

Policy History
Policy No. HR25
Approving Jurisdiction: President
Administrative Responsibility: President
Effective Date: May 19, 2015

Search Advisory and Appointment of Senior Administrative Positions Policy

A. CONTEXT AND PURPOSE

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

Section 27 (2) (g) “...to appoint the president of the university...and the officers and employees the board considers necessary for the purpose of the university, and to set their salaries or remuneration, and to define their duties and their tenure of office or employment”.

The Board has delegated its powers under Section 27 (2) (g) to the Board Human Resource Committee, or to the President, with the exception of those policies and procedures which apply to the positions of President, Provost and other Vice Presidents which require full Board approval; refer to 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 and appointment of senior administrative positions within the University.

B. SCOPE AND LIMITS

This Policy and its related Procedures outlines the principles and procedures for the recommendation and selection of candidates for senior administrative positions within the University with the exception of the President; the latter is covered under a separate policy HR 22 and section 22 of the Board Governance Manual.

C. STATEMENT OF POLICY PRINCIPLES

1. The University will appoint a Search Advisory Committee (SAC) to participate in the search process, interviewing and recommending appropriate candidates for senior administrative positions covered by this policy.
2. The composition of a SAC will be broadly-based and representative of the University community, commensurate with the nature and level of the position being considered (refer to the Appendices included in the related Procedures document for guidance on the composition).
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. Stakeholder groups, pertinent to the position being considered, may be convened to interview the short-listed candidates as identified by SAC.
7. Where required by the Board's Governance Manual, Appendix H, short-listed candidates will be interviewed by the HR Committee or the full Board, as appropriate.
8. The recommendation of acceptable candidates by each SAC will be forwarded to the President or his/her designate, as outlined in the Board Governance Manual.
9. Negotiations of all terms of employment, employment agreements and letters of offer will be handled as outlined in the University's Policy HR26.

D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

1. University Act 27 (2) (g)
2. Board Governance Manual, Appendix H
3. Policy HR11 Search Advisory and Appointment of Administrative Positions
4. Policy HR20 Search Advisory, Appointment and Re-Appointment of Senior Academic Administrator Positions
5. Policy HR22 Presidential Search Advisory, Appointment and Re-Appointment
6. Policy HR26 Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff

F. RELATED PROCEDURES

Refer to Procedure HR25 *Search Advisory and Appointment of Senior Administrative Positions*.