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|  BRANDON UNIVERSITY | Appointment of Non-Academic Administrators | First Approved: <i>January 18, 2001</i> |
| | | Updated: <i>January 18, 2020</i> |
| Board of Governors Policy | Approved by <i>Board of Governors</i> Administered by <i>President and Vice-Chancellor</i> | Reviewed: <i>January 18, 2020</i> |

For the purpose of this policy, the term “Non-Academic Administrator” refers specifically to the Vice-President (Administration and Finance), the Dean of Students, the University Registrar, and the Chief Human Resources Officer. In certain circumstances where a selected candidate comes from an academic career, the University may elect to appoint the individual as an Academic Administrator

Appointment of Non-Academic Administrators

Open Competition

Normally, an open competition will occur automatically whenever a vacancy occurs. Normally, when an open competition occurs, the position will be advertised externally and internally and a Search Committee established. At times, an internal search/appointment may be deemed necessary by the President.

The President shall determine, in consultation with Human Resources and/or the Vice-President (Academic & Provost), whether external search services will be used to aid in the search process..

Procedures

Open External or Internal Search

1. Committee works within the parameters of the *Guide to Non-Academic Recruiting* to ensure awareness of the process, tools, and compliance requirements. Upon the formation of the Committee, the Chair shall normally coordinate with the Chief Human Resources Officer to provide a briefing to Committee members on non-academic administrator recruitment practices and protocols.
2. Selection Committee members, including the Chair, will have participated in recruitment training within forty-eight (48) months prior to the recruitment process.
3. Committee receives nominations and applications for the position.

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4. Committee evaluates all nominations and applications and determines a short list of candidates to be interviewed.
5. Committee conducts in-camera interviews of candidates on short list, either in person or through alternative means such as video conferencing, and may arrange for public presentations by each interview candidate.
6. Committee ranks candidates by priority. Should the Committee determine that the search has failed, the President is so informed. Should the committee make a positive recommendation, the candidate's dossier and the committee's recommendation are forwarded to the President for review. If the President does not accept the committee's recommendation, they shall provide the committee with reasons.
7. The committee may then be asked by the President to:
 - a) continue the search;
 - b) make other recommendations to the President it deems advisable.

Normally, all members of a Search Committee including, but not limited to, elected members and ex-officio members, will have continued membership on the Committee until it is discharged. In the event of a member's term of office ending (elected members), or position being vacated (ex officio members), the Chair may decide whether the member is to continue on the Committee, or be suitably replaced, taking into account the stage of the search. In all cases, the Chair's ruling will be final.

Implementation of the Search Committee's Decision

1. The Board of Governors approves all contracts for Non-Academic Administrators.
2. The President may only bring forward a candidate judged to be acceptable by the Search Committee.
3. If the President's decision is accepted by the Board of Governors, the task of the Search Committee is complete and it will be discharged.
4. If the President's decision is not accepted by the Board of Governors, the Board will provide a rationale.

Length of Appointment

Non-Academic Administrators will normally receive continuing appointments after the appropriate probationary period has been served.

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Composition of Search Committees

For the Vice-President (Administration & Finance):

- 2 Deans elected by and from the Deans' Council;
- 2 Administrative directors from direct reports;
- 1 BUFA member appointed by BUFA;
- 2 Members of the unionized support staff (MGEU, IUOE, PSAC) elected by and from the unionized support staff;
- 1 Student elected by and from BUSU;
- 1 Member from the Board of Governors from amongst those appointed by the Minister, who shall normally be the Chair of the HR Committee of the Board, appointed by the Board;
- 1 Chief Human Resources Officer;
- 1 President and Vice-Chancellor as Chair.

For the Chief Information Officer:

- 1 Dean elected by and from the Deans' Council;
- 2 Faculty members elected by and from Senate, representing faculties other than that of the Dean elected by Deans' Council
- 2 BUFA members elected by and from BUFA members within the Library with the election being coordinated by the Vice-President (Academic & Provost);
- 1 MGEU member elected by and from MGEU members within the Library with the election being coordinated by the Vice-President (Academic & Provost);
- 2 Representatives from IT Services, elected by and from IT Services, with the election being coordinated by the Vice-President (Academic & Provost);
- 1 Student Senator elected by and from Senate
- 1 University Registrar;
- 1 Chief Human Resources Officer;
- 1 Vice-President (Administration & Finance);
- 1 Vice-President (Academic & Provost) as Chair.

