



Policy History
Policy No. HR20
Approving Jurisdiction: Board of Governors
Administrative Responsibility: President
Effective Date: June 5, 2013

Search Advisory, Appointment and Re-Appointment of Senior Academic Administrator Positions Policy

CONTEXT AND PURPOSE

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

Section 27 (2) (f) “with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;”

Section 27 (2) (g) ...”subject to section 28, to appoint the president of the university, deans of all faculties, the librarian, the registrar, the bursar, the professors, associate professors, assistant professors, lecturers, instructors and other members of the teaching staff of the university, and the officers and employees the board considers necessary”...

Section (f) addresses procedures for selection of a candidate while section (g) addresses the actual appointment of an individual to a position.

The Board has delegated its powers to the President under Section 27 (2)(g) with the exception of the appointment of the President and Vice Presidents. (see Board Governance Manual, Appendix H)

This Policy and its related Procedures are intended to outline the principles and processes which will be used by the University in the selection, appointment and re-appointment of senior academic positions within the University.

SCOPE AND LIMITS

This Policy governs the procedures for the recommendation and selection of candidates for senior academic positions within the University with the exception of the President, which is covered under a separate policy: Board Manual, section 22.

STATEMENT OF POLICY PRINCIPLES

- (1) The University will appoint a Search Advisory Committee (SAC) to participate in designing the search process, and interviewing and recommending appropriate candidates for senior academic positions covered by this policy;
- (2) The composition of a SAC, will be broad-based and representative of the University community, commensurate with the nature and level of the position being considered (see Appendix to Procedures);
- (3) The proceedings of each SAC 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 SAC.
- (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) The recommendation of acceptable candidates by each SAC will be forwarded to the President or designate who is responsible for making the appointment.

DEFINITIONS

Senior Academic Administrator Positions: Senior academic positions, for the purpose of this Policy and related Procedures, will include the Vice President Academic and Provost, Deputy Provost, Vice Provosts, Associate Vice Presidents (Academic, Research and International), Deans, University Registrar, University Librarian, Associate Deans and other senior academic positions as may be determined from time to time. Specific titles of senior positions may change over time.

RELATED POLICIES & LEGISLATION

RELATED PROCEDURES

Refer to HR20 *Search Advisory, Appointment and Re-appointment of Senior Academic Administrator Positions.*