

Policy History
Policy No. HR11
Approving Jurisdiction: President
Administrative Responsibility: President
Effective Date: May 19, 2015

Search Advisory and Appointment of Administrative Positions Policy

A. CONTEXT AND PURPOSE

The University Act specifies that the powers of the Board include:

Section 27 (2) (g) "...to appoint the president of the university...and the officers and employees the board considers necessary for the purpose of the university, and to set their salaries or remuneration, and to define their duties and their tenure of office or employment".

The Board has delegated its powers under Section 27 (2) (g) to the Board Human Resource Committee or to the President, with the exception of the positions of President, Provost and other Vice-Presidents, which require full Board approval; refer to Board Governance Manual, Appendix H.

This Policy and its related Procedures are intended to outline the principles and procedures which will be used by the University in the selection and appointment of administrative positions within the University.

B. SCOPE AND LIMITS

This Policy and its related Procedures outlines the principles and procedures for the selection and appointment of candidates for administrative positions within the University with the exception of the President (Policy HR22) and Senior Administrative positions (Policy HR25).

C. STATEMENT OF POLICY PRINCIPLES

1. The University will appoint a Search Committee (SC) to participate in the search process and interviewing and recommending appropriate candidates for administrative positions covered by this policy;
2. The composition of a SC will be representative of the University community, commensurate with the nature and level of the position being considered

3. The proceedings of each SC and all communication to and from the Committee will be held in strict confidence, both during the term of the Committee and thereafter;
4. The required education, knowledge, experience, abilities and traits of each position will be determined in consultation with the pertinent SC;
5. The search process for each position will be designed to elicit an appropriate level of interest and response, commensurate with the type and nature of the position;
6. Stakeholders groups, pertinent to the position being considered, may be convened to interview the short-listed candidates as identified by SC;
7. The recommendation of acceptable candidates by each SC will be forwarded to the appropriate Vice President or his/her designate.
8. Negotiations of all terms of employment, employment agreements and letters of offer will be handled as outlined in the University's Policy HR26

D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

1. University Act 27 (2) (g)
2. Board Governance Manual
3. Policy HR20, Search Advisory, Appointment and Re-Appointment of Senior Academic Administrator Positions
4. Policy HR22, Presidential Search Advisory, Appointment and Re-Appointment
5. Policy HR25, Search Advisory and Appointment of Senior Administrative Positions
6. Policy HR26, Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff

F. RELATED PROCEDURES

Refer to HR11 *Search Advisory and Appointment of Administrative Positions* Procedure