

 <b>BRANDON UNIVERSITY</b> <small>Founded 1899</small>	<b>Appointment of Non-Academic Administrators</b>	<b><i>First Approved:</i></b> <i>January 18, 2001</i>
		<b><i>Updated:</i></b> <i>September 23, 2017</i>
<b><i>Board of Governors Policy</i></b>	<b><i>Approved by</i></b> <i>Board of Governors</i> <b><i>Administered by</i></b> <i>President and Vice-Chancellor</i>	<b><i>Reviewed:</i></b> <i>September 23, 2017</i>

For the purpose of this policy, the term “Non-Academic Administrator” refers specifically to the Vice-President (Administration and Finance), the Associate Vice-President (External), the Dean of Students, the University Registrar, and the Chief Human Resources Officer.

**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.

External search services may be used, however, this must be first approved by Human Resources and the Vice-President responsible for the position.

**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 (or a designate established by the Vice-President (Administration & Finance), Vice-President (Academic & Provost), or Human Resources) to provide a briefing to Committee members on non-academic administrator recruitment practices and protocols.
2. The Chair and one member of the Committee are encouraged to receive training on non-academic hiring by way of the *Guide to Non-Academic Recruiting*.
3. Committee receives nominations and applications for the position.
4. Committee evaluates all nominations and applications against the criteria 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 and weighs candidates against criteria and compared against other candidates. If the Committee determines that the search has failed, the President shall determine the next appropriate action.

At any point in the selection process, the Committee may request assistance from Human Resources.

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.

#### **Composition of Search Committees**

For the Vice-President (Administration & Finance):

- 1 Member each from the bargaining units: BUFA, MGEU, IUOE (A), IUOE (D), and PSAC chosen from within their Executive Committee;
- 2 Deans elected by and from the Deans' Council;
- 2 Administrative directors from direct reports;
- 1 Student elected by and from BUSU;

- 1 Graduate student appointed by the President;
- 1 Member from the Board of Governors elected by the Board;
- 1 Member from the Executive Committee of the Board of Governors, from amongst those appointed by the Minister, elected by the Board;
- 1 President and Vice-Chancellor as Chair.

For the Associate Vice-President (External):

- 1 Vice-President (Administration & Finance);
- 1 Member of the Alumni Association elected by the Alumni Association;
- 1 Member of the Foundation elected by the Foundation Management Committee;
- 1 Member of the Department of Advancement and External Relations;
- 1 Member of the Board of Governors elected by the Board;
- 1 Faculty member elected by and from the Board;
- 1 Student elected by and from the Board;
- 1 Chief Human Resources Officer; and
- 1 President and Vice-Chancellor as Chair.

For the Dean of Students:

- 1 Board of Governors member from amongst those appointed by the Minister;
- 1 Dean chosen by Deans' Council;
- 1 Representative elected by and from Managers and Professional Officers members in Student Services, with the election being coordinated by the Vice-President (Academic & Provost)
- 4 Representatives elected by and from the Instructional Associates, Administrative Associates, and Professional Associates members in Student Services, representing at least 3 units from Student Services, with the election being coordinated by the Vice-President (Academic & Provost).
- 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 Vice-President (Academic and Provost) as Chair;
- 1 President and Vice-Chancellor (ex officio voting);
- 1 Chief Human Resources Officer (ex officio voting).

For the University Registrar:

- 1 Board of Governors member from amongst those appointed by the Minister;
- 1 Dean chosen by Deans' Council;
- 2 Faculty member Senators, elected by Senate, representing faculties other than that of the Dean from the 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 Vice-President (Academic and Provost) as Chair;
- 1 President and Vice-Chancellor (ex officio voting);
- 1 Chief Human Resources Officer (ex officio voting)

For the Chief Human Resources Officer:

- 1 Member from the Board of Governors, from amongst those appointed by the Minister, elected by the Board;
- 1 Dean elected by and from the President's Administrative Council;
- 1 Dean of Students;
- 1 Member each from BUFA and MGEU;
- 3 Members of Exempt Staff from within the line of direct reports;
- 1 Manager, Executive and Board Operations;
- 1 Vice-President (Academic and Provost)
- 1 President and Vice-Chancellor (ex officio);
- 1 Vice-President (Administration and Finance) as Chair.