculty of Science search committee meeting

Hi Shauna, Jackie, & Anne-Marie,

I received the invite below. I know I applied to be part of the DOS search committee [REDACTED]

[REDACTED] s. 29 (1) (a)

Thanks,

Oscar

--  
Dr. Oscar Meruvia-Pastor  
Associate Professor  
Department of Computer Science  
Faculty of Science  
Memorial University of Newfoundland

On 2023-11-22 3:25 p.m., Pitcher-March, Jackie wrote:

## Microsoft Teams meeting

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Meeting ID [REDACTED] s. 31 (1) (l)  
Passcode [REDACTED]  
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Quinlan, Shauna has invited you to Dean, Faculty of Science search committee meeting

- Title:** Dean, Faculty of Science search committee meeting
- Location:** A3047/Microsoft Teams
- When:** December 20, 2023 9:30 a.m. – 10:30 a.m.
- Organizer:** Quinlan, Shauna <shauna.quinlan@mun.ca>

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**Subject:** Re: Dean, Faculty of Science search committee meeting

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>

**Date:** 2023-11-22, 7:22 p.m.

**To:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>, "Pitcher-March, Jackie" <jpmarch@mun.ca>, "Sullivan; Anne-Marie" <asulliva@mun.ca>

OK, Thanks for the clarification!

Best,

Oscar

On 2023-11-22 4:34 p.m., Quinlan, Shauna wrote:

Hi Oscar

Thank you for reaching out. Please see attached an email communication from today. Please reach out if any further questions.

Thank you  
Shauna

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>  
**Sent:** Wednesday, November 22, 2023 4:27 PM  
**To:** Pitcher-March, Jackie <jpmarch@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>  
**Cc:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** Re: Dean, Faculty of Science search committee meeting

Hi Shauna, Jackie, & Anne-Marie,

I received the invite below. I know I applied to be part of the DOS search committee,

[Redacted]

s. 29 (1) (a)

Thanks,

Oscar

--  
Dr. Oscar Meruvia-Pastor  
Associate Professor  
Department of Computer Science  
Faculty of Science  
Memorial University of Newfoundland

On 2023-11-22 3:25 p.m., Pitcher-March, Jackie wrote:

### Microsoft Teams meeting

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[Click here to join the meeting](#)

Meeting ID: [Redacted]

Passcode: [Redacted]

s. 31 (1) (l)

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**Subject:** RE: Dean, Faculty of Science search committee meeting  
**From:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>  
**Date:** 2023-11-23, 2:18 p.m.  
**To:** Oscar Meruvia-Pastor <Oscar@mun.ca>, "Pitcher-March, Jackie" <jpmarch@mun.ca>

Hi Oscar,

Certainly, looking forward to meeting you on December 20<sup>th</sup>!

Thank you  
Shauna

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>  
**Sent:** Wednesday, November 22, 2023 7:23 PM  
**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>; Pitcher-March, Jackie <jpmarch@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>  
**Subject:** Re: Dean, Faculty of Science search committee meeting

OK, Thanks for the clarification!

Best,

Oscar

On 2023-11-22 4:34 p.m., Quinlan, Shauna wrote:

Hi Oscar

Thank you for reaching out. Please see attached an email communication from today. Please reach out if any further questions.

Thank you  
Shauna

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>  
**Sent:** Wednesday, November 22, 2023 4:27 PM  
**To:** Pitcher-March, Jackie <jpmarch@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>  
**Cc:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** Re: Dean, Faculty of Science search committee meeting

Hi Shauna, Jackie, & Anne-Marie,

I received the invite below. I know I applied to be part of the DOS search committee, [REDACTED]

s. 29 (1) (a)

Thanks,

Oscar

--  
Dr. Oscar Meruvia-Pastor  
Associate Professor  
Department of Computer Science  
Faculty of Science  
Memorial University of Newfoundland

On 2023-11-22 3:25 p.m., Pitcher-March, Jackie wrote:

### Microsoft Teams meeting

Join on your computer, mobile app or room device  
[Click here to join the meeting](#)

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**Subject:** FW: Provost Correspondence: Update - Search Committee, Dean of Science

**From:** CS Secretary <cs-secretary@MUN.CA>

**Date:** 2023-11-23, 4:20 p.m.

**To:** CS-FACULTY@cliffy.ucs.mun.ca

Hello CS Faculty, Staff, and Students,

Please see attached correspondence regarding the Search Committee for the Dean of Science.

Christina

**From:** deansciassistant <deansciassistant@mun.ca>

**Sent:** Wednesday, November 22, 2023 3:26 PM

**To:** Bennett, Dion <dion.bennett@mun.ca>; biocoffice <biocoffice@mun.ca>; Biology Head Secretary <bioheadsec@mun.ca>; Chemsec <chemsecretary@mun.ca>; CS Secretary <cs-secretary@mun.ca>; Earth Sciences <earthsci@mun.ca>; Evans, Carolyn <carolyne@mun.ca>; Inkpen, Donna <dinkpen@mun.ca>; Careen, Leah Marie <lcareen@mun.ca>; physicssec <physicssec@mun.ca>; Psych Secretary <psychsecretary@mun.ca>

**Cc:** Vice-President (Academic) <vpacad@mun.ca>; Co-operative Arts and Science office <coopsci@mun.ca>; Kavanagh, Julie <julie.kavanagh@mun.ca>; Reid, Kimberly <kreid@mun.ca>; Mackenzie, Theresa <tmackenz@mun.ca>; Newhook, Rebecca <rnewhook@mun.ca>; Bowering, Julie <jbowering@mun.ca>; Dufour, Suzanne <sdufour@mun.ca>; Fitzpatrick, Melanie <melanief@mun.ca>; Fridgen, Travis <tfridgen@mun.ca>; Frizzell, Lynn M. <lynnf@mun.ca>; Hussey, Cherie <chussey@mun.ca>; Jackson, Gina <gjackson@mun.ca>; Associate Dean of Science (Research) <adsr@mun.ca>; MacCallum, Phillip <pmacallum@mun.ca>; Major, Jennifer <jmajor@mun.ca>; Meadus, Madeline Clara <mcmeadus@mun.ca>; Nichols, Danielle <dnichols@mun.ca>; Robyn Temple <rtemple@mun.ca>; Garasym, Sofia <sgarasym@mun.ca>; MacNab, Victor Gordon <vmacnab@mun.ca>; Biochemistry Head <biohead@mun.ca>; biologyhead <biology.head@mun.ca>; Chemistry Head of Department <chemhead@mun.ca>; Cs Chair <cs-chair@mun.ca>; Earth Sciences Department Head <earthscihead@mun.ca>; Math and Stats Head <math-head@mun.ca>; Gagnon, Patrick <pgagnon@mun.ca>; Physics Head <physicshead@mun.ca>; Psychology Head <psychology.head@mun.ca>; Rise, Matthew <mrise@mun.ca>

**Subject:** Provost Correspondence: Update - Search Committee, Dean of Science

Good afternoon,

Please forward the attached memo to all faculty, staff and students in your unit.

Thanks  
Cherie

Cherie Hussey | DECANAL ASSISTANT

Faculty of Science C-2001  
Memorial University of Newfoundland and Labrador  
St. John's, NL A1B 3X7  
709-864-8153

[deansciassistant@mun.ca](mailto:deansciassistant@mun.ca)  
[chussey@mun.ca](mailto:chussey@mun.ca)



*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

**From:** Vice-President (Academic) <[vpacad@mun.ca](mailto:vpacad@mun.ca)>  
**Sent:** Wednesday, November 22, 2023 3:15 PM  
**To:** Hussey, Cherie <[chussey@mun.ca](mailto:chussey@mun.ca)>  
**Subject:** Provost Correspondence: Update - Search Committee, Dean of Science

---

Sending on behalf of Dr. Jennifer Lokash, Provost and Vice-President (Academic) *pro tempore*

Good afternoon everyone,

Since announcing the search committee for the dean, Faculty of Science, on November 10, we have expanded the membership to ensure broader representation. The updated membership of the committee is as follows:

**Elected:**

- Dr. Tom Chapman, associate professor, biology, Faculty of Science
- Dr. Oscar Meruvia-Pastor, associate professor, computer science, Faculty of Science
- Dr. Yolanda Wiersma, professor, biology, Faculty of Science
- Dr. Erika Merschrod, professor, chemistry, Faculty of Science
- Dr. Amy Todd, assistant professor, biochemistry, Faculty of Science

**Appointed:**

- Dr. Pamela Osmond-Johnson, dean, Faculty of Education (effective December 1, 2023)
- Ms. Roxanne Millan, director, resource allocation and planning
- Dr. Anne-Marie Sullivan, interim dean, School of Human Kinetics and Recreation
- Ms. Kate Smith, student representative, MUNSU
- Dr. Jennifer Lokash, provost and vice-president (academic) *pro tempore*, chair

This search will proceed in accordance with the *Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators*.

Details on the progress of the search will be shared as they become available.

**From:** [academicsearches](#)  
**To:** [Todd, Amy M.](#); [Erika Merschrod](#); [Kate Smith](#); [Lokash, Jennifer](#); [Oscar Meruvia-Pastor](#); [Dean of Education](#); [Quinlan, Shauna](#); [Sullivan, Anne-Marie](#); [Chapman, Tom](#); [Wiersma, Yolanda](#)  
**Cc:** [Quinlan, Shauna](#); [Keats, Roxanne](#); [Caines, Sherry Lynn](#); [Vice-President \(Academic\)](#); [Pearcey, Krista Marie](#)  
**Subject:** Meeting Materials - December 20th Search Committee Meeting - Dean, Faculty of Science  
**Date:** December 12, 2023 5:20:09 PM  
**Attachments:** [Agenda Dec 20th, 2023 - Search Committee Meeting - Dean Faculty of Science.pdf](#)  
[Attachment #1 - Confidentiality Statement and Conflict of Interest .pdf](#)  
[Attachment #2 - Procedures Governing Appt Review Promotion Tenure Acad Admins.pdf](#)  
[Attachment #3 - EDJ-AR Advisory Committee Terms of Reference.pdf](#)

---

Hello everyone, please find attached the agenda and relevant documents for the December 20<sup>th</sup> meeting of the *Search Committee – Dean, Faculty of Science*. These documents are also available Teams:

- Science Dean Search
- Meeting Materials
- December 20, 2023

Thank you,

Colleen

Colleen Squires  
Executive Assistant to the Provost and Vice-President (Academic)  
Memorial University of Newfoundland  
St. John's Campus  
Tel: (709) 864-3757



Office of the Provost and Vice-President (Academic)

P.O. Box 4200, St. John's, NL Canada A1C 5S7  
 Tel: 709 864 8246 Fax: 709 864 2074 Email: vpacad@mun.ca  
[www.mun.ca/vpacademic](http://www.mun.ca/vpacademic)

## CONFIDENTIAL

### Search Committee Meeting Dean, Faculty of Science

December 20<sup>th</sup>, 2023; 9:30am – 10:30am

**A3047 (Provost's Office) / Microsoft Teams**

### Agenda

1. Opening comments – Landacknowledgement  
*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*
2. Welcome and Introductions
3. Confidentiality Statement and Conflict of Interest (attachment #1)
4. Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators (attachment #2)
5. Equity Diversity Inclusion and Anti-Racism Advisory Committee for Academic Leadership Searches (attachment #3) and Unconscious Bias Training
6. Discussion
  - Search support
  - Internal vs external search
  - Stakeholder consultations
  - Profile, opportunities, challenges
7. Next Steps
8. Other Business/ Questions

**Search Committee:**

- Dr. Tom Chapman, associate professor, biology, Faculty of Science
- Dr. Oscar Meruvia-Pastor, associate professor, computer science, Faculty of Science
- Dr. Yolanda Wiersma, professor, biology, Faculty of Science
- Dr. Erika Merschrod, professor, chemistry, Faculty of Science
- Dr. Amy Todd, assistant professor, biochemistry, Faculty of Science
- Dr. Pamela Osmond-Johnson, dean, Faculty of Education
- Ms. Roxanne Millan, director, resource allocation and planning
- Dr. Anne-Marie Sullivan, interim dean, School of Human Kinetics and Recreation
- Ms. Kate Smith, student representative, MUNSU
- Dr. Jennifer Lokash, provost and vice-president (academic) pro tempore, chair



Office of the Provost and Vice-President (Academic)

**Search Committee for the  
Dean of the Faculty of Science  
CONFIDENTIALITY STATEMENT**

As a member of this Search Committee for the Dean of the Faculty of Science at Memorial University of Newfoundland (and Labrador) (Memorial), you will have access to confidential, personal information about identifiable individuals. Memorial considers all aspects of the search process to be confidential in nature, including any materials, rankings, questions/responses, comments and discussions, and recommendations made in connection with the search.

Memorial University, as a public body, has a statutory obligation, pursuant to section 3 of the *Access to Information and Protection of Privacy Act, 2015*, to protect the privacy of individuals with respect to personal information about themselves held and used by public bodies.

Because of the confidentiality and sensitivity of the screening/interview selection process, you have a responsibility not to discuss or disclose any information relating to this search to persons or parties who are not authorized to be privy to this information. This includes keeping confidential all matters relating to the search, and not discussing or disclosing any information about the screening/interview selection process itself, the candidates, their rankings, committee decisions or recommendations, or any discussions relating to the search to those not authorized to be privy to such information, i.e., to anyone who is not a member of the search committee, except for the chair of the committee (if not a voting member). This confidentiality extends to access to the search website and to any printed or electronic materials distributed in confidence to the committee, a committee member, or the chair.

