

1.0 PROCEDURE ELEMENTS

- 1.1 An Advisory Committee is required to provide recommendations regarding Senior Administrator appointments. Advisory Committee memberships are outlined in Appendix A.
 - 1.1.1 A single Advisory Committee may oversee concurrent appointments for equivalent positions within the same faculty, school, or library.
- 1.2 With the exception of associate deans, or with the agreement of the president, all searches will be both internal and external searches. Generally, associate deans will be appointed following an internal search.
- 1.3 The University may use the services of a search firm for Senior Administrator appointments. Use of a search firm must be approved by the president in consultation with Human Resources.
- 1.4 Any exceptions to this procedure must be approved, in writing, by the president. The president will notify the Board of Governors of all exceptions.
- 1.5 **Advisory Committee Role and Expectations**
 - 1.5.1 All members of an Advisory Committee will be selected by the constituent group they represent in consultation with the Advisory Committee Chair.
 - 1.5.2 Advisory Committees are responsible for the following:
 - Reviewing candidate documents
 - Establishing a short-list of candidates
 - Interviewing candidates
 - Reviewing references
 - Presenting a recommendation for a final candidate
 - 1.5.3 Advisory Committee deliberations are strictly confidential. An Advisory Committee member who fails to maintain confidentiality will be excused from deliberations. Committee deliberations remain confidential indefinitely.
 - 1.5.4 Members of the Advisory Committee will make every effort to attend meetings and interviews. Committee members who are unable to consistently attend meetings or interviews may be replaced at the discretion of the Advisory Committee Chair.

2.0 RELATED POLICIES, FORMS AND OTHER DOCUMENTS

- Appendix A: Committee Membership for the Appointment of Senior Administrators
- Policy D1025 Senior Administrator Appointments
- Procedures D1025-02 Reappointments
- Procedures D1025-02 Reappointments – *Appendix A: Reappointment Advisory Committee Membership*

3.0 ACCOUNTABILITY

Office of Administrative Responsibility
Human Resources

4.0 HISTORY

Relevant Dates

Approved: **2015 12 17**

Effective: **2016 01 01**

Next Review: **2021 01 01**

Modification History

2015 12 17: New procedure approved by the Board of Governors— Motion #01-12-17-2015/16

1.0 Provost and Vice President, Academic

1. One continuing faculty member from each faculty or school
2. Up to three members of the Board of Governors as determined by the Board of Governors
3. One non-faculty continuing employee from a unit for which the provost and vice president, academic is responsible
4. One dean
5. One associate vice president or equivalent
6. One student
7. President (as Chair)

2.0 Vice Presidents

1. Three continuing faculty members
2. Up to three members of the Board of Governors as determined by the Board of Governors
3. One non-faculty continuing employee from a unit for which the vice president is responsible
4. One vice president
5. One dean
6. One associate vice president or equivalent
7. One student
8. President (as Chair)

3.0 Vice Provost

1. Three continuing faculty members
2. One non-faculty continuing employee
3. One dean
4. One student
5. Provost and vice president, academic (as Chair)

4.0 Deans

1. Three continuing faculty members from the faculty or school of the dean
2. One continuing librarian
3. One non-faculty continuing employee from the faculty or school of the dean
4. One student enrolled in a program offered by the faculty or school of the dean
5. One dean

6. One associate vice president or equivalent
7. Provost and vice president, academic (as Chair)

5.0 Dean of Libraries

1. Three continuing librarians
2. Two continuing instructional faculty members
3. One non-faculty continuing employee from the Library
4. One student
5. One dean
6. One associate vice president or equivalent
7. Provost and vice president, academic (as Chair)

6.0 Dean, School of Continuing Education

1. A combination of four continuing faculty and non-faculty employees from the School of Continuing Education
2. One continuing librarian
3. One student
4. One dean
5. One associate vice president or equivalent
6. Provost and vice president, academic (as Chair)

7.0 Associate Vice Presidents

1. Two continuing faculty members
2. Three continuing employees from units for which the associate vice president is responsible
3. One student
4. One dean
5. One associate vice president or equivalent
6. Vice president, finance and administration (as Chair)

8.0 Associate Deans

1. Three continuing faculty members from the faculty or school of the associate dean
2. One student enrolled in a program offered by the faculty or school of the associate dean
3. One non-faculty continuing employee from the faculty or school of the associate dean
4. Dean (as Chair)