For the Dean of Students:

- 1 Dean elected by and from the Deans' Council;
- 1 Representative elected by and from Managers and Professional Officers in Student Services, with the election being coordinated by the Vice-President (Academic & Provost)
- 4 Representatives elected by and from BUFA Members in Student Services, representing at least 3 units from Student Services, with the election being coordinated by the Vice-President (Academic & Provost).

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- 1 Representative elected by and from MGEU members within the line of direct reports, with the election being coordinated by the Vice-President (Academic and Provost);
- 2 Student Senators elected by and from Senate;
- 1 Chief Human Resources Officer;
- 1 Vice-President (Academic and Provost) as Chair.

For the University Registrar:

- 1 Dean elected by and from the Deans' Council;
- 2 Faculty members elected by and from Senate, representing faculties other than that of the Dean elected by Deans' Council;
- 1 Representative from Admissions, normally the Director;
- 1 Representative from Financial & Registration Services, normally the Director;
- 1 Representative elected by and from MGEU members within the line of direct reports, with the election being coordinated by the Vice-President (Academic and Provost);
- 2 Student Senators elected by and from Senate;
- 1 Chief Human Resources Officer;
- 1 Vice-President (Academic and Provost) as Chair.

For the Chief Human Resources Officer:

- 1 Member from the Board of Governors from amongst those appointed by the Minister, who shall normally be the Chair of the HR Committee of the Board, appointed by the Board;
- 1 Academic Dean elected by and from the Deans' Council;
- 1 BUFA member appointed by BUFA;
- 2 Members of the unionized support staff (MGEU, IUOE, PSAC) elected by and from the unionized support staff;
- 2 Members of Exempt Staff from within the line of direct reports;
- 1 Manager, Executive and Board Operations;
- 1 Vice-President, appointed by the President;
- 1 President and Vice-Chancellor as Chair.

Operational Guidelines for Searches

1. Chair

The Chair has overall responsibility for the Search Committee. The Chair is responsible for all formal contact with referees and candidates, although routine contacts may be delegated to the Executive Secretary. Formal contact may also be delegated to an Executive Search Consultant as appropriate.

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2. Executive Secretary

An Executive Secretary for the Search Committee will be appointed by the Chair. The Executive Secretary shall provide assistance and shall serve as recording secretary.

3. Confidentiality

The Chair may opt to make minutes of meetings and curriculum vitae of short-listed candidates available for viewing in the office of the Chair. Letters of reference and performance evaluations shall be considered as confidential to the Search Committee. No anonymous material shall be taken into account by the Search Committee.

4. Professional Ethics

- a) When presenting a professional judgment on a candidate, members of the Search Committee have an obligation to the candidate and to the University to be fair and objective.
- b) It is the responsibility of the Search Committee to ensure, where it deems it to be appropriate and relevant, that an opportunity be provided to a candidate to respond to negative assessments made in confidential letters of reference, without sharing the letter(s) of reference or the source of the assessments with the candidate.

5. Discussions with Candidates

Discussions between members of the Search Committee and candidates regarding their candidacy shall be restricted to those conducted during meetings and/or interviews arranged by the Search Committee.

6. Original Materials

Original materials will remain in the office of the Chair.

7. Committee Materials

Committee materials, including files, minutes and other information, shall be maintained by the Chair with the assistance of the Executive Secretary. At the conclusion of the Search Committee's work such materials shall be lodged in the office of the Chair.

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8. Quorum

Inasmuch as the Search Committee is a "working committee", two-thirds of the membership shall constitute a quorum.

9. Alternates

There shall be no alternates, substitutes or delegates.

10. Voting

Voting shall be by show of hands, unless any member present requests a vote by ballot. Only members of the Search Committee are eligible to vote. However, Search Committee members who are unable to attend or view a video of candidate interviews will not be eligible to vote on any candidate. A mail vote may be conducted only on notice of motion or on a final vote on a candidate. A simple majority shall rule, with the Chair voting only in the event of a tie.

11. Contract Negotiation

All contract negotiations shall be conducted by the Chair of the Search Committee.

12. Discharge of Committee

The Search Committee shall be discharged by the President upon the completion of its mandate.