You are expected to return all printed material including personal notes made during the search process or a summary thereof to the chair at the last committee meeting or the following business day, unless permission is granted in writing by the chair for later return; and you are expected to delete all electronic material distributed during the search process.

A real, potential, or perceived conflict of interest situation may arise for a committee member at any time during the search process, from the time of formation of the committee until the last meeting or activity of the committee. Committee members are bound by Memorial's Conflict of Interest Policy <http://www.mun.ca/policy/site/policy.php?id=180> under which a committee member has a responsibility to disclose a conflict of interest situation. Sometimes conflict of interest situations can be resolved at the committee level and thus disclosure to the chair and/or the committee is a recommended first approach. If the situation cannot be resolved readily at the committee level, the conflict would then need to be disclosed to the Conflict of Interest Committee which will determine whether or not the conflict can be managed.

April 2, 2014

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
PROCEDURES GOVERNING THE APPOINTMENT, REVIEW,  
PROMOTION AND TENURE OF ACADEMIC ADMINISTRATORS  
APRIL 2, 2014**

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Definitions

1. For the purposes of this document, "academic staff member" shall be understood to mean a member of the academic staff, including a librarian and an academic staff member in cooperative or filed education, who hold a full-time probationary, tenured or permanent position, or a full time contractual appointment of twenty four months or greater.
2. "Academic unit" shall be taken to mean:
  - (a) in the case of the University Librarian or Associate University Librarian, the Library;
  - (b) in the case of the Director of the Counselling Centre, the Counselling Centre
  - (c) in the case of the Dean, Vice Dean, Associate or Assistant Dean, the Faculty;
  - (d) in the case of the Associate Dean of BioMedical Sciences and the Associate Dean of Community Health and Humanities, the Division;
  - (e) in the case of the Dean of Graduate Studies, all academic units offering graduate programmes;
  - (f) in the case of Division Heads at Grenfell Campus, the Division;
  - (g) in the case of Department Heads, the Department.

**I. APPOINTMENT OF DEPARTMENT HEADS, DIVISION HEADS AT GRENFELL CAMPUS, DIRECTOR OF THE COUNSELLING CENTRE, THE ASSOCIATE DEAN OF BIOMEDICAL SCIENCES AND THE ASSOCIATE DEAN OF COMMUNITY HEALTH AND HUMANITIES**

1. Following a search, Heads of Departments, Division Heads at Grenfell Campus and the Associate Deans of BioMedical Sciences and of Community Health and Humanities shall be appointed for an initial term not to exceed three (3) years and, following a favourable review (according to the procedures in Section II), to a second term not to exceed three years. At the conclusion of a second term, a search shall be conducted; the incumbent may be a candidate.

2. The search for a Head of Department, a Division Head or an Associate Dean of BioMedical Sciences or of Community Health and Humanities shall be initiated by the Dean at least nine (9) months prior to an anticipated vacancy. The Dean shall establish a Search Committee.
3. Except in a situation where a Committee cannot be formed from academic staff members in the academic unit, the Committee shall consist of not fewer than four (4) nor more than ten (10) persons, half of whom shall be academic staff members elected by academic staff members from within the academic unit concerned. The Dean shall appoint the remainder of the Committee and shall appoint a Chairperson from among the Committee members. In normal circumstances, more than half the Committee will come from the academic unit concerned. The Dean shall not be a member of the Committee, but may meet with the Committee by invitation of the Committee or upon his or her request. The Committee shall have the option of holding meetings in the absence of the Dean.
4. Whether the search shall be opened to candidates from outside the University shall be decided by the Dean following consultation with the Committee.
5. The Chairperson of the Committee shall invite nominations and applications and make them available to the members of the Committee. The placement and wording of all advertisements must be approved by the Dean. The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members and staff within the academic unit, including those at the Grenfell Campus, where appropriate. The Committee shall also consult with any other persons or bodies it considers appropriate to its task. The Committee shall make available to the members of the academic unit concerned the procedures being used. The Committee shall provide an opportunity for academic staff members in the unit concerned to meet with the candidates who have been shortlisted.
6. The Committee shall report to the Dean in writing, giving the short list of candidates, the recommended candidate(s) and the reasons for its recommendation.
7. Should the Dean not be prepared to accept the recommendation of the Committee, he or she shall consult with the Committee.
8. The Dean shall recommend only individuals who have been recommended for appointment in the report of the Search Committee.
9. The Dean shall inform academic staff members in the academic unit concerned of his or her recommendation, and shall provide to them upon request the portion of the Committee's report which includes its recommendation and reasons but exclude confidential material.
10. The Dean shall make his or her recommendation to the Provost and Vice-President

(Academic) or at Grenfell Campus, to the Vice-President (Grenfell Campus).

11. If an Acting Head of Department (or Acting Associate Dean of BioMedical Sciences or Acting Associate Dean of Community Health and Humanities) is to be appointed for a period of time longer than one semester, the members of the academic unit shall be consulted.
12. At Grenfell Campus, the term "Associate Vice-President (Grenfell Campus) Academic" shall be substituted for the term "Dean".
13. For the Counselling Centre, the term "Deputy Provost (Students) and Associate Vice-President (Academic) Undergraduate Studies" shall be substituted for the term "Dean".

## **II. REVIEW OF DEPARTMENT HEADS, DIVISION HEADS AT GRENFELL CAMPUS, THE DIRECTOR OF THE COUNSELLING CENTRE, THE ASSOCIATE DEAN OF BIOMEDICAL SCIENCES AND THE ASSOCIATE DEAN OF COMMUNITY HEALTH AND HUMANITIES**

1. In the first month of the final year of the initial term of a Department Head or an Associate Dean of BioMedical Sciences or of Community Health and Humanities, the Dean shall inquire of the incumbent whether he or she wishes to be considered for another term.
2. Should the incumbent signify that he or she wishes to be considered for a second term, the Dean shall establish a Review Committee and shall fix a date by which the Committee's report shall be rendered.
3. Except in a situation where a Committee cannot be formed from academic staff members in the academic unit, the Committee shall consist of not fewer than four (4) nor more than ten (10) persons, half of whom shall be academic staff members elected by academic staff members from within the academic unit concerned. The Dean shall appoint the remainder of the Committee and shall appoint a Chairperson from among the Committee members. In normal circumstances, more than half the Committee will come from the academic unit concerned. The Dean shall not be a member of the Committee, but may meet with the Committee by invitation of the Committee or upon his or her request. The Committee shall have the option of holding meetings in the absence of the Dean.
4. The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members and staff in the academic unit. The Committee may also consult with any other persons or bodies it considers appropriate to its task. This may include academic administrators of cognate academic units. Normally, this consultation will involve an invitation to make written submissions and opportunities to meet with the Committee. The Committee shall meet with the academic administrator being reviewed after giving at least ten

days notice of such a meeting.

5. If the initial decision of the Committee is not to recommend renewal, the Committee shall inform the person being reviewed of its concerns in writing and offer to meet with the person being reviewed at a mutually agreeable time to allow him or her to speak to these concerns.
6. The Committee shall report to the Dean in writing and shall make one of the following recommendations:
  - (a) the incumbent should be renewed for a second term;
  - (b) a search should be initiated for which the incumbent may be a candidate.
7. If the review results in a decision that a search should be initiated, the Review Committee shall be converted to a Search Committee and proceed according to Clause I.5.
8. The Dean shall make his or her recommendation to the Provost and Vice-President (Academic) or at Grenfell Campus, to the Vice-President (Grenfell Campus).
9. At Grenfell Campus the term "Associate Vice-President (Grenfell Campus) Academic" shall be substituted for the term "Dean".
10. For the Counselling Centre, the term "Deputy Provost (Students) and Associate Vice-President (Academic) Undergraduate Studies" shall be substituted for the term "Dean".

### **III. APPOINTMENT OF DEANS AND THE UNIVERSITY LIBRARIAN**

1. The term "Dean" shall be understood to mean "Dean", or "University Librarian" as appropriate.
2. Following a search, a Dean shall be appointed for an initial term not to exceed five (5) years, and following a favourable review (according to procedures in Section IV), to a second term not to exceed five (5) years. With the exception of the University Librarian, a search shall be conducted at the conclusion of a second term.
3. The appointment of a Dean shall be initiated by the Provost and Vice-President (Academic) who shall establish a Search Committee.
4. Whether the search shall be opened to candidates from outside the University shall be decided by the Provost and Vice-President (Academic) following consultation with the Committee.

5. The Committee shall consist of not fewer than four (4) nor more than ten (10) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. The Provost and Vice-President (Academic) shall appoint the remainder of the Committee and select a Chairperson from among the Committee members or may elect to chair the Committee.
6. In the Faculty of Medicine, the Committee shall consist of not fewer than eight (8) nor more than ten (10) persons, half or more of whom shall be academic staff members elected from within the Faculty of Medicine and of which two shall be academic staff members from within the MUNFA bargaining unit. The Provost and Vice-President (Academic) shall appoint the remainder of the Committee and select a Chairperson from among the Committee members or may elect to chair the Committee.
7. The Chairperson of the Search Committee shall invite nominations and applications and make them available to the members of the Search Committee. The placement and wording of all advertisements must be approved by the Provost and Vice-President (Academic). The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members within the academic unit, and staff reporting to the Dean. The Committee shall also consult with any other persons or bodies it considers appropriate to its task. The Committee shall make available to the members of the academic unit concerned the procedures being used. The Committee shall provide an opportunity for academic staff members of the unit concerned to meet with one or more of the candidates being actively considered.
8. The Committee shall report to the Provost and Vice-President (Academic) in writing, giving the short list of candidates, the recommended candidate(s) and the reasons for its recommendation. If the Provost and Vice-President (Academic) chairs the Committee, the report shall be made to the President.
9. Should the Provost & Vice-President (Academic) not be prepared to accept the recommendation of the Committee, he or she shall consult with the Committee.
10. The Provost & Vice-President (Academic) shall recommend to the President only individuals who have been recommended for appointment in the report of the Search Committee.
11. The Provost and Vice-President (Academic) shall make his or her recommendation to the President.

#### **IV. REVIEW OF DEANS AND THE UNIVERSITY LIBRARIAN**

1. The term "Dean" shall be understood to mean "Dean", or "University Librarian", as appropriate
2. In the first month of the final year of the initial term of a Dean, the Provost and

Vice-President (Academic) shall inquire of the incumbent whether he or she wishes to be appointed for a second term.

3. Should the Dean signify that he or she wishes to be considered for a second term, the Provost and Vice-President (Academic) shall establish a Review Committee and shall fix the date by which the Committee's report shall be rendered.
4. The Committee shall consist of not fewer than four (4) nor more than ten (10) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. The Provost and Vice-President (Academic) shall appoint the remainder of the Committee and select a Chairperson from among the Committee members or may elect to chair the Committee.
5. The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members in the academic unit, and staff reporting to the Dean. The Committee may also consult with any other persons or bodies it considers appropriate to its task. This may include academic administrators of cognate academic units. Normally, this consultation will involve an invitation to make written submissions and opportunities to meet with the Committee. The Committee shall meet with the academic administrator being reviewed after giving at least ten days notice of such a meeting.
6. If the initial decision of the Committee is not to recommend renewal, the Committee shall inform the person being reviewed of its concerns in writing and offer to meet with the person being reviewed at a mutually agreeable time to allow him or her to speak to these concerns.
7. The Committee shall report to the Provost and Vice-President (Academic) in writing and shall make one of the following recommendations:
  - (a) the incumbent should be renewed for a second term (or, in the case of the University Librarian, a subsequent term);
  - (b) a search should be initiated for which the incumbent may be a candidate.
8. If the review results in a decision that a search should be initiated, the Review Committee shall be converted to a Search Committee with the proviso that the Provost and Vice-President (Academic) may elect to replace the chairperson with himself or herself and the Committee shall proceed according to Clause III.6.

**V. APPOINTMENT OF VICE-DEANS, ASSOCIATE AND ASSISTANT DEANS, AND ASSOCIATE UNIVERSITY LIBRARIANS**

1. In this Article, the term "Associate" shall be understood to mean Vice-Dean, Associate Dean, Assistant Dean, or Associate University Librarian. The term "Dean" shall be understood to mean Dean, or University Librarian, as appropriate.

2. Following a search, an Associate shall be appointed for an initial term not to exceed three (3) years, and following a favourable review (according to procedures in Section VI), to a second term not to exceed three (3) years. With the exception of the Associate University Librarians, a search shall be conducted at the conclusion of a second term.
3. The appointment of an Associate shall be initiated by the Dean who shall establish a Search Committee.
4. Whether the search shall be opened to candidates from outside the University shall be decided by the Dean.
5. In departmentalized faculties, the Committee shall consist of not fewer than five (5) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. In non-departmentalized faculties, the Committee shall consist of not fewer than three (3) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. The Dean shall appoint the remainder of the Committee and the Chairperson from among the Committee members.
6. The Chairperson of the Search Committee shall invite nominations and applications and make them available to the members of the Search Committee. The placement and wording of all advertisements must be approved by the Dean. The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members within the academic unit. The Committee shall also consult with any other persons or bodies it considers appropriate to its task. The Committee shall make available to the members of the academic unit concerned the procedures being used.
7. The Committee shall report to the Dean, in writing, giving the short list of candidates, the recommended candidate(s) and the reasons for its recommendation.
8. Should the Dean not be prepared to accept the recommendation of the Committee, he or she shall consult with the Committee.
9. The Dean shall recommend to the Provost & Vice-President (Academic) only individuals who have been recommended for appointment in the report of the Search Committee.
10. The Dean shall make his or her recommendation to the Provost and Vice-President (Academic).

