

 BRANDON UNIVERSITY	Appointment and Review of Academic Administrators	First Approved:
		Updated: <i>September 24, 2022</i>
Board of Governors Policy	Approved by <i>Board of Governors</i> Administered by <i>President</i>	Reviewed: <i>September 24, 2022</i>

For the purpose of this policy, the term “Academic Administrator” refers specifically to the Provost and Vice- President (Academic); the Vice-President (Research) and Graduate Studies; the Dean, Faculty of Arts; the Dean, Faculty of Education; the Dean, Faculty of Health Studies; the Dean, School of Music; and the Dean, Faculty of Science.

Appointment of Academic Administrators

Open Competition

Normally, an open competition will occur automatically whenever a vacancy occurs or one year prior to the end of an incumbent’s second term of office. An open competition may also occur at the request of the President, upon recommendation from a Review Committee. 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 Provost and Vice-President (Academic), whether external search services will be used to aid in the search process.

Procedures

Open External Search or Internal Search

1. Committee works within the parameters of the *Guide to 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 Associate Vice-President (People and Talent) to provide a briefing to Committee members on academic administrator recruitment practices and protocols, including anti-bias awareness.

2. Selection Committee members, including the Chair, will have participated in recruitment training within twelve (12) months prior to the recruitment process.

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3. Reasonable efforts shall be undertaken to avoid having untenured faculty members sitting on search committees with the Dean of their faculty.
4. Other than the Chair, persons who have served on a search committee for an Academic Administrator normally cannot sit on a subsequent search committee for the same position for a period of three (3) years from the conclusion of the prior search.
5. All faculty members on search committees for Academic Administrators must be tenured or tenure-track members, or members on a continuing appointment such as IAs. Limited-term members are not eligible to sit on committees covered by this policy.
6. At the first meeting of the search committee, the Chair shall invite disclosures of conflicts of interest (as defined by Bylaw No. 10 "Conflict of Interest By-law"). All conflicts of interest, whether self-disclosed or otherwise brought to the attention of the committee, shall be voted on by the committee as a whole to determine if a conflict does in fact exist. If a conflict is deemed to exist, the member will normally be replaced. If the process has progressed to a point where replacement of a member is not reasonable, the committee will proceed without replacing the member, at the discretion of the Chair.
7. At the first meeting of the search committee, all committee members shall agree to keep all deliberations and discussions of the committee strictly confidential. Each member's agreement shall be noted in the minutes of the meeting. Members who are found to have breached the confidentiality of the committee shall be barred from serving on all committees covered by this policy for a period of five (5) years.
8. All materials submitted by the candidates must be reviewed by the committee. Normally, no information received outside of the approved search process (ex, conversations with colleagues who know the candidate) may be considered by the committee in its decision-making.
9. If the committee votes to recommend a candidate by a simple majority, the Chair must present that candidate to the President for the President's consideration. The lack of a unanimous vote shall not be sufficient reason to declare a failed search. All recommendations to the President shall be accompanied by a report from the Chair, all committee minutes, the outcome of the committee's vote, and any dissenting opinions submitted in writing to the Chair.
10. All job ads should be vetted by the AVP (People and Talent) or designate with experience in the application of equitable principles in hiring.
11. The committee receives nominations and applications for the position.

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12. The committee evaluates all nominations and applications and determines a short list of candidates to be interviewed. Normally a search will not proceed without at least three short-listed candidates.
13. The 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.
14. The committee ranks candidates by priority. Should the committee recommend to the President that the search be deemed to be a failed search, all meeting minutes, along with the complete files of all short-listed candidates, shall be forwarded to the President for review. Should the committee make a positive recommendation, the recommended candidate's dossier and the committee's recommendation, along with the minutes of all meetings, are forwarded to the President for review. Should the President not accept the committee's recommendation, they shall provide the committee with reasons.
15. 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.

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Length of Appointment

A term of office for administrators covered under this policy shall normally be five years.

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 Provost and Vice-President (Academic):

- 2 Academic Deans elected by and from the Deans' Council;
- 3 Faculty 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 AVP (People and Talent) or designate;
- 1 President and Vice-Chancellor as Chair.

For the Vice-President (Research and Graduate Studies):

- 2 Academic Deans elected by and from the Deans' Council;
- 1 Provost and Vice-President (Academic)
- 1 Senior Indigenous Lead
- 3 Faculty members, one elected by and from each Faculty/School; at least one of these members will normally hold a Canada Research Chair
- 1 Staff member of the Research Office
- 1 Graduate Student elected by and from graduate students, or, in the case of a failed election, appointed by the President;
- 1 AVP (People and Talent) or designate (resource) ;
- 1 Member of the Board of Governors from amongst those appointed by the Minister, appointed by the Board;
- 1 President and Vice-Chancellor 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 Faculty 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 Provost and Vice-President (Academic);
- 1 Student Senator elected by Senate, normally from the Faculty/School concerned;
- 1 AVP (People and Talent) or designate (non-voting);
- 1 Provost and Vice-President (Academic) as Chair.

Review of Academic Administrators

Normally, a review will be initiated by the Provost and Vice-President (Academic) 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 Provost and Vice-President (Academic), 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 Review Committee 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 Review Committee.

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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 written rationale.

Composition of Review Committees

For the Provost and Vice-President (Academic):

- 2 Academic Deans elected by and from the Deans' Council;
- 3 Faculty 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 AVP (People and Talent);
- 1 President and Vice-Chancellor as Chair.

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

- 1 Dean elected by and from the Deans' Council;
- 5 Faculty 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 AVP (People and Talent);
- 1 Provost and Vice-President (Academic) as Chair.

For Decanal Review Committees:

- 3 Faculty 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 Provost and Vice-President (Academic);
- 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;
- 2 Members from within the University, appointed by the President;
- 1 AVP (People and Talent);
- 1 Provost and Vice-President (Academic) as Chair.

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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

The cover letters and curricula vitae of short-listed candidates may be viewed, by interested parties employed by Brandon University who wish to provide written feedback on candidates to the Search Committee, in the office of the Chair, or by signing in to a secure online location with Brandon University credentials. All other materials shall be considered as confidential to the Search/Review Committee. No anonymous feedback shall be taken into account by the Search/Review Committee.

4. Professional Ethics

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.

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. All other interactions with the candidate shall take place between the candidate and the Chair of the committee.

6. Original Materials

Original materials will remain in the office of the Chair.

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7. Committee Materials

Search / Review 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, except for substitutions for reason of conflict of interest, as noted in "Procedures: Open External or Internal Search", point 6, on page two (2) of this policy.

10. Voting

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.