

3. Committee receives nominations and applications for the position.
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 normally arranges 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, that candidate's dossier and the committee's recommendation are forwarded to the President for review. Should the President 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 President's Decision

1. The Board of Governors approves all contracts for 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

A term of office shall normally be five years.

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An open competition may occur after a first term and must occur after a second term, subject to the review provisions of this policy. There shall be no limit to the number of terms an individual may serve.

Composition of Search Committees

For the Vice-President (Academic and Provost):

- 2 Academic Deans elected by and from the Deans' Council;
- 3 BUFA members elected from the remaining faculties/schools not already represented by the Deans chosen;
- 1 Representative elected by and from those within the line of direct reports, excluding Academic Deans;
- 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 Associate Vice-President (Research) and Dean of Graduate Studies:

- 1 Academic Dean elected by and from the Deans' Council;
- 5 BUFA members, one elected by and from each Faculty/School;
- 1 Student Senator elected by Senate;
- 1 Graduate Student elected by and from graduate students, or, in the case of a failed election, appointed by the President;
- 1 Chief Human Resources Officer;
- 1 Vice-President (Academic and Provost) as Chair.

For Decanal Search Committees:

- 1 Dean elected by and from the Deans' Council;
- 2 Faculty Senators, elected by Senate, who are not members of the Faculty/School concerned;
- 5 BUFA members elected by and from the Faculty/School concerned and normally representing a minimum of four departments or areas within that Faculty/School;
- 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);
- 1 Student Senator elected by Senate, normally from the Faculty/School concerned;
- 1 Chief Human Resources Officer;
- 1 Vice-President (Academic and Provost) as Chair.

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Review of Academic Administrators

Normally, a review will be initiated by the Vice-President (Academic and Provost) one year prior to the end of an incumbent's first term of office. A review may also occur at the request of the President.

In the case of the Vice-President (Academic and Provost), a review will be initiated by the President one year prior to the end of an incumbent's first term of office.

Procedures

1. Committee solicits input from direct reports, the faculty/school concerned, and the internal/external community-at-large.
2. Committee receives submissions and any administrative performance evaluations that have been completed during the incumbent's current term.
3. Committee interviews the incumbent.
4. Committee will then make a recommendation to the President:
 - a) that the incumbent's term of office be extended for an additional term; or
 - b) that an open search be undertaken.

If the President does not accept the committee's recommendation, they shall provide the committee with reasons.

The committee may then be asked by the President to:

- a) continue its review;
- b) make any other recommendations to the President it deems advisable.

Normally, all members of a Review 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 President's Decision

1. The Board of Governors approves all contracts for Academic Administrators.

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2. The President may only bring forward a candidate judged to be acceptable by the Review Committee.
3. If the President's decision is accepted by the Board of Governors, the task of the Review 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.

Composition of Review Committees

For the Vice-President (Academic and Provost):

- 2 Academic Deans elected by and from the Deans' Council;
- 3 BUFA members elected from the remaining faculties/schools not already represented by the Deans chosen;
- 1 Representative elected by and from those within the line of direct reports, excluding Academic Deans;
- 1 Student elected by and from BUSU;
- 1 Member from the Board of Governors, from amongst those appointed by the Minister, elected by the Board;
- 1 Chief Human Resources Officer;
- 1 President and Vice-Chancellor as Chair.

For the Associate Vice-President (Research) and Dean of Graduate Studies Review Committee:

- 1 Dean elected by and from the Deans' Council;
- 5 BUFA members, one elected by and from each Faculty/School;
- 2 Representatives from within the University, appointed by the President;
- 1 Graduate Student elected by and from graduate students, or, in the case of a failed election, appointed by the President;
- 1 Student Senator elected by and from Senate;
- 1 Chief Human Resources Officer;
- 1 Vice-President (Academic and Provost) as Chair.

For Decanal Review Committees:

- 3 BUFA members elected by and from the Faculty/School concerned and representing a minimum of two departments or areas within that Faculty/School;
- 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);
- 1 Student Senator, elected by Senate, normally from the Faculty/School concerned;
- 1 Member named by the President from among administrators who are currently not Deans;

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- 2 Members from within the University, appointed by the President;
- 1 Chief Human Resources Officer;
- 1 Vice-President (Academic and Provost) as Chair.

Operational Guidelines for Searches and Reviews

1. Chair

The Chair has overall responsibility for the Search/Review 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.

2. Executive Secretary

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

3. Confidentiality

Minutes of meetings and curriculum vitae of short-listed candidates may be viewed in the office of the Chair. Letters of reference and performance evaluations shall be considered as confidential to the Search/Review Committee. No anonymous material shall be taken into account by the Search/Review Committee.

4. Professional Ethics

- a) When presenting a professional judgment on a candidate, members of the Search/Review Committee have an obligation to the candidate and to the University to be fair and objective.
- b) It is the responsibility of the Search/Review 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/Review Committee and candidates regarding their candidacy shall be restricted to those conducted during meetings and/or interviews arranged by the Search/Review Committee.

6. Original Materials

Original materials will remain in the office of the Chair.

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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/Review Committee's work such materials shall be lodged in the office of the Chair.

8. Quorum

Inasmuch as the Search/Review 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/Review Committee are eligible to vote. However, Search/Review 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/Review Committee.

12. Discharge of Committee

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