## **VI REVIEW OF VICE-DEANS, ASSOCIATE AND ASSISTANT DEANS, AND ASSOCIATE UNIVERSITY LIBRARIANS**

1. In this Article, the term "Associate" shall be understood to mean Vice-Dean, Associate Dean, Assistant Dean, or Associate University Librarian. The term

"Dean" shall be understood to mean Dean or University Librarian, as appropriate.

2. In the first month of the final year of the initial term of an Associate, the Dean shall inquire of the incumbent whether he or she wishes to be appointed for a second term.
3. Should the Associate signify that he or she wishes to be considered for a second term, the Dean shall establish a Review Committee and shall fix the date by which the Committee's report shall be rendered.
4. In departmentalized faculties, the Committee shall consist of not fewer than five (5) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. In non-departmentalized faculties, the Committee shall consist of not fewer than three (3) persons, half or more of whom shall be academic staff members elected by academic staff members from the academic unit concerned. The Dean shall appoint the remainder of the Committee and a Chairperson from among the Committee members.
5. The Committee shall establish its own procedures, which shall include a process of consultation with academic staff members in the academic unit, and staff attached to the Dean's office. The Committee may also consult with any other persons or bodies it considers appropriate to its task. This may include academic administrators of cognate academic units. Normally, this consultation will involve an invitation to make written submissions and opportunities to meet with the Committee. The Committee shall meet with the academic administrator being reviewed after giving at least ten days notice of such a meeting.
6. If the initial decision of the Committee is not to recommend renewal, the Committee shall inform the person being reviewed of its concerns in writing and offer to meet with the person being reviewed at a mutually agreeable time to allow him or her to speak to these concerns.
7. The Committee shall report to the Dean in writing and shall make one of the following recommendations:
  - (a) the incumbent should be renewed for a second term (or, in the case of an Associate University Librarian, a subsequent term);
  - (b) a search should be initiated for which the incumbent may be a candidate.
8. If the review results in a decision that a search should be initiated, the Review Committee shall be converted to a Search Committee and the Committee shall proceed according to Clause V.6.

**VII. APPOINTMENT AND REVIEW OF THE PROVOST AND VICE-PRESIDENT (ACADEMIC), THE VICE-PRESIDENT (RESEARCH), THE VICE-PRESIDENT (GRENFELL CAMPUS), THE DEPUTY PROVOST (STUDENTS) AND ASSOCIATE VICE-PRESIDENT (ACADEMIC) UNDERGRADUATE STUDIES, AND THE ASSOCIATE VICE-PRESIDENTS**

1. The procedures to be used in the search for, appointment of, and review of Vice-Presidents and Associate Vice-Presidents shall be initiated by the President and shall be broadly consistent with those specified for the appointment and review of Deans, and the University Librarian (Clauses III & IV) except that in the case of appointment, the names of the candidates may be kept confidential.
2. In the case of the appointment and review of the Associate Vice-President (Grenfell Campus) Academic and the Associate Vice-President (Grenfell Campus) Research, the Vice-President (Grenfell Campus) shall be substituted for the Provost and Vice-President (Academic), and the majority of the committee shall be academic staff members elected by academic staff members from the Grenfell Campus.
3. Composition of the Search and Review Committees for the Provost and Vice-President (Academic) and Vice-President (Research)

President (Committee Chair)

Five academic staff members; three elected and two appointed by the President (normally one of the five from the Grenfell Campus)

One graduate student

One undergraduate student

Two Academic Deans

One administrator/staff member

One senior administrator at the level of Associate Vice-President or higher

4. Composition of the Search and Review Committees for Vice-President (Grenfell Campus)

President (Committee Chair)

Five academic staff members from Grenfell Campus; three elected and two appointed by the President

One academic staff member from St. John's; elected

One administrator/staff member from Grenfell Campus

Two students from Grenfell Campus,

One academic administrator at the level of Division Head or higher (i.e.

AVP(GC)A/AVP(GC)R) from Grenfell Campus

One senior administrator at the level of Associate Vice-President or higher

5. Composition of the Search and Review Committees for Deputy Provost (Students) and the Associate Vice-President (Academic) Undergraduate Studies

Provost and Vice-President (Academic) (Committee Chair)

Six academic staff members; 3 elected and 3 appointed by the Provost and

Vice-President (Academic)  
 One administrator/staff member  
 One undergraduate student  
 One graduate student  
 One academic Dean  
 One senior administrator at the level of Associate Vice-President or higher

### **VIII. APPOINTMENT TO ACADEMIC RANK, PROMOTION AND TENURE OF ACADEMIC ADMINISTRATORS**

1. The procedures and criteria for the granting of promotion and tenure to academic administrators shall be the procedures and criteria applied in all other academic promotion and tenure decisions, except as follows:
  - (a) the administrative officer immediately senior to the candidate shall substitute for the candidate in any procedural responsibility which would otherwise fall to the office of the candidate including appointing members to the Promotion and Tenure Committee of the academic unit;
  - (b) an academic administrator applying for promotion must do so in writing to the administrative officer immediately senior to the candidate by April 1 of the Academic Year preceding the year in which the promotion will be considered;
  - (c) where an academic administrator is appointed without tenure, the administrative officer immediately senior to the candidate shall initiate the review for tenure by making the appointments to the Promotion and Tenure Committee that would otherwise be made by the candidate before May 1 of the Academic Year preceding the Academic Year in which the tenure decision will be made.
2. The academic rank, tenure status and departmental affiliation of academic administrators appointed from outside the university shall be established on the recommendation of the academic administrator immediately senior to the position to be assumed by the candidate in consultation with the academic staff members in the academic unit concerned.

# Equity Diversity Inclusion and Anti-Racism (EDI-AR) Advisory Committee Terms of Reference

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## **Purpose:**

An Equity Diversity Inclusion and Anti-Racism (EDI-AR) Advisory Committee (the “Committee”) is established to provide EDI-AR advice to Search Committees for Academic Administrator Positions.

## **Membership:**

Following a process of consultation among academic administrators, the EDI-AR Advisory Committee shall consist of five (5) voting members who shall be appointed by the Provost and Vice-President (Academic). All members shall be current academic administrators, at least three of whom shall be members from equity-deserving groups from across academic disciplines and campuses.

The University Employment Equity Officer shall be appointed as a non-voting member of the Committee.

One (1) of the voting Committee members shall be elected by the Committee to serve as Chair.

All members shall sign confidentiality agreements.

All members shall disclose any real, perceived or anticipated conflicts of interest prior to reviewing files from each search. Link to COI Policy: <https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=322>.

## **Duration of Appointment:**

To allow for continuity for the inaugural Committee, members will be appointed for staggered terms. Three members shall be appointed for three years and two members for one year. All subsequent appointments shall be for three-year terms and may be renewed.

## **Responsibilities of the Committee:**

Reporting to the Provost & Vice-President (Academic), and in the case of appointments at Grenfell Campus and Marine Institute reporting to Vice-President (Grenfell Campus) or Vice-President (Marine Institute) as appropriate, the EDI-AR Advisory Committee for the Appointment of Academic Administrators shall:

- Review the job ad prior to posting to ensure inclusive language and strategy align with EDI-AR and Indigenization principles;
- Review the applications of all long-listed candidates provided by the Search Committee;

- Ensure that all work (including job ad reviews, review of applications, making of recommendations, etc.) is completed not more than five (5) business days from the day of receiving the work request/file;
- Review procedures, actions, and outcomes related to recruitment and appointment of academic administrators to ensure that due emphasis is given to increasing the proportion of equity-deserving groups serving in these roles;
- Make recommendations concerning the implementation of the University's commitment to non-discrimination, Indigenization and EDI-AR in appointing equity-deserving members;
- Once appointments have been made, the Committee shall annually review progress made in appointing administrative equity-deserving-group members and prepare a report that will include the total number of files reviewed, timelines and appointments of equity-deserving groups, which shall be submitted to the Vice-Provost, EDI-AR who will transmit to the President's Executive Council (PEC).

After an appointment has been made, the appropriate Vice-President {Provost/Vice-President (Grenfell Campus) or Vice-President (Marine Institute)} shall make available to the Chair of the EDI-AR Committee, the name of the person appointed.

### **Responsibilities of the Employment Equity Officer:**

The University Employment Equity Officer (EEO) shall serve as the non-academic resource to the Committee by assisting with the preparation and review of candidates' files. This preparation will include compiling a summary of the candidates who have completed the self-identification survey. Providing the EDI-AR Advisory Committee with statistical data, subject to their availability, concerning the implementation of the University's commitment to EDI-AR and Indigenization in the recruitment and retention of equity-deserving group members.

The EEO will be the primary communication contact between the search committee and the EDI-AR Advisory committee. The EEO will provide other administrative supports and resources as requested by Committee members.

### **Meetings**

- The Committee shall meet at the call of the Chair when files are ready for review during a Search Process.
- All members shall sign confidentiality agreements.
- Formal minutes will not be taken.

### **Quorum**

- The Committee shall have a minimum of three (3) members to review each search file.

### **Review**

These Terms of Reference shall be reviewed one year following the effective date.

December 2023

**From:** [Quinlan, Shauna](#)  
**To:** [Chapman, Tom](#); [Lokash, Jennifer](#); [Merschrod, Erika \(Chemistry\)](#); [Smith, Kate \(Student Rep\)](#); [Todd, Amy M.](#); [Wiersma, Yolanda](#); [Erika she ella elle](#); [Millan, Roxanne](#); [oscar@mun.ca](#); [Sullivan, Anne-Marie](#)  
**Subject:** For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** December 21, 2023 6:01:36 PM  
**Attachments:** [Draft Stakeholder Consultation List - Dean Science.pdf](#)

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Good afternoon,

It was great to meet with the committee yesterday afternoon for our initial meeting; I look forward to supporting the work of the committee for this important Dean search. In follow up to our discussion, the following items have been drafted for your review (attached and also saved in Teams):

1. Draft Stakeholder Consultation List
2. Draft Stakeholder Consultation Survey ([Click here for preview](#)) *Note, following committee input, this survey will require approval in accordance with the institutional survey policy, which I can submit once ready to proceed.*

**Please review the drafted consultation list and survey for your feedback** [REDACTED]

s. 29 (1) (a)

*\*Sending this along now while it is fresh from our meeting, yet no expectation to review or respond before the new year!!*

Krista has reached out with some dates in an effort to schedule the next meeting for February where we'll review the consultation feedback, discuss draft ad and candidate brief, options for posting the advertisement etc.

Thank you & hope everyone has a safe and wonderful holiday break ahead,  
Shauna

SHAUNA QUINLAN (She/Her) | Senior Consultant, Senior Leadership Recruitment  
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 Memorial University of Newfoundland  
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 Office A4042  
 W: 709-864-2926  
 C: [REDACTED] s. 40 (1)  
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NEWFOUNDLAND &  
LABRADOR, CANADA

## DRAFT Stakeholder Consultation List

Dean, Faculty of Science

s. 29 (1) (a)

Stakeholder Consultation List		
Stakeholder(s)	Contact	Method
[Redacted content]		



s. 29 (1) (a)

NEWFOUNDLAND &  
LABRADOR, CANADA

<b>Stakeholder Consultation List</b>		
<b>Stakeholder(s)</b>	<b>Contact</b>	<b>Method</b>

From: Quinlan, Shauna  
To: Chaoman, Tom; Lokash, Jennifer; Merschrod, Erika (Chemistry); Smith, Kate (Student Rep); Todd, Amy M.; Wiersma, Yolanda; Erika she.ella.elle; Millan, Roxanne; oscar@mun.ca; Sullivan, Anne-Margie  
Subject: Dean, Faculty of Science search committee - Teams access  
Date: December 20, 2023 4:04:55 PM

Good afternoon,

On behalf of the Chair, thank you everyone for a great first meeting this morning.

I am looking forward to working with the committee on this important search for the next Dean of Science.

For those who do not yet have Teams access, below is some information which may be helpful as next steps to enter:

Information/guidance on the CIO website regarding "accessing Microsoft teams" and "install Microsoft teams desktop app". There is also guidance linked for setting up multi-factor authentication which is required for the Teams app. All of this can be found here: <https://www.mun.ca/cio/it-services/email-and-collaboration/microsoft-365/microsoft-teams/>

Also, contact information for any issues or to walk through this process is below. The ITS Service Desk is great and can either "remote in" to your computer or walk through the steps with you to get access to Teams app and view our shared folder.

Office of the CIO – ITS Service Desk:  
<https://www.mun.ca/cio/need-help/> (709-864-4595)

s. 29 (1) (a), s. 31 (1) (l)

\*Depending on unit, there may be internal resources who can help navigate as well. E.g. SAO, and/or unit specific IT resources.

Everyone on this committee has been provided access to our shared committee folder.



Please let me know if anyone has any issues gaining access into Teams/our Teams group.

Tomorrow, I'll send an email to follow up on other next steps from our meeting.

Thank you!  
Shauna

SHAUNA QUINLAN (She/Her) | Senior Consultant, Senior Leadership Recruitment  
Department of Human Resources  
Memorial University of Newfoundland  
Arts and Administration Building  
230 Elizabeth Avenue  
St. John's, NL, Canada A1C 5S7  
Office A4042  
W 709-864-2926  
C. [Redacted] s. 40 (1)  
Where people and ideas become  
[www.mun.ca](http://www.mun.ca)

**From:** [academicsearches](#)  
**To:** [Todd, Amy M.](#); [Erika Merschrod](#); [Kate Smith](#); [Lokash, Jennifer](#); [Millan, Roxanne](#); [Oscar Meruvia-Pastor](#); [Dean of Education](#); [Quinlan, Shauna](#); [Sullivan, Anne-Marie](#); [Chapman, Tom](#); [Wiersma, Yolanda](#)  
**Subject:** RE: Search Committee - Dean, Science - Next Meeting Date  
**Date:** January 3, 2024 12:43:12 PM

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Good afternoon everyone,

Thank you for your responses to my email regarding your availability. The next search committee meeting for Dean, Faculty of Science has been confirmed for February 14, 2024 at 11:00 a.m. Calendar invite to follow.

