



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 Procedure

DEFINITIONS

Senior Academic Administrator Positions: Senior academic administrator 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 administrator positions as may be determined from time to time. Specific titles of academic administrator senior positions may change over time.

Pro Tem: Acting positions; in a position temporarily.

PROCEDURES

A. Search Advisory Committees (SAC)

Details of the composition of SACs for senior academic administrator positions covered by this policy within the University are listed in the Appendix – Composition of Search Advisory Committees.

1. The SAC will be bound by the following regulations:
 - a) In advance of the posting of a new appointment, the members of an SAC will be appointed according to the Appendix to this procedure. The Collective Agreement between Kwantlen

Polytechnic University (KPU) and the Kwantlen Faculty Association (KFA) will be followed for the appointment of KFA representatives to SACs.

- b) Before the SAC 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) For all the SACs referred to in this policy, faculty appointed by Senate will be based on recommendations from the Senate Nominating Committee in consultation with each Faculty Council to ensure appropriate representation, taking into account Faculty representatives appointed by the KFA. Other appointments are made according to the Appendix.
- d) The membership of the SAC, once established, will be made public to the university community by the SAC Chair.
- e) If a SAC member must resign their position, where possible, replacements will come from a similar constituency.

Replacements may not be made after the start of long list interviews.

- f) All proceedings of the SAC 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 SAC. The President shall have the right to discharge from the Committee any member who fails to comply with this requirement.

B. Term Limits

Senior academic administrator positions will normally be appointed for a five (5) year term with the exception of Associate Deans, which will normally be appointed for a three (3) year term. Normally, the position can be renewed for an additional five or three year term, respectively, after a review undertaken according to Section C below.

C. Renewal of Appointments

1. When a senior academic administrator position is being considered for renewal, the President will establish a SAC with a composition determined by the Appendix to recommend on her/his re-appointment.
2. The SAC will inform the University community that a review of the incumbent will be conducted and invite submissions, as the Committee shall deem appropriate.
3. After it reviews the incumbent, the SAC will determine whether it will recommend reappointment of the incumbent.

4. The Chair of the SAC will make a recommendation to the President based on advice of the Committee.
5. If the recommendation for reappointment of the incumbent is not accepted a full search (as outlined in this policy) shall be followed. The President will provide reasons to the SAC if its recommendations are not accepted or followed.

D. The Search Process

1. Normally, a general (internal and external) search will be conducted.
2. The President, or his/her designate, will decide if an external search consultant will be used.
3. The education, knowledge, experience, abilities and traits of each position will be determined in consultation with the pertinent SAC.
4. The position will be advertised both internally and externally unless the SAC obtains approval from the President to only advertise internally.
5. Applications will be made in confidence to the SAC. The SAC 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. 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 SAC chair. Exceptions may be made by the Chair with unanimous approval of the SAC.
7. The SAC may invite the short-listed candidates to campus to meet with various university groups to be determined by the SAC, with a mechanism in place to provide feedback on candidates.
8. For the positions of Provost and Dean, the SAC may invite short listed candidates to present a public talk.
9. The Chair of the SAC will make a recommendation to the President, or designate, based on advice of the Committee. Normally, this recommendation will include up to three (3) candidates who the SAC deems acceptable to fill the position, rank ordered.
10. The President will provide reasons to the SAC if its recommendations are not accepted or followed. If all candidates are deemed unacceptable, or no appointment is made, the search will continue.

E. Appointment to a Pro Tem Position

The President may make pro tem appointments for senior academic administrator positions that are vacant. The President will advise the Senate of pro tem appointments. Such appointments will be clearly reflected in the designation as “pro tem” and are made for a period of up to six (6) months, but may be extended if necessary, subject to the agreement of the KFA.

Those appointed in a pro tem capacity will not be eligible to apply for the position they are temporarily filling without the express permission of the President.

The President may choose to make a pro tem appointment using procedures under “Section C, Renewal of Appointments”.

RELATED POLICY

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

Appendix: Composition of Search Advisory Committees	
Provost & Vice President Academic	<p>The Advisory Committee shall be chaired by the President and shall consist of:</p> <ul style="list-style-type: none"> i) regular faculty members, representing each of the Faculties, with five members appointed by the Kwantlen Faculty Association, and three or more appointed by the Senate to ensure representation from all Faculties. ii) one community member of the Board of Governors, appointed by the Board iii) one student, preferably a Senator, appointed by the Senate, iv) one student Board member appointed by the Board v) one student appointed by the Kwantlen Student Association vi) one regular BCGEU staff member, appointed by BCGEU vii) one excluded support staff employee, appointed by the Chair viii) one senior administrative officer of the institution, appointed by the Chair ix) two Deans chosen by their peers
Deputy Provost, Vice Provosts, and Associate Vice President Academic, Research & International	<p>The Advisory Committee shall be chaired by the Provost & Vice President Academic and shall consist of:</p> <ul style="list-style-type: none"> i) five regular faculty members, two of whom are appointed by the Kwantlen Faculty Association and three appointed by the Senate to ensure broad representation from among the Faculties ii) one student, preferably a Senator, appointed by the Senate iii) one student Board member appointed by the Board iv) one student appointed by the Kwantlen Student Association v) one regular BCGEU staff member, appointed by the BCGEU vi) one excluded support staff employee, appointed by the Chair vii) one senior administrative officer of the institution appointed by the Chair viii) two Deans chosen by their peers
Dean	<p>The Advisory Committee shall be chaired by the Provost and Vice President, Academic and shall consist of</p> <ul style="list-style-type: none"> i) regular faculty members, two of whom are appointed by the Kwantlen Faculty Association and others appointed by the Senate to ensure representation by the Faculty of the Dean, up to a maximum of eight faculty ii) one student, preferably a Senator, appointed by the Senate iii) one student, majoring in a program offered by the Faculty, appointed by the Kwantlen Student Association iv) one regular BCGEU staff member, appointed by the BCGEU, preferably selected from the Faculty v) one excluded support staff employee, preferably from the Faculty, appointed by the Chair

	<ul style="list-style-type: none"> vi) one senior administrative officer of the institution appointed by the Chair, vii) one Dean appointed by the Provost
Associate Dean	<p>The Advisory Committee shall be chaired by the Dean and shall consist of:</p> <ul style="list-style-type: none"> i) regular faculty members, two of whom are appointed by the Kwantlen Faculty Association and others appointed by the Senate to ensure representation by the Faculty of the Associate Dean up to a maximum of eight faculty ii) one student majoring in a program offered by the Faculty, appointed by the Senate iii) one student majoring in a program offered by the Faculty, appointed by the Kwantlen Student Association iv) one regular BCGEU staff member from the Faculty, appointed by the BCGEU v) one excluded staff member from the Faculty, appointed by the Chair vi) one Dean or Associate Dean from another Faculty appointed by the Provost
University Librarian, University Registrar	<p>The Advisory Committee shall be chaired by the Provost and Vice President, Academic and shall consist of</p> <ul style="list-style-type: none"> i) five regular faculty members, two of whom are appointed by the Kwantlen Faculty Association and three appointed by the Senate to ensure broad representation ii) one librarian iii) one student, preferably a Senator, appointed by Senate iv) one student appointed by the Kwantlen Student Association. v) one regular BCGEU staff member preferably selected from the relevant functional area, appointed by the BCGEU vi) one excluded staff member, preferably from the relevant functional area, appointed by the Chair vii) one senior administrative officer of the institution, appointed by the Chair viii) one Dean appointed by the Provost