

 BRANDON UNIVERSITY	APPOINTMENTS PROCEDURE POLICY		
Board of Governors	Policy Sponsor:	President and Vice-Chancellor	First Approved: <i>2 JUNE 2010</i>
	Primary Contact:	Associate Vice-President, People and Talent	Last Updated: <i>25 NOVEMBER 2023</i>
	Approved by	Board of Governors	Review Scheduled: <i>25 NOVEMBER 2033</i>

1. PURPOSE

This policy defines the approval authority and process that governs appointments to support staff and administrative/managerial positions at Brandon University.

2. SCOPE

This policy applies to appointments of support staff and administrative/managerial positions. The Collective Agreement with the Brandon University Faculty Association includes certain provisions relating to appointments to faculty positions.

3. DEFINITIONS

Policy: means the Appointments Procedure Policy

University: means Brandon University

4. POLICY

As a general rule, appointments to support staff and administrative/managerial positions are made on the recommendation of the supervisor of the position to their Dean/Director, the appropriate Vice-President based on reporting line, and the Associate Vice-President, People and Talent. Human Resources should be actively involved in, and extensively consulted during the entire recruitment and appointment process.

The general rule is applied as follows:

4.1. President

Appointment is made by the Board of Governors on the recommendation of the Presidential Search Committee.

4.2. Vice-Presidents, Associate Vice-Presidents, and Deans

Appointment is made by the Board of Governors on the recommendation of the President.

4.3. All Other Managers

4.3.1. Appointment is made by the President on the recommendation of the relevant Dean/Director and Vice-President.

4.3.2. President so informs the Board of Governors.

4.4. Support Staff (regular and term appointments)

Appointment is made on the recommendation of the supervisor of the position to the applicable Dean/Director and Vice-President.

4.5. Support Staff (casual appointments)

Appointment is made by the supervisor of the position.

5. POLICY AUTHORITY

- **Policy Sponsor:** President and Vice-Chancellor.
- **Primary Contact:** the Associate Vice-President, People and Talent is responsible for the review, maintenance, and implementation of this policy and associated documents.
- **Approval Authority:** Board of Governors

6. RELEVANT LEGISLATION

The Brandon University Act.

This document is available in PDF format on the Brandon University website. This document can be obtained in alternative formats from the Office of the President, Room 116 Clark Hall.

7. RELATED POLICY DOCUMENTS

Appointment and Review of Academic Administrators

Appointment of Non-Academic Administrators

Collective Agreements