Thank you again,

Krista

---

**From:** "Pearcey, Krista Marie" <[kmpearcey@mun.ca](mailto:kmpearcey@mun.ca)>  
**Date:** Thursday, December 21, 2023 at 8:34 AM  
**To:** "Todd, Amy M." <[amy.todd@mun.ca](mailto:amy.todd@mun.ca)>, Erika Merschrod <[erika@mun.ca](mailto:erika@mun.ca)>, Kate Smith <[REDACTED]>, "Lokash, Jennifer" <[jlokash@mun.ca](mailto:jlokash@mun.ca)>, "Millan, Roxanne" <[rmillan@mun.ca](mailto:rmillan@mun.ca)>, Oscar Meruvia-Pastor <[oscar@mun.ca](mailto:oscar@mun.ca)>, Dean of Education <[educdean@mun.ca](mailto:educdean@mun.ca)>, "Sullivan, Anne-Marie" <[asulliva@mun.ca](mailto:asulliva@mun.ca)>, "Chapman, Tom" <[tomc@mun.ca](mailto:tomc@mun.ca)>, "Wiersma, Yolanda" <[ywiersma@mun.ca](mailto:ywiersma@mun.ca)>  
**Cc:** "Vice-President (Academic)" <[vpacad@mun.ca](mailto:vpacad@mun.ca)>, "Quinlan, Shauna" <[shauna.quinlan@mun.ca](mailto:shauna.quinlan@mun.ca)>  
**Subject:** Search Committee - Dean, Science - Next Meeting Date

s. 40 (1)

Good morning everyone,

Following the search committee meeting (Dean, Faculty of Science) that was held yesterday December 20, we would like to schedule the next meeting date. Please let me know if you are able to accommodate either of the below dates/times:

**Monday, February 12th:**

3:15 p.m. – 4:45 p.m.

**Wednesday, February 14th:**

11:00 a.m. – 12:30 p.m.

**Monday, February 19th:**

2:30 p.m. – 4:00 p.m.

Thank you,

**Krista**

*Krista Pearcey*  
*Secretary*  
*Office of the Provost and Vice-President (Academic)*  
*Memorial University of Newfoundland*  
*St. John's, Newfoundland A1C 5S7*  
*709-864-8246*  
*[kmpearcey@mun.ca](mailto:kmpearcey@mun.ca)*

NOTE TO APPLICANT: This attachment is previously located in the records.

IAP Office

**From:** Quinlan, Shauna  
**To:** Chapman, Tom; Lokash, Jennifer; Merschrod, Erika (Chemistry); Smith, Kate (Student Rep); Todd, Amy M.; Wiersma, Yolanda; Erika she ella elle; Millan, Roxanne; oscar@mun.ca; Sullivan, Anne-Marie  
**Subject:** RE: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** January 4, 2024 9:24:06 AM  
**Attachments:** Draft Stakeholder Consultation List - Dean Science.pdf  
**Importance:** High

Good morning all,

Happy New Year! Hope everyone had an enjoyable December holiday break.

In follow up to our first search committee meeting and the email below, kindly review the attached drafted stakeholder consultation list and [draft survey](#).

To help us move towards the consultation phase, please provide any edits by early next week (Jan 9<sup>th</sup>), or advise OK as drafted. If more time is needed, please advise.

Thank you,  
Shauna

**From:** Quinlan, Shauna  
**Sent:** Thursday, December 21, 2023 6:00 PM  
**To:** 'Chapman, Tom' <tomc@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; 'Merschrod, Erika (Chemistry)' <erika@mun.ca>; 'Smith, Kate (Student Rep)' <[REDACTED]>; Todd, Amy M. <amy.todd@mun.ca>; Wiersma, Yolanda <ywiersma@mun.ca>; 'Erika she ella elle' <[REDACTED]>; Millan, Roxanne <rmillan@mun.ca>; 'oscar@mun.ca' <oscar@mun.ca>; 'Anne Marie Sullivan (HKR)' <asulliva@mun.ca>  
**Subject:** For Search Committee Review: Stakeholder Consultations - Dean Science

s. 40 (1)

s. 40 (1)

Good afternoon,

It was great to meet with the committee yesterday afternoon for our initial meeting; I look forward to supporting the work of the committee for this important Dean search. In follow up to our discussion, the following items have been drafted for your review (attached and also saved in Teams):

1. Draft Stakeholder Consultation List
2. Draft Stakeholder Consultation Survey ([Click here for preview](#)) *Note, following committee input, this survey will require approval in accordance with the institutional survey policy, which I can submit once ready to proceed.*

Please review the drafted consultation list and survey for your feedback [REDACTED]

s. 29 (1) (a)

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

RE: For Search Committee Review: Stakeholder Consultations - Dean Science

**Subject:** RE: For Search Committee Review: Stakeholder Consultations - Dean Science

**From:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>

**Date:** 2024-01-04, 10:59 a.m.

**To:** Oscar Meruvia-Pastor <Oscar@mun.ca>

Hi Oscar,

Wonderful, thank you for your review.

The February meeting has been set for Feb 14<sup>th</sup> at 11am as per attached. There was a calendar invite sent as well yet kindly advise if you do not see it in your calendar.

I'll send an update with an agenda in advance of the meeting.

Thank you,  
Shauna

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>

**Sent:** Thursday, January 4, 2024 10:54 AM

**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>

**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science

Good morning Shauna,

The stakeholders document looks good to me.

Could you send us an update as to when the February meeting is going to happen, or if it's not going to happen at all?

Thanks,

Oscar

On 2024-01-04 9:23 a.m., Quinlan, Shauna wrote:

Good morning all,

Happy New Year! Hope everyone had an enjoyable December holiday break.

In follow up to our first search committee meeting and the email below, kindly review the attached drafted stakeholder consultation list and [draft survey](#).

To help us move towards the consultation phase, please provide any edits by early next week (Jan 9<sup>th</sup>), or advise OK as drafted. If more time is needed, please advise.

Thank you,  
Shauna

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

Re: For Search Committee Review: Stakeholder Consultations - Dean Science

**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>

**Date:** 2024-01-04, 11:08 a.m.

**To:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>

Hi Shauna,

I got a cancellation email right after the original email, with no explanation. I think most people may have gotten this cancellation email, and would be under the impression that no alternative date has been set. I can forward that to you.

Best,

Oscar

On 2024-01-04 10:59 a.m., Quinlan, Shauna wrote:

Hi Oscar,

Wonderful, thank you for your review.

The February meeting has been set for Feb 14<sup>th</sup> at 11am as per attached. There was a calendar invite sent as well yet kindly advise if you do not see it in your calendar.

I'll send an update with an agenda in advance of the meeting.

Thank you,  
Shauna

---

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>

**Sent:** Thursday, January 4, 2024 10:54 AM

**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>

**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science

Good morning Shauna,

The stakeholders document looks good to me.

Could you send us an update as to when the February meeting is going to happen, or if it's not going to happen at all?

Thanks,

Oscar

On 2024-01-04 9:23 a.m., Quinlan, Shauna wrote:

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** Wiersma, Yolanda  
**To:** Quinlan, Shauna; Chapman, Tom; Lokash, Jennifer; Merschrod, Erika (Chemistry); Smith, Kate (Student Rep); Todd, Amy M.; Erika she ella elle; Millan, Roxanne; oscar@mun.ca; Sullivan, Anne-Marie  
**Subject:** RE: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** January 4, 2024 11:19:27 AM

Hi Everyone,

s. 40 (1)

s. 40 (1)

I spoke to [redacted] over the Break [redacted] and [redacted]  
[redacted]

s. 29 (1) (a)

[redacted]

s. 29 (1) (a)

As for the survey, [redacted]  
[redacted]

s. 29 (1) (a)

[redacted]

s. 29 (1) (a)

That's my 2 cents.

Yolanda

**From:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Sent:** Thursday, January 4, 2024 9:24 AM  
**To:** Chapman, Tom <tomc@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; Merschrod, Erika (Chemistry) <erika@mun.ca>; Smith, Kate (Student Rep) [redacted]; Todd, Amy M. <amy.todd@mun.ca>; Wiersma, Yolanda <ywiersma@mun.ca>; Erika she ella elle [redacted]; Millan, Roxanne <rmillan@mun.ca>; oscar@mun.ca; Sullivan, Anne-Marie <asulliva@mun.ca>  
**Subject:** RE: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Importance:** High

s. 40 (1)

s. 40 (1)

Good morning all,

Happy New Year! Hope everyone had an enjoyable December holiday break.

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.  
IAP Office

**From:** Erika she ella elle  
**To:** Wiersma, Yolanda  
**Cc:** Quinlan, Shauna; Chapman, Tom; Lokash, Jennifer; Merschrod, Erika (Chemistry); Smith, Kate (Student Rep); Todd, Amy M.; Millan, Roxanne; oscar@mun.ca; Sullivan, Anne-Marie  
**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** January 4, 2024 11:31:14 AM

I agree with all of Yolanda's points. [REDACTED]

s. 29 (1) (a)

[REDACTED] Although I have a heavy admin load, I have a mature research group and am only teaching 1.3 classes this semester, so I can make time to attend meetings.

em

On Thu, Jan 4, 2024 at 11:19 AM Wiersma, Yolanda <ywiersma@mun.ca> wrote:

Hi Everyone,

s. 40 (1)

s. 40 (1)

I spoke to [REDACTED] over the Break [REDACTED] and [REDACTED]

s. 29 (1) (a)

[REDACTED]

s. 29 (1) (a)

As for the survey, [REDACTED]

s. 29 (1) (a)

[REDACTED]

s. 29 (1) (a)

[REDACTED]

That's my 2 cents.

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** Smith, Kate Angelica  
**To:** Erika she ella elle  
**Cc:** Chapman, Tom; Lokash, Jennifer; Merschrod, Erika (Chemistry); Millan, Roxanne; Quinlan, Shauna; Sullivan, Anne-Marie; Todd, Amy M.; Wiersma, Yolanda; oscar@mun.ca  
**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** January 4, 2024 11:37:39 AM

I agree with Dr. Wiersma as well.

s. 29 (1) (a)

[Redacted]

s. 40 (1)

[Redacted] but will do my best to make it work for whatever is decided :)

- Kate S. (She/Her)

s. 40 (1)

On Thu, Jan 4, 2024 at 11:31 Erika she ella elle <[Redacted]> wrote:

I agree with all of Yolanda's points.

s. 29 (1) (a)

[Redacted] Although I have a heavy admin load, I have a mature research group and am only teaching 1.3 classes this semester, so I can make time to attend meetings.

em

On Thu, Jan 4, 2024 at 11:19 AM Wiersma, Yolanda <ywiersma@mun.ca> wrote:

Hi Everyone,

s. 40 (1)

s. 40 (1)

I spoke to [Redacted] over the Break [Redacted] and [Redacted]

s. 29 (1) (a)

[Redacted]

s. 29 (1) (a)

[Redacted]

As for the survey,

s. 29 (1) (a)

[Redacted]

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

RE: Canceled: Dean, Faculty of Science Search Committee - Second Meeting

**Subject:** RE: Canceled: Dean, Faculty of Science Search Committee - Second Meeting  
**From:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>  
**Date:** 2024-01-04, 12:54 p.m.  
**To:** Oscar Meruvia-Pastor <Oscar@mun.ca>

Hi Oscar,

Thank you for pointing this out. I've checked in with Krista who has been sending out the calendar requests. She has confirmed the meeting will proceed Feb 14<sup>th</sup> and she has sent out another calendar invite. Please advise however if not in your calendar. Apologies for any confusion.

In my next email to the committee I will mention this date as well to ensure all have in their calendar.

Thank you  
 Shauna

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>  
**Sent:** Thursday, January 4, 2024 11:09 AM  
**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** Fwd: Canceled: Dean, Faculty of Science Search Committee - Second Meeting

Please see the attached...

----- Forwarded Message -----

**Subject:** Canceled: Dean, Faculty of Science Search Committee - Second Meeting

**Date:** Wed, 3 Jan 2024 16:52:09 +0000

**From:** academicsearches <academicsearches@mun.ca>

**To:** Todd, Amy M. <amy.todd@mun.ca>, Erika Merschrod <erika@mun.ca>, Kate Smith [REDACTED] s. 40 (1)

Lokash, Jennifer <jlokash@mun.ca>, Millan, Roxanne <rmillan@mun.ca>, Oscar Meruvia-Pastor <oscar@mun.ca>, Dean of Education <educdean@mun.ca>, Quinlan, Shauna <shauna.quinlan@mun.ca>, Sullivan, Anne-Marie <asulliva@mun.ca>, Chapman, Tom <tomc@mun.ca>, Wiersma, Yolanda <ywiersma@mun.ca>

Re: Canceled: Dean, Faculty of Science Search Committee - Second Meeting

**Subject:** Re: Canceled: Dean, Faculty of Science Search Committee - Second Meeting  
**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>  
**Date:** 2024-01-04, 2:43 p.m.  
**To:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>

Hi Shauna,

Thanks for the clarification. It is in my calendar now.

Best,

Oscar

On 2024-01-04 12:54 p.m., Quinlan, Shauna wrote:

Hi Oscar,

Thank you for pointing this out. I've checked in with Krista who has been sending out the calendar requests. She has confirmed the meeting will proceed Feb 14<sup>th</sup> and she has sent out another calendar invite. Please advise however if not in your calendar. Apologies for any confusion.

