

## **1.0 POLICY STATEMENT**

- 1.1 The Board of Governors of Grant MacEwan University has overall responsibility for the search and selection, review and employment parameters of the President. The Board shall preside over these functions as outlined in this policy.

## **2.0 PURPOSE**

- 2.1 The *Post-secondary Learning Act* (the “Act”) empowers the Board of Governors to appoint, prescribe the term of office of, and determine compensation of the President.
- 2.2 Pursuant to the Board of Governors Bylaws, the Board has established a Governance and Human Resources Committee (the “Committee”) and approved its terms of reference. Under these terms of reference, the Board delegates to the Committee authority for:
- 2.2.1 The review and recommendation to the Board of Governors of the selection and the terms and conditions of employment of the President;
  - 2.2.2 The review and recommendation to the Board of Governors of the process for conducting the annual review of the performance and compensation of the President.
  - 2.2.3 The review and recommendation to the Board of Governors of the process for conducting the reappointment review of the President.

## **3.0 APPLICABILITY**

- 3.1 The President is accountable to the Board for the successful operation of the University, development and implementation of a Board-approved strategic plan, as well as for recommendation and execution of Board policy. This policy outlines the oversight responsibility of the Board of Governors as it applies to the President.

## **4.0 DEFINITIONS**

### **Annual Review**

The review process undertaken by the Board to assess the performance of the President relative to routine responsibilities of the President as encapsulated in the President’s Position Profile, as revised from time-to-time, and specific goals and objectives as approved by the Board.

### **Compensation**

Salary, other cash or non-cash compensation, employer-paid benefits, pension benefits, allowances, paid leaves, and other benefits received by the President.

### **Governance Committee**

The standing committee established by the Board with a mandate to assist the Board in its governance responsibilities including, but not limited to, search, selection, review and compensation of the President.

### **President**

The individual as constituted in the Act and appointed by the Board to serve as President of the University.

### **Reappointment Review**

The review process undertaken by the Board to reach a decision regarding a second or subsequent appointment to a term of office for the President.

### **Search and Selection**

The process undertaken by the Board to search and select the individual to be appointed as President of the University.

## **5.0 POLICY ELEMENTS**

### **5.1 PRESIDENT SEARCH AND SELECTION**

- 5.1.1 The Board of Governors shall determine the process for the search and selection of the President.
- 5.1.2 The Board of Governors makes the final selection decision for the position of President.
- 5.1.3 The Board of Governors, in consultation with the Committee, shall determine:
  - 5.1.3.1 The initial compensation for the new President;
  - 5.1.3.2 The form of the employment contract for the new President.

### **5.2 PRESIDENT REVIEW**

- 5.2.1 The Board shall ensure a current position description exists for the President.
- 5.2.2 The annual and reappointment reviews are intended to assess how the President provides leadership in the achievement of the University's mandate and strategic priorities, identify the strengths and weaknesses of the President's leadership, provide the President with constructive information and feedback, and define methods to support and enhance the President's performance.
- 5.2.3 The Board Chair, in consultation with the Committee, in accordance with the Presidential Review Procedure, shall facilitate processes for the annual review and reappointment review of the President.
- 5.2.4 The Board Chair and the Chair of the Committee will share the results of the President's review (annual and reappointment) with the Board at an *in-camera* meeting.
- 5.2.5 The Board Chair and the Chair of the Committee, or as otherwise determined by the Board Chair, shall meet with the President to discuss the results of the annual review and reappointment review.

### **5.3 PRESIDENT COMPENSATION**

- 5.3.1 The Committee shall facilitate a process to annually review compensation of the President.

- 5.3.2 In conducting the annual compensation review, the Board shall consider objective criteria, including but not limited to, sector compensation trends, compensation levels of comparable positions as determined by the Board, and the results of the President's annual review.
- 5.3.3 The Committee shall forward its recommendation regarding compensation to the full Board for final approval.

## **6.0 ASSOCIATED PROCEDURES**

- Presidential Review

## **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- *Post-secondary Learning Act*
- Board of Governors Bylaws
- Employment Policy for Out of Scope Employees
- Recruitment

## **8.0 ACCOUNTABILITY**

### **Policy Sponsor**

Vice-President, Finance and Administration & Chief Financial Officer

### **Responsible Office**

Governance Office

## **9.0 HISTORY**

### **Relevant Dates**

Approved: **2018.05.24**

Effective: **2018.05.24**

Next Review: **2023.05**

### **Modification History**

**2009.09.10:** New Policy recommended by the Board Human Resources Committee (August 25, 2009). Approved by Board Motion 01-9-10-2009/10

**2009.10.08:** Terminology updated to reflect name change to Grant MacEwan University. Approved by Board Motion 01-10-8-2009/10

**2015.12.17:** Revised and updated formatting and terminology. Added reference to an associated procedure. Approved by Board Motion 01-12-17-2015/16.

- 2018.05.24:** Comprehensively revised to ensure alignment with Board of Governors Bylaws and to properly reflect recent organizational changes. Approved by Board Motion 04-05-24-2017/18.
- 2021.11.22:** Minor revision to update Policy Sponsor. Approved by Policy Sponsor.