

1.0 ASSOCIATED POLICY

- Presidential Search & Selection, Review & Compensation Policy

2.0 PROCEDURE ELEMENTS

- 2.1 The Governance and Human Resources Committee, as delegated by the Board of Governors, conducts Presidential performance assessments, including the review of the President's annual goals and objectives, leads the reappointment process for the President, and recommends for Board approval the terms and conditions of employment for the President.
- 2.2 Time Frame
- 2.2.1 Not later than 18 months before the term of the President is scheduled to end, the Board Chair shall ascertain from the President whether the President wishes to be considered for reappointment. Only if the President expresses an interest in reappointment will these procedures be implemented.
- 2.2.2 If the President chooses to stand for reappointment, the GHR Committee shall establish a Presidential Reappointment Committee which shall order its affairs to ensure that it can complete its work at least 12 months before the term of the President is scheduled to end.
- 2.2.3 The reappointment process shall be undertaken expeditiously and will not exceed four months.
- 2.3 Reappointment Review
- 2.3.1 When the President initiates the process of reappointment, the Governance and Human Resources Committee is responsible for overseeing an assessment of the President's overall performance and leadership during their term of office.
- 2.3.2 The reappointment review process is based on the President's leadership, including results of their annual performance reviews, the performance of the University, and feedback from the University community.
- 2.3.3 In consultation with the President and the Board Chair, the Governance and Human Resources Committee may choose to identify partners who have worked on key initiatives during the President's term to be included in the invitation to provide feedback.
- 2.3.4 In consultation with the President, the Governance and Human Resources Committee shall develop a clear timeline for the reappointment review process.
- 2.3.5 The Governance and Human Resources Committee shall establish a Presidential Reappointment Committee ("PRC") that will operate under the terms of reference approved by the Board of Governors.

- 2.3.6 The PRC will be responsible for administering the review process and recommending an outcome based on that process. The review process will include:
 - a) A written submission from the President of their performance over their entire term, including an overview of their goals and objectives for their next term.
 - b) A review of the results of all annual review processes undertaken by the Governance and Human Resources Committee.
 - c) An anonymized summary of feedback on the President's written submission provided by the university community, the Board, faculty, staff, and selected partners.
 - d) A discussion between the President and the PRC.
- 2.3.7 The PRC will prepare and submit to the Board, through the Governance and Human Resources Committee, a recommendation with rationale regarding the President's reappointment.
- 2.3.8 The Governance and Human Resources Committee will review the PRC submission and present a recommendation to the Board for a final decision on the President's reappointment.
- 2.3.9 All deliberations of the PRC shall be confidential.
- 2.3.10 The PRC is dissolved upon submission of its recommendation with rationale to the GHR Committee.
- 2.3.11 The Associate Vice-President, Human Resources and the University Secretary will act as resources to provide support required by the PRC in fulfilling its mandate.
- 2.3.12 The Board Chair will act as the official spokesperson for all matters relating to the reappointment process.
- 2.4 Solicitation of Feedback
 - 2.4.1 The written submission from the President of their performance over their term and an overview of their goal and objectives for their next term will be shared online.
 - 2.4.2 The University community, the Board, faculty, staff, and selected partners will be invited to submit their comments online. All submissions are to be made in writing, and not be accepted from anonymous sources. This raw data will only be accessible to the Board Chair, the Associate Vice-President, Human Resources, and the external advisor, should one be engaged to assist with the reappointment review process.
 - 2.4.3 Comments will be collected then synthesized into an anonymized summary of feedback that will be shared with the PRC and the President. The briefing package with the summary should include an embedded link to the President's written submission.
 - 2.4.4 The Associate Vice-President, Human Resources will provide support required in the administration and collection of online feedback, including the development of the summary. The Office of University Governance will act as a resource to the Associate Vice-President, Human Resources.

2.5 Reappointment (Board of Governors process)

- 2.5.1 The Board Chair and the Chair of the Governance and Human Resources Committee will share the results of the President's reappointment review with the Board. Normally, this meeting shall be closed, but at the discretion of the Board Chair, said meeting may be held in-camera. Consistent with the Board Bylaws, once the in-camera session is adjourned, the meeting will resume as a closed session.
- 2.5.2 The Board shall decide upon the reappointment and the decision will be made by motion to accept or reject the recommendation of the Governance and Human Resources Committee. A simple majority of the Board members present and eligible to vote is required to pass the motion. Voting by proxy is not allowed.
- 2.5.3 If the President is recommended for reappointment, the Board Chair, in consultation with and approval by the Governance and Human Resources Committee, shall negotiate and conclude a contract with the President. The draft and executed contract must be provided to the Provincial Bargaining and Compensation Office and align with the Ministerial Orders that govern.
- 2.5.4 The Board Chair and the Chair of the Governance and Human Resources Committee, or as otherwise determined by the Board Chair, shall meet with the President to discuss the results of the reappointment review and decision.
- 2.5.5 If the President, at any point after initiating the process, chooses to discontinue the reappointment process, the Presidential Search & Selection, Review & Compensation Policy and related procedures will be followed.
- 2.5.6 If the President is not reappointed by the Board, the Presidential Search & Selection, Review & Compensation Policy, and related procedures will be followed.
- 2.5.7 The Board Chair shall communicate the decision to the University community.

3.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Board of Governors Bylaws
- Presidential Review Procedure
- Employment Policy for Executive Officers

4.0 ACCOUNTABILITY

Responsible Office

Office of University Governance

5.0 HISTORY

Relevant Dates

Approved: **23.06.15**

Effective: **23.06.15**

Next Review: **28.06.15**

Modification History

23.06.15: New Procedure approved by the Board of Governors – Motion #11-06-15-2022/23