In my next email to the committee I will mention this date as well to ensure all have in their calendar.

Thank you  
Shauna

---

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>  
**Sent:** Thursday, January 4, 2024 11:09 AM  
**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** Fwd: Canceled: Dean, Faculty of Science Search Committee - Second Meeting

Please see the attached...

----- Forwarded Message -----

**Subject:** Canceled: Dean, Faculty of Science Search Committee - Second Meeting

**Date:** Wed, 3 Jan 2024 16:52:09 +0000

**From:** academicsearches <academicsearches@mun.ca>

**To:** Todd, Amy M. <amy.todd@mun.ca>, Erika Merschrod <erika@mun.ca>, Kate Smith <[REDACTED]>, Lokash, Jennifer <jlokash@mun.ca>, Millan, Roxanne <rmillan@mun.ca>, Oscar Meruvia-Pastor <oscar@mun.ca>, Dean of Education <educdean@mun.ca>, Quinlan, Shauna <shauna.quinlan@mun.ca>, Sullivan, Anne-Marie <asulliva@mun.ca>, Chapman, Tom <tomc@mun.ca>, Wiersma, Yolanda <ywiersma@mun.ca>

s. 40 (1)

--

Dr. Oscar Meruvia-Pastor

---

Associate Professor  
Department of Computer Science  
Faculty of Science  
Memorial University of Newfoundland

---

**From:** [Quinlan, Shauna](#)  
**To:** [Smith, Kate Angelica](#); [Erika she ella elle](#)  
**Cc:** [Chapman, Tom](#); [Lokash, Jennifer](#); [Merschrod, Erika \(Chemistry\)](#); [Millan, Roxanne](#); [Sullivan, Anne-Marie](#); [Todd, Amy M.](#); [Wiersma, Yolanda](#); [oscar@mun.ca](#)  
**Subject:** RE: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** January 4, 2024 3:15:33 PM

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Good afternoon,

Thank you for the review and feedback received today. It's great to hear of the committee's eagerness to participate in the consultation process; we can certainly coordinate this.

Will wait to hear from other members of the committee with their feedback and then we can further explore logistics of next steps.

(On another note, the next committee meeting is scheduled for Feb 14<sup>th</sup> from 11-1230 (A3047 or MS Teams as needed) to review consultation feedback and discuss initial draft advertisement etc. Our admin support has proxy sent the calendar invite on my behalf. Apologies as I understand there were a number of updated invites sent on this, so apologies for the multiple emails filling your inboxes! If anyone does not have the Feb 14<sup>th</sup> invite in their calendar kindly advise.)

Thank you,  
Shauna

**From:** Smith, Kate Angelica [REDACTED] s. 40 (1)  
**Sent:** Thursday, January 4, 2024 11:37 AM  
**To:** Erika she ella elle [REDACTED] s. 40 (1)  
**Cc:** Chapman, Tom <tomc@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; Merschrod, Erika (Chemistry) <erika@mun.ca>; Millan, Roxanne <rmillan@mun.ca>; Quinlan, Shauna <shauna.quinlan@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>; Todd, Amy M. <amy.todd@mun.ca>; Wiersma, Yolanda <ywiersma@mun.ca>; oscar@mun.ca  
**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science

I agree with Dr. Wiersma as well. [REDACTED]

s. 29 (1) (a) [REDACTED]

s. 40 (1) [REDACTED] but will do my best to make it work for whatever is decided :)

- Kate S. (She/Her)

s. 40 (1)

On Thu, Jan 4, 2024 at 11:31 Erika she ella elle <[REDACTED]> wrote:

I agree with all of Yolanda's points. [REDACTED]

s. 29 (1) (a) [REDACTED] Although I have a heavy admin load, I have a mature research group and am only teaching 1.3 classes this semester, so I can make time to attend meetings.

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

Re: Stakeholder Consultation Schedule - Dean of Science Search

**Subject:** Re: Stakeholder Consultation Schedule - Dean of Science Search

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>

**Date:** 2024-01-23, 5:50 p.m.

**To:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>

Hello Shauna,

Thank you for this update.

I would be able to participate in the meetings of Feb 6 @ 1pm (with the Associate Deans) and the Feb 1st @ 3-4:30pm (Science Department Heads).

Regards,

Oscar

On 2024-01-23 4:12 p.m., Quinlan, Shauna wrote:

Good afternoon,

Further to the last email, we have now reached out to all stakeholder groups/individuals to invite their input in the consultation process for the Dean, Faculty of Science search. We've connected to schedule each of these meetings based on availability of the groups/individuals and have let each know that a committee member or two may be joining these sessions as well.

A copy of the schedule has been saved in Teams (Science – Dean Search), within the Stakeholder Consultations folder, also linked [here](#).

As shown in the schedule document, today we've also received institutional approval to distribute the online consultation survey and have begun distributing to applicable contacts.

Further to the committee's expression of interest to participate in the consultation process, **kindly review the schedule and let me know if you are interested/available to join a scheduled meeting.** I'll then finalize and update the schedule and calendar invites accordingly. The suggested questions that we'll focus on as a guide in consultation meetings mirror those in the [survey](#).

Please let me know if any questions or additional comments.

Thank you,  
Shauna

SHAUNA QUINLAN (She/Her) | Senior Consultant, Senior Leadership Recruitment  
Department of Human Resources  
Memorial University of Newfoundland  
Arts and Administration Building  
230 Elizabeth Avenue  
St. John's, NL, Canada A1C 5S7  
Office A4042  
W: 709-864-2926

C: [REDACTED] s. 40 (1)

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--

Dr. Oscar Meruvia-Pastor

---

Associate Professor  
Department of Computer Science  
Faculty of Science  
Memorial University of Newfoundland

---

**From:** [Todd, Amy M.](#)  
**To:** [Quinlan, Shauna](#); [Smith, Kate Angelica](#); [Erika she ella elle](#)  
**Cc:** [Chapman, Tom](#); [Lokash, Jennifer](#); [Merschrod, Erika \(Chemistry\)](#); [Millan, Roxanne](#); [Sullivan, Anne-Marie](#); [Wiersma, Yolanda](#); [oscar@mun.ca](mailto:oscar@mun.ca)  
**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** January 5, 2024 12:10:43 PM

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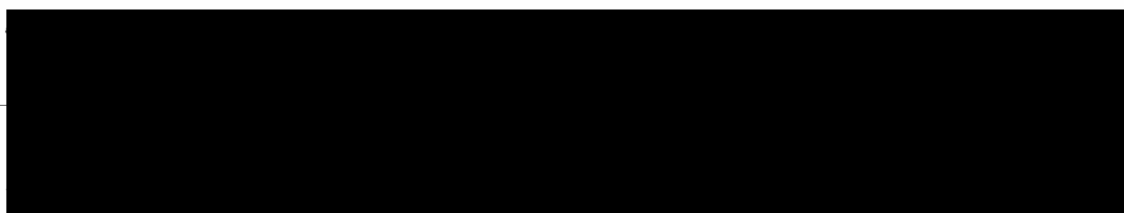
Hi all,

I like the suggestions so far, and I'm sure we can share the load enough to make attending in-person consults not too onerous.

I have two suggestions for group consults:

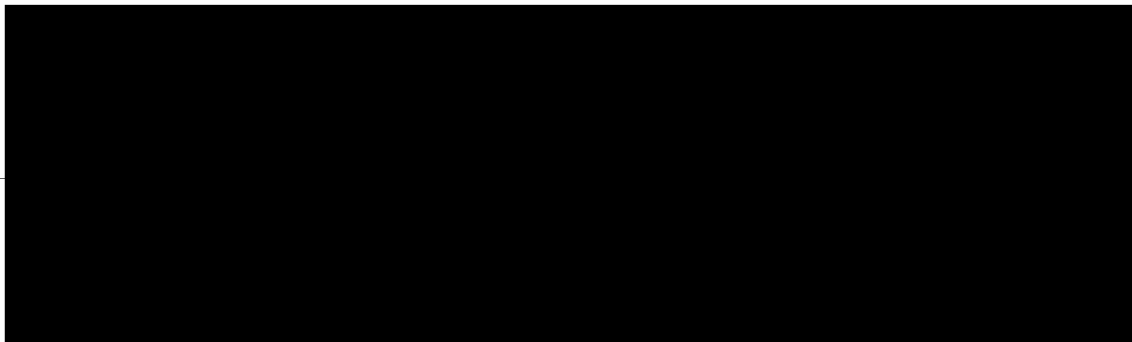
1.

s. 29 (1) (a)



2.

s. 29 (1) (a)



Cheers,  
Amy

**AMY M. TODD, Ph.D. | ASSISTANT PROFESSOR**

**Department of Biochemistry**

Memorial University of Newfoundland  
45 Arctic Avenue, St. John's, Newfoundland, Canada A1C 5S7  
Core Science Facility | Room CSF-3227  
[amy.todd@mun.ca](mailto:amy.todd@mun.ca)  
[www.mun.ca/biochem/](http://www.mun.ca/biochem/)

---

**From:** Quinlan, Shauna  
**Sent:** January 4, 2024 3:14:07 PM

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** [Oscar Meruvia-Pastor](#)  
**To:** [Wiersma, Yolanda](#); [Todd, Amy M.](#); [Quinlan, Shauna](#); [Smith, Kate Angelica](#); [Erika she ella elle](#)  
**Cc:** [Chapman, Tom](#); [Lokash, Jennifer](#); [Merschrod, Erika \(Chemistry\)](#); [Millan, Roxanne](#); [Sullivan, Anne-Marie](#)  
**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** January 5, 2024 12:29:47 PM

---

I agree with Yolanda.

[Redacted]

s. 29 (1) (a)

Best,

Oscar

On 2024-01-05 12:16 p.m., Wiersma, Yolanda wrote:

[Redacted]

s. 29 (1) (a)

s. 40 (1)

[Redacted] so I do not know what is the norm.

Yolanda

**From:** Todd, Amy M. <[amy.todd@mun.ca](mailto:amy.todd@mun.ca)>

**Sent:** Friday, January 5, 2024 12:11 PM

**To:** Quinlan, Shauna <[shauna.quinlan@mun.ca](mailto:shauna.quinlan@mun.ca)>; Smith, Kate Angelica

s. 40 (1)

[Redacted] Erika she ella elle [Redacted] s. 40 (1)

**Cc:** Chapman, Tom <[tomc@mun.ca](mailto:tomc@mun.ca)>; Lokash, Jennifer <[jlokash@mun.ca](mailto:jlokash@mun.ca)>; Merschrod, Erika (Chemistry) <[erika@mun.ca](mailto:erika@mun.ca)>; Millan, Roxanne <[rmillan@mun.ca](mailto:rmillan@mun.ca)>; Sullivan, Anne-Marie <[asulliva@mun.ca](mailto:asulliva@mun.ca)>; Wiersma, Yolanda <[ywiersma@mun.ca](mailto:ywiersma@mun.ca)>; oscar@mun.ca

**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science

Hi all,

I like the suggestions so far, and I'm sure we can share the load enough to make attending in-person consults not too onerous.

I have two suggestions for group consults:

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** [Erika she ella elle](#)  
**To:** [Oscar Meruvia-Pastor](#)  
**Cc:** [Wiersma, Yolanda](#); [Todd, Amy M.](#); [Quinlan, Shauna](#); [Smith, Kate Angelica](#); [Chapman, Tom](#); [Lokash, Jennifer](#); [Merschrod, Erika \(Chemistry\)](#); [Millan, Roxanne](#); [Sullivan, Anne-Marie](#)  
**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** January 5, 2024 3:16:50 PM

[REDACTED]

s. 29 (1) (a)

Erika

On Fri, Jan 5, 2024 at 12:29 PM Oscar Meruvia-Pastor <[Oscar@mun.ca](mailto:Oscar@mun.ca)> wrote:

I agree with Yolanda [REDACTED]

[REDACTED]

s. 29 (1) (a)

Best,

Oscar

On 2024-01-05 12:16 p.m., Wiersma, Yolanda wrote:

[REDACTED]

s. 29 (1) (a)

s. 40 (1) [REDACTED] so I do not know what is the norm.

Yolanda

**From:** Todd, Amy M. <[amy.todd@mun.ca](mailto:amy.todd@mun.ca)>  
**Sent:** Friday, January 5, 2024 12:11 PM  
**To:** Quinlan, Shauna <[shauna.quinlan@mun.ca](mailto:shauna.quinlan@mun.ca)>; Smith, Kate Angelica <[kate.smith@mun.ca](mailto:kate.smith@mun.ca)>; Erika she ella elle <[erika@mun.ca](mailto:erika@mun.ca)>;  
**Cc:** Chapman, Tom <[tomc@mun.ca](mailto:tomc@mun.ca)>; Lokash, Jennifer <[jlokash@mun.ca](mailto:jlokash@mun.ca)>; Merschrod, Erika (Chemistry) <[erika@mun.ca](mailto:erika@mun.ca)>; Millan, Roxanne <[rmillan@mun.ca](mailto:rmillan@mun.ca)>; Sullivan, Anne-Marie <[asulliva@mun.ca](mailto:asulliva@mun.ca)>; Wiersma, Yolanda <[ywiersma@mun.ca](mailto:ywiersma@mun.ca)>

s. 40 (1)

s. 40 (1)

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** [Quinlan, Shauna](#)  
**To:** [Chapman, Tom](#)  
**Subject:** RE: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** January 9, 2024 10:40:05 AM

---

Great, thank you Tom, much appreciated.

