

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

Search Advisory and Appointment of Administrative Positions Procedure

A. DEFINITIONS

Administrative Positions:

Administrative Positions, for the purpose of this Policy and related Procedures, will include all positions reporting to: the Vice-President Finance and Administration, Associate Vice-Presidents, Executive Directors, General Counsel, Chief Information Officer, Chief Advancement Officer and equivalent positions.

B. PROCEDURES

Search Committees (SC)

1. The SC shall be chaired by the Vice-President to whom the particular position reports, or his/her designate, and may consist of the following representatives:
 - a. A Director in another position, and/or
 - b. A person in a senior position within the Vice-President’s area of responsibility, and/or
 - c. A person in a senior position from another Vice-President’s area of responsibility, and/or
 - d. A person drawn from the Director’s (i.e. (open position) area of responsibility, and/or
 - e. If the position has a Kwantlen Faculty Association (KFA) member reporting to the position, a KFA member (see Section 2), and/or
 - f. Other individual(s) at the discretion of the chair

2. The SC will be bound by the following regulations:
 - a. In advance of the posting of a new appointment, the members of a SC will be appointed according to section 1 of this procedure. In those situations where a

Kwantlen Faculty Association member reports to the administrative position being considered, the Collective Agreement between Kwantlen Polytechnic University (KPU) and the Kwantlen Faculty Association (KFA) will be followed for the appointment of KFA representatives to SCs.

- b. Before the SC is announced, potential members of the Committee must agree, as a condition of membership, that they will not be candidates for the position under consideration.
- c. The membership of the SC, once established, may be made public to the University community at the discretion of the SC chair.
- d. If a SC member must resign their position, where possible, replacements will be drawn from a similar constituency. Replacements may not be made after the start of the long list interviews.
- e. All proceedings of the SC and all communication to and from the committee shall be held in strictest confidence, both during the term of the Committee and thereafter. Only the Chair is authorized to release information about the proceedings of the SC. The Chair shall have the right to discharge from the Committee any member who fails to comply with this requirement.

The Search Process

1. Searches for positions covered by this policy will be conducted by Human Resource Services as outlined in Policy HR 26. The President, or his/her designate, will decide if an external search consultant will be used to work under the direction of Human Resource Services.
2. The education, knowledge, experience, abilities and traits of each position will be determined in consultation with the pertinent SC.
3. The position description and posting will be developed by Human Resource Services and the administrative person responsible for the position. The position description and the posting will be reviewed by the SC.
4. The position may be advertised both internally and externally.
5. Applications will be made in confidence to the SC. The SC will determine, early in its process, if the names of shortlisted candidates will be made public. Decisions will be communicated to the shortlisted candidates.
6. SC will review and approve the format, questions and scoring system for the interviews
7. If a committee member is absent from any of the interviews, normally s/he will not participate in further interviews, deliberations or recommendations to the SC chair. Exceptions may be made by the SC Chair.
8. The SC may invite the short-listed candidates to campus to meet with various university groups. The schedule will be determined by the SC along with a mechanism to provide feedback on candidates.
9. The Chair of the SC will make a recommendation to the Vice-President or designate.
10. If all candidates are deemed unacceptable, or no appointment is made, the search may continue.

RELATED POLICY

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