

Policy History
<b>Policy No.</b> HR20
<b>Approving Jurisdiction:</b> Board of Governors
<b>Administrative Responsibility:</b> Vice President Human Resources
<b>Effective Date:</b> February 1, 2024

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

### A. DEFINITIONS

1. **Candidate Profile:** Outlines the position, the desired education, knowledge, experience, abilities and traits that the ideal candidate should possess in order to successfully perform in the role, as well as an overview of Kwantlen Polytechnic University (KPU), search process and other factors the candidate might want to consider in determining whether or not to apply. Candidate profiles are created by Human Resources or an external search consultant (when used).
2. **Hiring Manager:** The administrator with the authority to make a hiring decision for a position; they are also the respective Search Advisory Committee (SAC) Chair as referenced in the Appendix.
3. **Human Resources** Responsible for providing support, expertise and guidance to the SAC Chair and SAC members through the entire search process.
4. **Job Description:** Describes the reporting relationship, primary function, key responsibilities, and qualifications of any role covered by this Policy and Procedure. Job descriptions are created by Human Resources and the hiring manager for the position and undergo approval by the Post Secondary Employers' Association.
5. **Key Party:** Individuals identified by the hiring manager, Human Resources and/or SAC with whom the potential candidate might directly or indirectly work with such as a one-up-supervisor, direct report, and/or peer. Key party members will uphold the values of KPU to provide a safe, welcoming and inclusive environment for the candidate and will participate in key party meetings with full attention.
6. **Pro Tem:** Acting positions; in a position temporarily.

7. **Search Advisory Committee (SAC):** For the purpose of this policy, a committee established for the search of an administrative candidate by the hiring manager. The committee will be diverse and representative of KPU's values to provide an inclusive environment for candidates and colleagues.
8. **Senior Academic Administrator Positions:** Senior academic administrator positions, for the purpose of this Policy and related Procedure, will include the Provost and Vice President Academic; Associate Vice President Academic; Associate Vice President Research and Innovation; Deans; University Librarian; University Registrar; Associate Deans; and other Senior Academic Administrator positions as may be determined from time to time. Specific titles of senior positions may change over time.

## **B. PROCEDURES**

### **1. Search Advisory Committee (SAC)**

- a. KPU will appoint a SAC. The SAC shall familiarize themselves with the job description in order to assess candidate suitability. The role of the SAC will be to interview and recommend appropriate candidates for the senior academic administrator positions covered by this Policy.
- b. Details of the composition of the SAC for senior academic administrator positions covered by this Policy are listed in the attached Appendix – Composition of Search Advisory Committees.
- c. The SAC will be bound by the following regulations:
  - i. In advance of the posting of a new appointment, the members of the SAC will be appointed according to the Appendix to this procedure. The Collective Agreement between KPU and the Kwantlen Faculty Association (KFA) will be followed for the appointment of KFA representatives to SACs.
  - ii. SAC members shall disclose any conflicts of interest with applicants and may be excused if the conflict cannot be mitigated. SAC members will be required to sign a Confidentiality Agreement prior to their commencement.
  - iii. Before the SAC is finalized, potential members of the SAC must agree, as a condition of membership, that they will not be candidates for the position under consideration.
  - iv. For the SACs referred to in this Policy, faculty appointed by the Senate will be based on recommendations from the Senate Governance and 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.
  - v. 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 interviews.

- vi. All proceedings of the SAC and all communication to and from the SAC shall be held in strictest confidence, and all members of the SAC will comply with their obligations under related legislation and KPU policies, both during the term of the SAC and thereafter. Only the SAC Chair is authorized to release information about the proceedings of the SAC. Any SAC member who fails to comply with the requirement of confidentiality will be discharged from membership of the SAC and may also be subject to disciplinary action.

## **2. Time Limits**

- a. Senior Academic Administrator Positions, with the exception of the University Registrar and University Librarian whose appointment is permanent, will be appointed for a five (5) year term. Normally, the position can be renewed for additional five year terms, after a review undertaken according to Section 4 below.

## **3. Renewal of Appointments**

- a. When a senior academic administrator position is being considered for renewal, a SAC will be established with a composition determined by the Appendix to provide a recommendation on their re-appointment.
- b. The SAC may inform the KPU community that a review of the incumbent will be conducted and invite submissions, as the SAC shall deem appropriate.
- c. After it reviews the incumbent, the SAC will determine whether it will recommend reappointment of the incumbent.
- d. The SAC Chair will make a written recommendation to the appropriate party which includes the advice of the SAC.
- e. If the incumbent is not reappointed, the SAC Chair will determine next steps in consultation with Human Resources. The approving party will provide written reasons to the SAC if its recommendations are not accepted or followed.

## **4. The Search Process:** the search process are the procedures that the SAC will follow to select, appoint, or re-appoint candidates. The search process will honour the Policy principles and will incorporate KPU's efforts for diversity, equity, and inclusion, including provisions within HR16.

- a. Searches for positions covered by this Policy will be conducted by Human Resources as outlined in Policy HR26. The President, or their designate, will decide if an external search consultant will be used to work under the direction of Human Resources.
- b. The job description will be developed by Human Resources and the Hiring Manager, and approved by the Post Secondary Employers' Association. The Administrative Job Description will be provided to the SAC to use to assess candidate suitability during the search.
- c. The candidate profile and job postings will be developed by Human Resources and the administrative person responsible for the position. The SAC will provide advice on the advertising strategy.
- d. The position will be widely advertised both internally and externally.
- e. Applications will be provided in confidence to the SAC.

- f. In consultation with a member of Human Resources, the SAC will review and approve the format, questions and evaluation system for the interviews and will also identify those candidates who will be included in the long list.
- g. If a SAC member is absent from any of the interviews, normally they will not participate in further interviews, deliberations or recommendations to the SAC Chair. Exceptions may be made by the SAC Chair in consultation with Human Resources.
- h. The SAC may invite the short-listed candidates to meet with various Key Parties. The SAC will determine a mechanism to provide feedback on candidates.
- i. The SAC Chair will make a recommendation to the appropriate party, which includes the advice of the SAC. Normally, this recommendation will include up to three (3) candidates who the SAC deems acceptable to fill the position, in order of preference.
- j. The appropriate party will provide written 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.

#### **5. Post Search Process**

- a. Reference and background checks will be conducted of the final candidate.
- b. Negotiations of all terms of employment, employment agreements and verbal and written letters of offers will be handled as outlined in KPU's Policy HR26 and in consultation with, and approval of, the Vice President, Human Resources or designate.

#### **6. Appointment to a Pro Tem Position**

- a. Pro tem appointments will be made in accordance with the Board Governance Manual and the Terms and Conditions of Employment for Administrative Employees. The Senate will be advised of pro tem appointments at the next Senate meeting. Such appointments will be clearly reflected in the designation as "pro tem" and are made for a period of up to twelve (12) months, but may be extended if necessary, subject to the agreement of the KFA.
- b. The Hiring Manager may choose to make a pro tem appointment using procedures under "Section 3, Renewal of Appointments".

## **C. RELATED POLICY**

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

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

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