Shauna

**From:** Chapman, Tom <tomc@mun.ca>  
**Sent:** Tuesday, January 9, 2024 10:32 AM  
**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science

Thank you Shauna,  
 The comments that have been shared do cover my own.  
 Tom

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**From:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Sent:** Tuesday, January 9, 2024 9:15:26 AM  
**To:** Chapman, Tom <tomc@mun.ca>  
**Subject:** RE: For Search Committee Review: Stakeholder Consultations - Dean Science

Good morning Dr. Chapman,

Hope all is well at the start of the new year.

Just touching base to see if you have any comments on the drafted consultation list or [draft survey](#)?  
 There have been some emails circulating from the committee as well for any input you may have to follow. Looking to ensure we have your feedback before we begin to proceed with next steps on consultation coordination.

Thank you,  
 Shauna

**From:** Quinlan, Shauna  
**Sent:** Thursday, January 4, 2024 9:22 AM  
**To:** 'Chapman, Tom' <tomc@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; 'Merschrod, Erika (Chemistry)' <erika@mun.ca>; 'Smith, Kate (Student Rep)' [REDACTED] Todd, Amy M. <amy.todd@mun.ca>; Wiersma, Yolanda <ywiersma@mun.ca>; 'Erika she ella elle' [REDACTED] Millan, Roxanne <rmillan@mun.ca>; 'oscar@mun.ca' <oscar@mun.ca>; 'Anne Marie Sullivan (HKR)' <asulliva@mun.ca>  
**Subject:** RE: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Importance:** High

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** [Quinlan, Shauna](#)  
**To:** [Erika she ella elle](#); [Oscar Meruvia-Pastor](#); [Sullivan, Anne-Marie](#); [Chapman, Tom](#); [Lokash, Jennifer](#); [Smith, Kate Angelica](#); [Merschrod, Erika \(Chemistry\)](#); [Wiersma, Yolanda](#); [Millan, Roxanne](#); [Todd, Amy M.](#); [Osmond-Johnson, Pamela](#)  
**Subject:** RE: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Date:** January 9, 2024 2:17:10 PM

---

Good afternoon,

Thank you for the comments regarding consultations with those who may become candidates. [REDACTED]

s. 29 (1) (a)

[REDACTED]

s. 29 (1) (a)

[REDACTED]

We'll touch base at the end of this week regarding next steps for consultations. In the meantime, any additional comments are welcomed.

Thank you  
Shauna

**From:** Erika she ella elle [REDACTED] s. 40 (1)  
**Sent:** Friday, January 5, 2024 3:17 PM  
**To:** Oscar Meruvia-Pastor <Oscar@mun.ca> s. 40 (1)  
**Cc:** Wiersma, Yolanda <ywiersma@mun.ca>; Todd, Amy M. <amy.todd@mun.ca>; Quinlan, Shauna <shauna.quinlan@mun.ca>; Smith, Kate Angelica [REDACTED]; Chapman, Tom <tomc@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; Merschrod, Erika (Chemistry) <erika@mun.ca>; Millan, Roxanne <rmillan@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>  
**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science

s. 29 (1) (a)

[REDACTED]

Erika

On Fri, Jan 5, 2024 at 12:29 PM Oscar Meruvia-Pastor <Oscar@mun.ca> wrote:

I agree with Yolanda. [REDACTED]

s. 29 (1) (a)

[REDACTED]

Best,

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

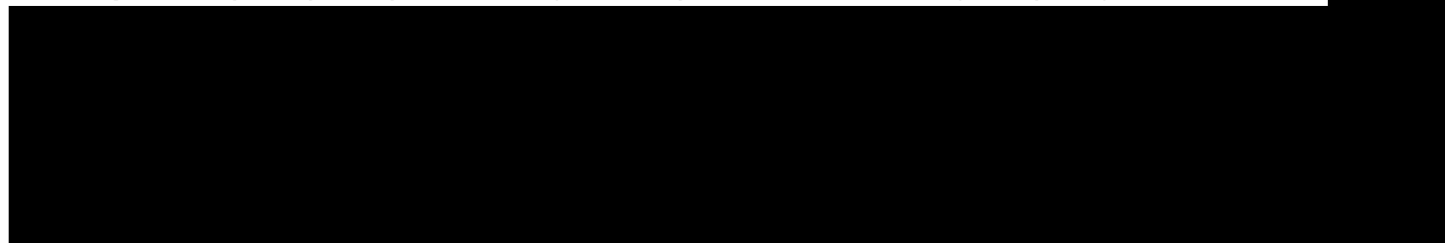
# RE: For Search Committee Review: Stakeholder Consultations - Dean Science

Tuesday, October 15, 2024 9:20 PM

<b>Subject</b>	<b>RE: For Search Committee Review: Stakeholder Consultations - Dean Science</b>
<b>Link to Outlook Item</b>	<a href="#"><u>Click here</u></a>
<b>From</b>	<a href="#"><u>Quinlan, Shauna</u></a>
<b>Sent</b>	<b>2024-01-09, 3:35:41 PM</b>

Hi Pam,

Thank you for your prompt follow up and input on this. I hear your perspective on this



s. 29 (1) (a)

I am meeting with the Chair, Dr. Lokash later this week to review the comments and approach for next steps. I'll then follow up with the committee by email by the end of the week with a summary and next steps for us to move forward.

If there are any other comments on the consultation list or draft survey, would be keen to hear your comments.

Thank you

Shauna



s. 29 (1) (a)

Shauna

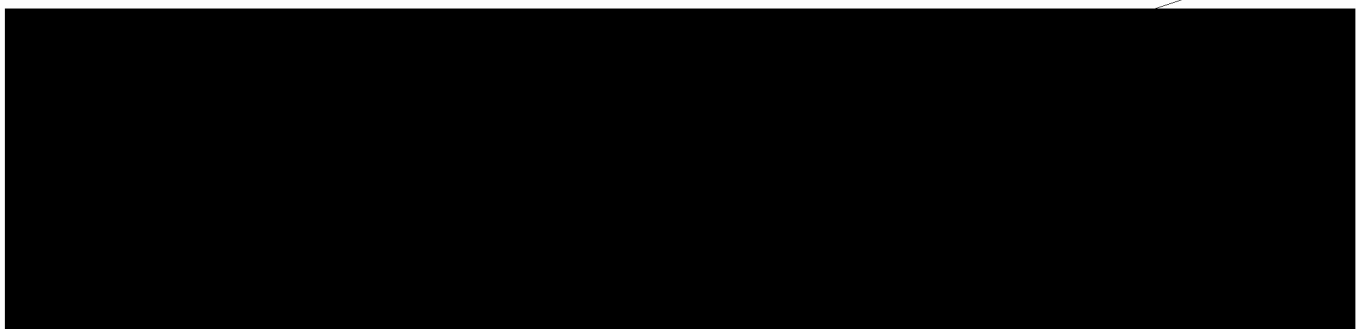
**From:** Osmond-Johnson, Pamela <[osmondp@mun.ca](mailto:osmondp@mun.ca)>  
**Sent:** Tuesday, January 9, 2024 2:56 PM  
**To:** Quinlan, Shauna <[shauna.quinlan@mun.ca](mailto:shauna.quinlan@mun.ca)>  
**Subject:** Re: For Search Committee Review: Stakeholder Consultations - Dean Science  
**Importance:** High

Thank you Shauna.

It's been a busy day so I apologize I was unable to call you back quickly.

Thanks for including me and sending along the conversation thread thus far.

s. 29 (1) (a)



Best

Pam

On Jan 9, 2024, at 2:14 PM, Quinlan, Shauna <[shauna.quinlan@mun.ca](mailto:shauna.quinlan@mun.ca)> wrote:

Hi Dr. Osmond-Johnson,

I hoped to reach you for a quick call today, but suspect your calendar is quite full! If you hear from Roxanne about my request to connect, still feel free to reach out, but otherwise, sharing the below email.

I wanted to touch base as today I realized it seems your email was unfortunately missed from being included in the below. Following our search committee meeting in December, I used the calendar invite mailing list as the list to follow up with. I suspect when the invite was set up, you may not have had an email address set up perhaps so it was not included on the original invite. Nonetheless, apologies for the resulting miss here on the follow up communication! There was no expectation for anyone to review or respond before the holidays, so a few days ago I sent a follow up (see below) which prompted some discussion. I'll go ahead and add you on that chain in a follow up email so you can review and comments from the committee over the couple of days and then are welcome to add in any comments from there or share with me directly.

Again, I was hoping to catch you over a call to apologize for not catching this before now, but thankful you're now looped in and I'll ensure we use the updated list moving forward.

Looking forward to your feedback on these materials in preparation for consultations.

Thank you

Shauna

**From:** Quinlan, Shauna

Sent: Thursday, January 4, 2024 9:22 AM

To: 'Chapman, Tom' <[tomc@mun.ca](mailto:tomc@mun.ca)>; Lokash, Jennifer <[jlokash@mun.ca](mailto:jlokash@mun.ca)>;

'Merschrod, Erika (Chemistry)' <[erika@mun.ca](mailto:erika@mun.ca)>; 'Smith, Kate (Student Rep)'

<[erika@mun.ca](mailto:erika@mun.ca)>; Todd, Amy M. <[amy.todd@mun.ca](mailto:amy.todd@mun.ca)>; Wiersma, Yolanda <[ywiersma@mun.ca](mailto:ywiersma@mun.ca)>; 'Erika she ella elle' <[erika@mun.ca](mailto:erika@mun.ca)>; Millan, Roxanne <[rmillan@mun.ca](mailto:rmillan@mun.ca)>; 'oscar@mun.ca' <[oscar@mun.ca](mailto:oscar@mun.ca)>; 'Anne Marie Sullivan (HKR)'

<[asulliva@mun.ca](mailto:asulliva@mun.ca)>

<[asulliva@mun.ca](mailto:asulliva@mun.ca)>

<[asulliva@mun.ca](mailto:asulliva@mun.ca)>

**Subject:** RE: For Search Committee Review: Stakeholder Consultations - Dean Science

**Importance:** High

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** [Quinlan, Shauna](#)  
**To:** [Erika she ella elle](#); [Oscar Meruvia-Pastor](#); [Sullivan, Anne-Marie](#); [Chapman, Tom](#); [Lokash, Jennifer](#); [Smith, Kate Angelica](#); [Merschrod, Erika \(Chemistry\)](#); [Wiersma, Yolanda](#); [Millan, Roxanne](#); [Todd, Amy M.](#); [Osmond-Johnson, Pamela](#)  
**Subject:** Stakeholder Consultations - Dean of Science  
**Date:** January 11, 2024 11:14:52 AM

---

Good morning everyone,

Thank you all for the input on the consultation process for the Dean of Science search.

From the feedback, we've heard a desire from the committee to be closely involved with the consultations and also for there to be consistency with HR support throughout the process.

With this in mind, for efficiency and consistency in moving us forward, I can reach out to schedule these individual and group consultation meetings and get dates in calendars that work for these stakeholders. I can then circle back to the committee with the scheduled dates for these individual/group stakeholder meetings and we can see if there are 1-2 committee members who are available and wish to join me at each. During the meetings I can take notes to summarize back to the full committee at our next meeting.

**Individual Meetings:**

- Interim Dean of Science
- Associate Dean, Research and Graduate
- Acting Associate Dean, Admin and Undergraduate
- SAO, Science

**Group Meetings:**

- Science Department Heads
- Students (Science Student Societies)
- Deans Office Staff

I'll also proceed to request for our survey to be approved for distribution to applicable mailing lists and interdisciplinary stakeholders identified.

If there are any questions or additional comments on our approach forward please reach out.

Thank you  
 Shauna

SHAUNA QUINLAN (She/Her) | Senior Consultant, Senior Leadership Recruitment  
 Department of Human Resources  
 Memorial University of Newfoundland  
 Arts and Administration Building  
 230 Elizabeth Avenue  
 St. John's, NL, Canada A1C 5S7  
 Office A4042  
 W: 709-864-2926

C [REDACTED] s. 40 (1)  
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**Wiersma, Yolanda**

---

**From:** Wiersma, Yolanda <ywiersma@mun.ca>  
**Sent:** Monday, January 15, 2024 3:52 PM  
**To:** Quinlan, Shauna  
**Subject:** Re: Revised Consultation Survey

That looks fine!  
Sent from my iPhone  
Please excuse typos and Siri's spelling

On Jan 15, 2024, at 3:32 PM, Quinlan, Shauna <shauna.quinlan@mun.ca> wrote:

Thank you Yolanda!

s. 29 (1) (a)

I've had a request to [REDACTED] Updated below, yet please advise if any necessary adjustments.

<image003.jpg>

---

**From:** Wiersma, Yolanda <ywiersma@mun.ca>  
**Sent:** Monday, January 15, 2024 10:00 AM  
**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** RE: Revised Consultation Survey

Hi Shauna,

Thanks for this. [REDACTED] s. 29 (1) (a)

[REDACTED]

s. 29 (1) (a)

Thanks!

Yolanda

---

**From:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Sent:** Saturday, January 13, 2024 1:20 PM  
**To:** Wiersma, Yolanda <ywiersma@mun.ca>  
**Subject:** Revised Consultation Survey

Hi Yolanda,

Thank you again for your feedback on the Dean of Science search consultation process.

I've made adjustments to the survey based on comments. Wondering if you could take another brief look when you have a moment and advise if the attached captures your suggested revisions?

Updated consultation survey: [click here](#).

