

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

Search Advisory and Appointment of Senior Administrative Positions Procedure

A. DEFINITIONS

Senior Administrative Positions:

Senior Administrative Positions, for the purpose of this Policy and related Procedures, will include: the Vice President Finance and Administration, Associate Vice Presidents, Executive Directors, General Counsel, Chief Information Officer, Chief Advancement Officer and equivalent positions.

Senior Academic positions are covered by the policy and procedures HR20

B. PROCEDURES

Search Advisory Committees (SAC)

1. Details of the composition of SAC's for senior administrative positions covered by this policy are listed in the Appendix "Composition of Search Advisory Committees" attached to this procedure.
2. The SAC will be bound by the following regulations:
 - a. In advance of the posting of a new appointment, the members of a 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) for the appointment of KFA representatives to SAC's will be followed in those situations where a KFA member reports to the administrative position being considered.

- 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. The membership of the SAC, once established, will be made public to the University community by the SAC chair.
- d. If a SAC member must resign their position, where possible, replacements will be drawn from a similar constituency. Replacements may not be made after the start of the long list interviews.
- e. 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 Chair shall have the right to discharge from the Committee any member who fails to comply with this requirement.

The Search Process

1. Searches for positions covered by this policy will be conducted by Human Resource Services as outlined in Policy HR26. The President, or his/her designate, will decide if an external search consultant will be used to work under the direction of Human Resource Services.
2. The education, knowledge, experience, abilities and traits of each position will be determined in consultation with the pertinent SAC.
3. The position description and posting will be developed by Human Resource Services and the administrative person responsible for the position. The position description and the posting will be reviewed by the SAC.
4. The position will be advertised both internally and externally unless the SAC obtains approval from the President or designate 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 short-listed candidates will be made public. Decisions will be communicated to the short-listed candidates.
6. SAC will review and approve the format, questions and scoring system for the long list interviews and will also identify those candidates who will be included in the long list.
7. 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 SAC Chair with the unanimous approval of the SAC.
8. The SAC may invite the short-listed candidates to campus to meet with relevant university groups. The schedule will be determined by the SAC along with a mechanism to provide feedback on candidates.
9. The Chair of the SAC will make a recommendation to the appropriate body (Board's Human Resources Committee, President or other senior administrative officer) as

- appropriate. This recommendation may include up to three candidates who the SAC deems acceptable to fill the position, in order of preference.
10. The Board's Human Resources Committee or the President or other senior administrative officer, as appropriate, 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.
 11. In the case of positions that are approved by the Board's Human Resources Committee, as outlined in Appendix H, candidates may be interviewed by this Committee.
 12. If all candidates are deemed unacceptable, or no appointment is made, the search may continue.

RELATED POLICY

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

**APPENDIX: COMPOSITION OF SEARCH ADVISORY COMMITTEES (SAC)
for Senior Administrative (Non-Academic) Positions**

POSITION	COMPOSITION OF SAC
Vice President, Finance and Administration	<p>The SAC shall be chaired by the President and shall consist of a representative from each of:</p> <ul style="list-style-type: none"> (i) Board of Governors Human Resources Committee (ii) Kwantlen Faculty Association (iii) Kwantlen Student Association (iv) Government Employees' Union <p><u>and</u></p> <ul style="list-style-type: none"> (v) Other individual(s) at the discretion of the chair
Associate Vice Presidents	<p>The SAC shall be chaired by the Vice President to whom the particular position reports and may consist of the following representatives:</p> <ul style="list-style-type: none"> (i) An Associate Vice President in another position (ii) A person in a senior position within the Vice President's area of responsibility (iii) A person in a senior position from another Vice President's area of responsibility (iv) A person drawn from the Associate Vice President's (i.e. open position) area of responsibility <p><u>and</u></p> <ul style="list-style-type: none"> (v) Other individual(s) at the discretion of the chair
Executive Directors	<p>The SAC shall be chaired by the Vice President, or designate, to whom the particular position reports and may consist of the following representatives:</p> <ul style="list-style-type: none"> (i) An Executive Director in another position (ii) A person in a senior position within the Vice President's area of responsibility (iii) A person in a senior position from another Vice President's area of responsibility (iv) A person drawn from the Executive Director's (i.e. open position) area of responsibility <p><u>and</u></p> <ul style="list-style-type: none"> (v) Other individual(s) at the discretion of the chair

General Counsel	<p>The SAC shall be chaired by the President and may consist of the following representatives:</p> <ul style="list-style-type: none"> (i) A representative of the Board Human Resources Committee (ii) Vice President Finance and Administration (iii) Provost and Vice President Academic (iv) Associate Vice President Administration (v) Executive Director, Finance <p><u>and</u></p> <ul style="list-style-type: none"> (vi) Other individual(s) at the discretion of the chair
Chief Information Officer	<p>The SAC shall be chaired by the Vice President Finance and Administration and may consist of the following representatives:</p> <ul style="list-style-type: none"> (i) Provost and Vice President Academic or a designate (ii) Associate Vice President Administration (iii) Executive Director, Finance (iv) Dean (v) Associate Vice President Research (vi) University librarian <p><u>and</u></p> <ul style="list-style-type: none"> (vii) Other individual(s) at the discretion of the chair
Chief Advancement Officer	<p>The SAC shall be chaired by the President and may consist of a representative from each of:</p> <ul style="list-style-type: none"> (i) Another senior executive officer (ii) A Director from within the Chief Advancement Officer's area of responsibility (iii) Members of the KPU Foundation Board <p><u>and</u></p> <ul style="list-style-type: none"> (iv) Other individual(s) at the discretion of the chair