

Policy History
Policy No. HR22
Approving Jurisdiction: Board of Governors
Administrative Responsibility: Board of Governors
Effective Date: February 3, 2015

Presidential Search Advisory, Appointment and Re-appointment Procedure

A. DEFINITIONS

1. **President:** means the president of a university who is to be the chief executive officer and must generally supervise and direct the academic work of the university.
2. **Presidential Candidate Profile:** outlines the major attributes, such as education, knowledge, experience, abilities and traits that the presidential candidate should possess.
3. **Presidential Position Description:** describes the duties, responsibilities, contributions, outcomes and reporting relationships of the President.
4. **Pro Tem:** acting positions; in a position temporarily.

B. PROCEDURES

1. Presidential Search Advisory Committee (PSAC)
 - a. Details of the composition of the PSAC for the presidential search are listed in the Appendix – Composition of the Presidential Search Advisory Committee.
 - b. The Board of Governors (the “Board”) will develop and approve the Terms of Reference for the PSAC.
 - c. All members of the PSAC will sign a Code of Conduct.
 - d. The PSAC will be bound by the following regulations:
 - i. In advance of the posting of a new appointment, the members of the PSAC 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 the PSAC.

- ii. Before the PSAC 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.
 - iii. The Board has the authority to substitute members of the PSAC if one of them should declare their candidacy for President.
- e. 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.
- f. The membership of the PSAC, once established, will be made public to the university community by the PSAC Chair.
- g. If a PSAC member must resign their position, where possible, replacements will come from a similar constituency.
- h. Replacements may not be made after the start of long list interviews.
- i. Absenteeism after the interviews begin will constitute forfeiture of that position on the PSAC.
- j. All proceedings of the PSAC 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 PSAC. The Board Chair shall have the right to discharge from the Committee any member who fails to comply with this requirement.
2. Term Limits
- a. The President will normally be appointed for a five (5) year term. Normally, the position can be renewed for an additional five year term after a review undertaken according to Section 3 below.
3. Renewal of Appointments
- a. When the presidential position is being considered for renewal, the Board will establish a PSAC with a composition determined by the Appendix to recommend on her/his re-appointment.
- b. The PSAC will inform the University community that a review of the incumbent will be conducted and invite submissions, as the Committee shall deem appropriate.
- c. After it reviews the incumbent, the PSAC will determine whether it will recommend reappointment of the incumbent.
- d. The PSAC will make a recommendation to the Board.
- e. The Board will inform the PSAC if its recommendations are not accepted or followed.

- f. If the incumbent is not re-appointed a full search (as outlined in this policy/procedures) shall be followed.

4. The Search Process

- a. Normally, a general (internal and external) search will be conducted.
- b. The Board will determine if an external search firm will be used.
- c. The Board, in consultation with the PSAC, as well as through public consultations, will develop the Presidential Position Description.
- d. Senate will review the Presidential Position Description, providing advice and a recommendation to the Board.
- e. The Board will give final approval to the Presidential Position Description.
- f. The Board, along with the external search firm, if used, will develop the Presidential Candidate Profile based on the consultation with the PSAC and the public against which candidates will be assessed by the PSAC and ultimately, the Board, in reaching a decision about the appointment of the next President of Kwantlen Polytechnic University.
- g. The Board and Senate will agree on the Presidential Candidate Profile.
- h. The position will be advertised as determined by the Board.
- i. Applications will be made in confidence to the PSAC. The PSAC will determine early in its process if the names of shortlisted candidates will be made public. Decisions will be communicated to the shortlisted candidates.
- j. The PSAC will:
 - i. Receive and assess applications and nominations;
 - ii. Establish the long list of candidates followed by the further assessment of candidates on the long list;
 - iii. Establish the short list of candidates (four to six candidates) who will be invited for interviews;
 - iv. Assess the interviewed candidates relative to the Presidential Candidate Profile and it can make a decision to determine if more interviews are necessary;
 - v. Advise the Board if the PSAC determines that no candidates meet the Presidential Candidate Profile when identifying the final short list of candidates for Board consideration.
 - vi. Identify a final short list of not more than three candidates and return these to the Board. The PSAC will be discharged of its responsibilities at this point;

- k. In the event that the PSAC feels that it must refine the Presidential Candidate Profile it will return this question to the Board for consultation, guidance and approval.
 - l. The PSAC may invite the short-listed candidates to campus to meet with various university groups to be determined by the PSAC, with a mechanism in place to provide feedback on candidates.
 - m. The Board will:
 - i. Consider/interview the candidates on the final list and ensure reference checks are conducted;
 - ii. Upon receipt of the reference check report, determine its final choice for President;
 - iii. Re-constitute a search if the Board determines that none of the candidates on the final short list are suitable for the position.
 - n. The Board's final decision, offer of appointment, contract negotiations, acceptance, determination of a start date, identification of transitional time period and steps will represent the concluding step in the Presidential search/appointment process.
 - o. Public announcements will follow the decision of the Board and will be determined by the Governors.
 - p. The University's Conflict of Interest Policy shall apply to the search.
5. Appointment to a Pro Tem Position
- a. The Board will, in consultation with the Senate, identify one or more qualified personnel who may be asked to assume the role of President Pro Tem.
 - b. The Board will appoint a President Pro Tem when a sitting president, for whatever reason, is unable to fulfill his/her duties, and/or to fulfill these duties during a Presidential search.
 - c. 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 Board.
 - d. The Board may choose to make a pro tem appointment using procedures under "Section 3, Renewal of Appointments".

C. RELATED POLICY

Refer to HR22 *Presidential Search Advisory, Appointment and Re-appointment Policy*.

Appendix: Composition of Presidential Search Advisory Committee	
President	<p>The Advisory Committee shall be chaired by the Chair, Board of Governors and shall consist of:</p> <ul style="list-style-type: none"> i) Chair, Board of Governors Human Resources Committee ii) Three government-appointed Board Members, one of whom shall be an Alumni representative iii) Senate Vice Chair iv) Five regular faculty members appointed by the Kwantlen Faculty Association and three regular faculty members-at-large appointed by Senate. To the greatest extent possible by these 8 appointees, all Faculties should be represented. v) Two regular BCGEU staff members, appointed by the BCGEU vi) Two Deans, appointed by the President vii) Provost & Vice President, Academic viii) Three students, appointed by the Board ix) Chair, Kwantlen Foundation <p><i>Staff Resources to the PSAC:</i> University Secretary Associate Vice President responsible for Human Resource Services Director responsible for Communications President</p>