Thank you,  
Shauna

SHAUNA QUINLAN (She/Her) | Senior Consultant, Senior Leadership Recruitment  
Department of Human Resources  
Memorial University of Newfoundland  
Arts and Administration Building  
230 Elizabeth Avenue  
St. John's, NL, Canada A1C 5S7  
Office A4042  
W: 709-864-2926  
C: [REDACTED] s. 40 (1)  
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**From:** [Quinlan, Shauna](#)  
**To:** [Erika she ella elle](#); [Oscar Meruvia-Pastor](#); [Sullivan, Anne-Marie](#); [Chapman, Tom](#); [Lokash, Jennifer](#); [Smith, Kate Angelica](#); [Merschrod, Erika \(Chemistry\)](#); [Wiersma, Yolanda](#); [Millan, Roxanne](#); [Todd, Amy M.](#); [Osmond-Johnson, Pamela](#)  
**Subject:** Stakeholder Consultation Schedule - Dean of Science Search  
**Date:** January 23, 2024 4:12:23 PM  
**Importance:** High

---

Good afternoon,

Further to the last email, we have now reached out to all stakeholder groups/individuals to invite their input in the consultation process for the Dean, Faculty of Science search. We've connected to schedule each of these meetings based on availability of the groups/individuals and have let each know that a committee member or two may be joining these sessions as well.

A copy of the schedule has been saved in Teams (Science – Dean Search), within the Stakeholder Consultations folder, also linked [here](#).

As shown in the schedule document, today we've also received institutional approval to distribute the online consultation survey and have begun distributing to applicable contacts.

Further to the committee's expression of interest to participate in the consultation process, **kindly review the schedule and let me know if you are interested/available to join a scheduled meeting.** I'll then finalize and update the schedule and calendar invites accordingly. The suggested questions that we'll focus on as a guide in consultation meetings mirror those in the [survey](#).

Please let me know if any questions or additional comments.

Thank you,  
 Shauna

SHAUNA QUINLAN (She/Her) | Senior Consultant, Senior Leadership Recruitment  
 Department of Human Resources  
 Memorial University of Newfoundland  
 Arts and Administration Building  
 230 Elizabeth Avenue  
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 Office A4042  
 W: 709-864-2926  
 C: [REDACTED] s. 40 (1)  
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[www.mun.ca](http://www.mun.ca)

**From:** Chapman, Tom  
**To:** Quinlan, Shauna  
**Subject:** RE: Stakeholder Consultation Schedule - Dean of Science Search  
**Date:** January 23, 2024 5:03:00 PM

---

Hi Shauna,

I am interested and available to attend the meetings with the Heads, Jan 31 at 9 and Feb 1 at 3.  
 Tom

**From:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Sent:** January 23, 2024 4:12 PM s. 40 (1)  
**To:** Erika she ella elle [REDACTED]; Oscar Meruvia-Pastor <Oscar@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>; Chapman, Tom <tomc@mun.ca>; Lokash, Jennifer s. 40 (1) <jlokash@mun.ca>; Smith, Kate Angelica [REDACTED]; Merschrod, Erika (Chemistry) <erika@mun.ca>; Wiersma, Yolanda <ywiersma@mun.ca>; Millan, Roxanne <rmillan@mun.ca>; Todd, Amy M. <amy.todd@mun.ca>; Osmond-Johnson, Pamela <osmondp@mun.ca>  
**Subject:** Stakeholder Consultation Schedule - Dean of Science Search  
**Importance:** High

Good afternoon,

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Please let me know if any questions or additional comments.

Thank you,  
 Shauna

SHAUNA QUINLAN (She/Her) | Senior Consultant, Senior Leadership Recruitment  
 Department of Human Resources  
 Memorial University of Newfoundland  
 Arts and Administration Building  
 230 Elizabeth Avenue

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

RE: Stakeholder Consultation Schedule - Dean of Science Search

**Subject:** RE: Stakeholder Consultation Schedule - Dean of Science Search  
**From:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>  
**Date:** 2024-01-23, 6:32 p.m.  
**To:** Oscar Meruvia-Pastor <Oscar@mun.ca>

Hi Oscar,

It's a pleasure. Great, thank you for sharing your availability. I'll wait a couple days to allow all those interested to respond, then I'll circle back with a finalized schedule to confirm where all committee members fit in. In the meantime, kindly tentatively hold these times.

Thank you!  
 Shauna

---

**From:** Oscar Meruvia-Pastor <Oscar@mun.ca>  
**Sent:** Tuesday, January 23, 2024 5:51 PM  
**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** Re: Stakeholder Consultation Schedule - Dean of Science Search

Hello Shauna,

Thank you for this update.

I would be able to participate in the meetings of Feb 6 @ 1pm (with the Associate Deans) and the Feb 1st @ 3-4:30pm (Science Department Heads).

Regards,

Oscar

On 2024-01-23 4:12 p.m., Quinlan, Shauna wrote:

Good afternoon,

Further to the last email, we have now reached out to all stakeholder groups/individuals to invite their input in the consultation process for the Dean, Faculty of Science search. We've connected to schedule each of these meetings based on availability of the groups/individuals and have let each know that a committee member or two may be joining these sessions as well.

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NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

2024-10-22, 8:32 |

**From:** [Quinlan, Shauna](#)  
**To:** [Chapman, Tom](#)  
**Subject:** RE: Stakeholder Consultation Schedule - Dean of Science Search  
**Date:** January 23, 2024 6:53:56 PM

---

Hi Tom,

Great, thank you for sharing your availability. I'll wait a couple days to allow all those interested to respond, then I'll circle back with a finalized schedule to confirm where all committee members fit in. In the meantime, kindly tentatively hold these times.

Thank you!  
 Shauna

**From:** Chapman, Tom <tomc@mun.ca>  
**Sent:** Tuesday, January 23, 2024 5:03 PM  
**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** RE: Stakeholder Consultation Schedule - Dean of Science Search

Hi Shauna,  
 I am interested and available to attend the meetings with the Heads, Jan 31 at 9 and Feb 1 at 3.  
 Tom

**From:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Sent:** January 23, 2024 4:12 PM  
**To:** Erika she ella elle [REDACTED] s. 40 (1); Oscar Meruvia-Pastor <Oscar@mun.ca>; Sullivan, Anne-Marie <asullivan@mun.ca>; Chapman, Tom <tomc@mun.ca>; Lokash, Jennifer <jlokash@mun.ca>; Smith, Kate Angelica [REDACTED] s. 40 (1); Merschrod, Erika (Chemistry) <erika@mun.ca>; Wiersma, Yolanda <ywiersma@mun.ca>; Millan, Roxanne <rmillan@mun.ca>; Todd, Amy M. <amy.todd@mun.ca>; Osmond-Johnson, Pamela <osmondp@mun.ca>  
**Subject:** Stakeholder Consultation Schedule - Dean of Science Search  
**Importance:** High

Good afternoon,

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NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office



Centre for Institutional Analysis and Planning

P.O. Box 4200, St. John's, NL Canada A1B 3X8  
Tel: 709 864 4016; Fax: 709 864 4775

January 23, 2024

To: Shauna Quinlan, Department of Human Resources

From: Keith Matthews, Chair, Institutional Survey Oversight Committee (ISOC)

Re: Survey Request

The Institutional Survey Oversight Committee (ISOC) has reviewed the survey request you submitted on behalf of the Department of Human Resources for the *Dean, Faculty of Science (Consultation Survey)*.

Based on the information provided in the Institutional Survey Request Form, it is the recommendation of the ISOC that this survey be APPROVED AS SUBMITTED.

Please note the following for approved surveys:

Approval is granted based on the information provided in the Institutional Survey Request Form and its supporting documents, and the expectation that requesting units will operate in good faith according to the protocols they have outlined. **If any changes or revisions are made to the survey project following this approval, outside of any amendments recommended by ISOC in this approval letter, then the request form should be resubmitted to ISOC.** Approved surveys will be listed on the "Schedule of Institutional Surveys" on the CIAP website in accordance with Memorial's *Institutional Surveys* policy. The administration of institutional surveys must follow the *Procedure for Administering Institutional Surveys*, as per Memorial's *Institutional Surveys* policy. You may include in your survey invitation or instrument the following statement: *"This administrative survey has been approved in accordance with Memorial University's Institutional Surveys policy"*.

If you require clarification or additional information, please contact the Chair of the ISOC at [keithm@mun.ca](mailto:keithm@mun.ca) or 864-2464.

**From:** Quinlan, Shauna  
**To:** Erika she ella elle; Oscar Meruvia-Pastor; Sullivan, Anne-Marie; Chapman, Tom; Lokash, Jennifer; Smith, Kate Angelica; Merschrod, Erika (Chemistry); Wiersma, Yolanda; Millan, Roxanne; Todd, Amy M.; Osmond-Johnson, Pamela  
**Subject:** RE: Stakeholder Consultation Schedule - Dean of Science Search  
**Date:** January 25, 2024 8:46:13 PM

---

Good day everyone,

I've updated the schedule to slot in those who have expressed interest in participating in the consultation meetings. The updated schedule can be found in the Teams group, or linked [here](#). Where there are two committee members listed, if only one is able to attend, no issues there, just kindly advise.

If there are any requested changes, please let me know. Otherwise, on Monday, I'll send calendar invites to respective committee members.

Thank you  
 Shauna

**From:** Quinlan, Shauna  
**Sent:** Tuesday, January 23, 2024 4:11 PM s. 40 (1)  
**To:** 'Erika she ella elle' [REDACTED] 'Oscar Meruvia-Pastor' <Oscar@mun.ca>; Sullivan, Anne-Marie <asulliva@mun.ca>; Chapman, Tom <tomc@mun.ca>; Lokash, Jennifer s. 40 (1) <jlokash@mun.ca>; 'Smith, Kate Angelica' [REDACTED] 'Merschrod, Erika (Chemistry)' <erika@mun.ca>; Wiersma, Yolanda <ywiersma@mun.ca>; Millan, Roxanne <rmillan@mun.ca>; Todd, Amy M. <amy.todd@mun.ca>; Osmond-Johnson, Pamela <osmondp@mun.ca>  
**Subject:** Stakeholder Consultation Schedule - Dean of Science Search  
**Importance:** High

Good afternoon,

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Further to the committee's expression of interest to participate in the consultation process, **kindly review the schedule and let me know if you are interested/available to join a scheduled meeting**. I'll then finalize and update the schedule and calendar invites accordingly. The suggested questions

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**Subject:** Dean of Science Search - Department Head Consultation Group Meeting

**From:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>

**Date:** 2024-01-29, 9:04 p.m.

**To:** Biochemistry Head <biohead@mun.ca>, biologyhead <biology.head@mun.ca>, "chemhead@mun.ca" <chemhead@mun.ca>, Cs Chair <cs-chair@mun.ca>, "Earth Sciences Department Head" <earthscihead@mun.ca>, "math-head@mun.ca" <math-head@mun.ca>, "Gagnon, Patrick" <pgagnon@mun.ca>, Physics Head <physicshead@mun.ca>, "psychology.head@mun.ca" <psychology.head@mun.ca>, "Rise, Matthew" <mrise@mun.ca>, "Chapman, Tom" <tomc@mun.ca>, "Oscar Meruvia-Pastor" <Oscar@mun.ca>

**CC:** Head Psychology <psychhead@mun.ca>, JC Loredo-Osti <jcloredoosti@mun.ca>

▼ Quinlan, Shauna has invited you to Dean of Science Search - Department Head Consultation Group Meeting

**Title:** Dean of Science Search - Department Head Consultation Group Meeting  
**Location:** CSF-3201 Core Science  
**When:** February 1, 2024 3:00 p.m. – 4:30 p.m.  
**Organizer:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Description:** Thank you for accepting the invite to participate in the consultation phase of the Dean, Faculty of Science search.

At this meeting, we look forward to hearing your feedback on the following questions:

Facilitating and taking notes in confidence will be myself, Dr. Tom Chapman and Dr. Oscar Meruvia-Pastor. We may not need the full time allocated, yet saving to ensure there is ample time for feedback.

Please reach out to me if there are any questions in advance of this meeting.

Thank you  
Shauna

s. 29 (1) (a)

---

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OGQwNmFkNjEtNjg0YS00YzM4LWI1OTktOWYzZTVlYzNlMzRj%40thread.v2/0?](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGQwNmFkNjEtNjg0YS00YzM4LWI1OTktOWYzZTVlYzNlMzRj%40thread.v2/0?context=%7b%22Tid%22%3a%223cbb374a-88d9-4e3e-b56b-c5b7c63bf353%22%2c%22Oid%22%3a%22560f24db-243b-4ca9-b97e-0e30f23f3298%22%7d)

[context=%7b%22Tid%22%3a%223cbb374a-88d9-4e3e-b56b-c5b7c63bf353%22%2c%22Oid%22%3a%22560f24db-243b-4ca9-b97e-0e30f23f3298%22%7d>](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGQwNmFkNjEtNjg0YS00YzM4LWI1OTktOWYzZTVlYzNlMzRj%40thread.v2/0?context=%7b%22Tid%22%3a%223cbb374a-88d9-4e3e-b56b-c5b7c63bf353%22%2c%22Oid%22%3a%22560f24db-243b-4ca9-b97e-0e30f23f3298%22%7d)

Meeting ID: [REDACTED] s. 31 (1) (l)

Passcode [REDACTED]

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<[https://teams.microsoft.com/meetingOptions/?organizerId=560f24db-243b-4ca9-b97e-0e30f23f3298&tenantId=3cbb374a-88d9-4e3e-b56b-c5b7c63bf353&threadId=19\\_meeting\\_OGQwNmFkNjEtNjg0YS00YzM4LWI1OTktOWYzZTVlYzNlMzRj@thread.v2&messageId=0&language=en-US](https://teams.microsoft.com/meetingOptions/?organizerId=560f24db-243b-4ca9-b97e-0e30f23f3298&tenantId=3cbb374a-88d9-4e3e-b56b-c5b7c63bf353&threadId=19_meeting_OGQwNmFkNjEtNjg0YS00YzM4LWI1OTktOWYzZTVlYzNlMzRj@thread.v2&messageId=0&language=en-US)>

---

Attendees: Biochemistry Head <[biohead@mun.ca](mailto:biohead@mun.ca)>  
biologyhead <[biology.head@mun.ca](mailto:biology.head@mun.ca)>  
chemhead@mun.ca <[chemhead@mun.ca](mailto:chemhead@mun.ca)>  
Cs Chair <[cs-chair@mun.ca](mailto:cs-chair@mun.ca)>  
Earth Sciences Department Head <[earthscihead@mun.ca](mailto:earthscihead@mun.ca)>  
math-head@mun.ca <[math-head@mun.ca](mailto:math-head@mun.ca)>  
Gagnon, Patrick <[pgagnon@mun.ca](mailto:pgagnon@mun.ca)>  
Physics Head <[physicshead@mun.ca](mailto:physicshead@mun.ca)>  
psychology.head@mun.ca <[psychology.head@mun.ca](mailto:psychology.head@mun.ca)>  
Rise, Matthew <[mrise@mun.ca](mailto:mrise@mun.ca)>  
Chapman, Tom <[tomc@mun.ca](mailto:tomc@mun.ca)>  
Oscar Meruvia-Pastor <[Oscar@mun.ca](mailto:Oscar@mun.ca)>  
Head Psychology <[psychhead@mun.ca](mailto:psychhead@mun.ca)>  
JC LoredO-Osti <[jlcloredooosti@mun.ca](mailto:jlcloredooosti@mun.ca)>

Thank you for accepting the invite to participate in the consultation phase of the Dean, Faculty of Science search.

At this meeting, we look forward to hearing your feedback on the following questions:

s. 29 (1) (a)



Facilitating and taking notes in confidence will be myself, Dr. Tom Chapman and Dr. Oscar Meruvia-Pastor. We may not need the full time allocated, yet saving to ensure there is ample time for feedback.

Please reach out to me if there are any questions in advance of this meeting.

Thank you  
Shauna

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## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: [redacted] s. 31 (1) (l)

Passcode: [redacted]

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

---

**Subject:** Dean, Faculty of Science Search - Consultation Meeting (Associate Deans & SAO Science)  
**From:** "Quinlan, Shauna" <shauna.quinlan@mun.ca>  
**Date:** 2024-01-29, 9:08 p.m.  
**To:** "Associate Dean of Science (Research)" <adsr@mun.ca>, "Associate Dean of Science (Undergraduate)" <adsu@mun.ca>, "Jackson, Gina" <gjackson@mun.ca>, Oscar Meruvia-Pastor <Oscar@mun.ca>

▼ Quinlan, Shauna has invited you to Dean, Faculty of Science Search - Consultation Meeting (Associate Deans & SAO Science)

**Title:** Dean, Faculty of Science Search - Consultation Meeting (Associate Deans & SAO Science)

**Location:** IIC2015P (IIC2015 to unlock)

**When:** February 8, 2024 1:15 p.m. – 2:15 p.m.  
~~February 6, 2024 1:00 p.m. – 2:00 p.m.~~

**Organizer:** Quinlan, Shauna <shauna.quinlan@mun.ca>

**Description:** Thank you for accepting the invite to participate in the consultation phase of the Dean, Faculty of Science search.

At this meeting, we look forward to hearing your feedback on the following questions:

s. 29 (1) (a)

Facilitating and taking notes in confidence will be myself and Dr. Oscar Meruvia-Pastor.

Please reach out to me if there are any questions in advance of this meeting.

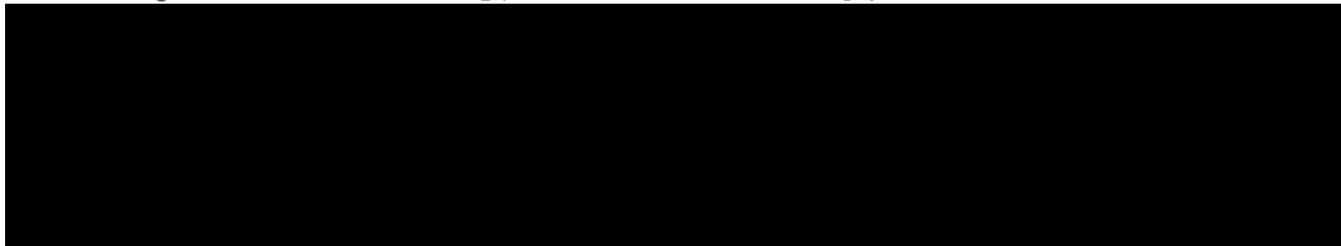
Thank you  
Shauna

Dean, Faculty of Science Search - Consultation Meeting (Associate Deans & SAO Science)

Attendees: Associate Dean of Science (Research) <adsr@mun.ca>  
Associate Dean of Science (Undergraduate) <adsu@mun.ca>  
Jackson, Gina <gjackson@mun.ca>  
*Oscar Meruvia-Pastor <Oscar@mun.ca>*

Thank you for accepting the invite to participate in the consultation phase of the Dean, Faculty of Science search.

At this meeting, we look forward to hearing your feedback on the following questions:



Facilitating and taking notes in confidence will be myself and Dr. Oscar Meruvia-Pastor.

s. 29 (1) (a)

Please reach out to me if there are any questions in advance of this meeting.

Thank you  
Shauna

**Wiersma, Yolanda**

---

**From:** Wiersma, Yolanda  
**Sent:** Wednesday, January 31, 2024 11:20 AM  
**To:** Quinlan, Shauna  
**Subject:** Re: Stakeholder Consultation Schedule - Dean of Science Search

Hi Shauna,

Yes, something else came up [REDACTED]  
 [REDACTED] I will try to make other consultation sessions!

Yolanda s. 40 (1)

Sent from my iPad  
 Please excuse typos and Siri's spelling

On Jan 31, 2024, at 10:44 AM, Quinlan, Shauna <shauna.quinlan@mun.ca> wrote:

Hi Yolanda

I've sent along the calendar invite for Feb 1<sup>st</sup>. I noticed however you seem to have declined the invitation. Just touching base to double check if you plan to attend, or if another commitment came up.

Hope all is well.

Thank you  
 Shauna

---

**From:** Wiersma, Yolanda <ywiersma@mun.ca>  
**Sent:** Friday, January 26, 2024 11:00 AM  
**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** RE: Stakeholder Consultation Schedule - Dean of Science Search

Hi Shauna,

Ok, I will try to get things working. I can make the meeting on Feb. 1

Yolanda

---

**From:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Sent:** Friday, January 26, 2024 8:54 AM  
**To:** Wiersma, Yolanda <ywiersma@mun.ca>  
**Subject:** RE: Stakeholder Consultation Schedule - Dean of Science Search

Hi Yolanda,

If you haven't already tried this avenue – you could look in your software center (can type in "Software center" in the search bar at the bottom left of your desktop, down by the windows icon). Once software center opens, can look to see if Microsoft Teams is there, and then install it. You shouldn't need authorization as it has been preauthorized for download on Memorial devices. This should install the desktop app to allow you to access the full functionality of Teams.

It sounds like your authenticator app may be the issue however if you already have the desktop app?

The ITS Service Desk is great and can either "remote in" to your computer or walk through the steps with you to get access to Teams app/fix your authenticator app and view our shared folder. I often reach them by phone first and they help guide from there.

Office of the CIO – ITS Service Desk:  
<https://www.mun.ca/cio/need-help/> (709-864-4595)  
\*Science may have it's own IT supports as well?

Everyone on this committee has been provided access to our shared committee folder. **Once in Teams**

[Redacted]

s. 31 (1) (l)

Let me know how this works for you!

In the meantime, if you'd like to sit in on the Dean's office staff meeting, there is a session with Amy Todd and myself on Feb 1<sup>st</sup> 10-11:15. I suspect we will not take the full time. Location is CSF 3201. Let me know if this is of interest.

Thank you  
Shauna

**From:** Wiersma, Yolanda <[ywiersma@mun.ca](mailto:ywiersma@mun.ca)>  
**Sent:** Thursday, January 25, 2024 8:58 PM  
**To:** Quinlan, Shauna <[shauna.quinlan@mun.ca](mailto:shauna.quinlan@mun.ca)>  
**Cc:** Erika she ella elle [Redacted]; Oscar Meruvia-Pastor <[Oscar@mun.ca](mailto:Oscar@mun.ca)>; Sullivan, Anne-Marie <[asulliva@mun.ca](mailto:asulliva@mun.ca)>; Chapman, Tom <[tomc@mun.ca](mailto:tomc@mun.ca)>; Lokash, Jennifer <[jlokash@mun.ca](mailto:jlokash@mun.ca)>; Smith, Kate Angelica [Redacted]; Merschrod, Erika (Chemistry) <[erika@mun.ca](mailto:erika@mun.ca)>; Millan, Roxanne <[rmillan@mun.ca](mailto:rmillan@mun.ca)>; Todd, Amy M. <[amy.todd@mun.ca](mailto:amy.todd@mun.ca)>; Osmond-Johnson, Pamela <[osmondp@mun.ca](mailto:osmondp@mun.ca)>  
**Subject:** Re: Stakeholder Consultation Schedule - Dean of Science Search

s. 40 (1)

s. 40 (1)

I have not filled anything it yet; I have been having troubles connecting to Teams. Not helped by the fact that my iPhone shorted out Tuesday so I could not access the Authenticator app. I got a new phone last night but when reinstalling the Authenticator app I got stuck in a some kind of endless loop.

So willing to help. Just helpless to engage with the tech.

Yolanda

Sent from my iPhone  
Please excuse typos and Siri's spelling

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**Wiersma, Yolanda**

---

**From:** Wiersma, Yolanda  
**Sent:** Wednesday, January 31, 2024 12:01 PM  
**To:** Quinlan, Shauna  
**Subject:** RE: Stakeholder Consultation Schedule - Dean of Science Search

Yes, I can do that. Please send along the link for the virtual session.

Yolanda

**From:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Sent:** Wednesday, January 31, 2024 11:55 AM  
**To:** Wiersma, Yolanda <ywiersma@mun.ca>  
**Subject:** RE: Stakeholder Consultation Schedule - Dean of Science Search

Hi Yolanda,

No worries at all.

There is a student virtual session on Feb 6<sup>th</sup> 12-1250pm. We have myself, the student rep and Erika already, but you're welcome to join if of interest and you're available. Kindly advise if so.

Thank you  
 Shauna

**From:** Wiersma, Yolanda <ywiersma@mun.ca>  
**Sent:** Wednesday, January 31, 2024 11:20 AM  
**To:** Quinlan, Shauna <shauna.quinlan@mun.ca>  
**Subject:** Re: Stakeholder Consultation Schedule - Dean of Science Search

Hi Shauna,

Yes, something else came up [REDACTED]  
 [REDACTED] I will try to make other consultation sessions!

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Sent from my iPad  
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Hi Yolanda

I've sent along the calendar invite for Feb 1<sup>st</sup>. I noticed however you seem to have declined the invitation. Just touching base to double check if you plan to attend, or if another commitment came up.

1

NOTE TO APPLICANT: The remainder of this email thread is previously located in the records.

IAP Office

**From:** Google Calendar on behalf of Erika she ella elle  
**To:** Biochemistry Head; Cs Chair; erika@mun.ca; Quinlan, Shauna; Chapman, Tom; Erika she ella elle  
**Subject:** Dean of Science Search - Consultation Meeting (Computer Science Head, Biochemistry Head)  
**Date:** January 31, 2024 9:04:50 AM

---

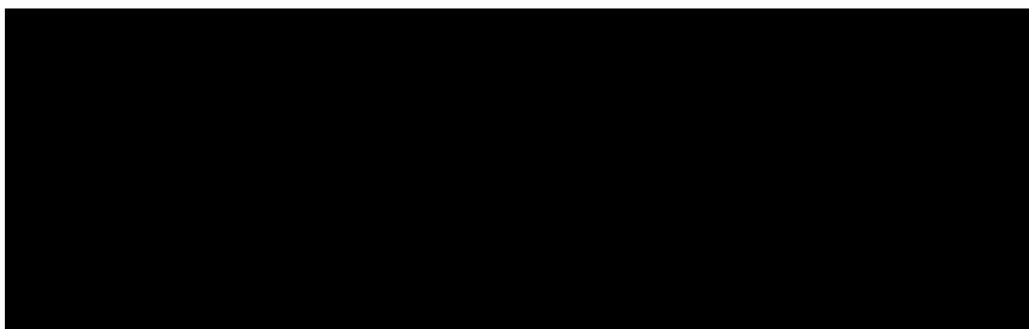
So sorry I thought it was online I'll be there in 10 minutes if not less.

## Dean of Science Search - Consultation Meeting (Computer Science Head, Biochemistry Head

(Wednesday 31 Jan 2024 · 09:00 – 09:45 (Newfoundland Time

Thank you for accepting the invite to participate in the consultation phase of the  
Dean, Faculty of Science search

:At this meeting, we look forward to hearing your feedback on the following questions



s. 29 (1) (a)

Facilitating and taking notes in confidence will be myself, Dr. Tom Chapman and Dr.  
Erika Merschrod

.Please reach out to me if there are any questions in advance of this meeting

Thank you  
Shauna

**Location**

(IIC2015P (IIC2015 to unlock  
**View map**

**Guests**

organizer - shauna.quinlan@mun.ca  
creator - Erika she ella elle  
biohead@mun.ca  
Cs Chair  
(Merschrod, Erika (Chemistry  
Chapman, Tom