	Appointment of Non-Academic Administrators		
Board of Governors	Policy Sponsor:	President and Vice-Chancellor	**First Approved:** *18 JANUARY 2001*
	Primary Contact:	Associate Vice-President (People & Talent)	**Last Updated:** *20 OCTOBER 2023*
	Approved by	Board of Governors	**Review Scheduled:** *20 OCTOBER 2028*

1. PURPOSE

This policy defines how appointments of non-academic administrators will normally be carried out.

2. SCOPE

For the purpose of this policy, the term "Non-Academic Administrator" refers specifically to the Vice-President (Administration and Finance), the Chief Information Officer, the Dean of Students, the University Registrar, the Associate Vice-President (Indigenous Initiatives) and the Associate Vice-President (People & Talent). In certain circumstances where a selected candidate comes from an academic career, the University may elect to appoint the individual as an Academic Administrator.

3. DEFINITIONS

Policy: means the Appointment of Non-Academic Administrators Policy
Search Committee: means the search committee for the non-academic administrator.
University: means Brandon University

4. POLICY

4.1. 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.

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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.

4.2. Open External or Internal Search process

a) The Search Committee works within the parameters of the Non-Academic Recruitment Guidelines to ensure awareness of the process, tools, and compliance requirements. Upon the formation of the Search Committee, the Chair shall normally coordinate with the Associate Vice-President (People & Talent) to provide a briefing to Search Committee members on non-academic administrator recruitment practices and protocols.

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

c) The Search Committee receives nominations and applications for the position.

d) The Search Committee evaluates all nominations and applications and determines a short list of candidates to be interviewed.

e) The Search 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.

f) The Search Committee ranks candidates by priority. Should the Search Committee determine that the search has failed, the President is so informed. Should the Search Committee make a positive recommendation, the candidate's dossier and the Search Committee's recommendation are forwarded to the President for review. If the President does not accept the Search Committee's recommendation, they shall provide the Search Committee with reasons.

g) The Search Committee may then be asked by the President to:
   i. continue the search
   ii. 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 Search 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 Search Committee, or be suitably replaced, taking into account the stage of the search. In all cases, the Chair's ruling will be final.

4.3. Implementation of the Search Committee's Decision

a) The Board of Governors approves all contracts for Non-Academic Administrators.

b) The President may only bring forward a candidate judged to be acceptable by the Search Committee.

c) 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.

d) If the President's decision is not accepted by the Board of Governors, the Board will provide a rationale.

4.4. Length of Appointment

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

4.5. 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	Associate Vice-President (People & Talent)
1	Vice-President appointed by the President
1	President and Vice-Chancellor as Chair

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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	Associate Vice-President (People & Talent)
1	Vice-President (Administration & Finance)
1	Provost and Vice-President (Academic) 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 Provost and Vice-President (Academic)
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 Provost and Vice-President (Academic)
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)
2	Student Senators elected by and from Senate
1	Associate Vice-President (People & Talent)
1	Provost & Vice-President (Academic) as Chair

For the Associate Vice-President (Indigenous Initiatives):

1	Dean who is a member of the Indigenous Education Senate Sub-Committee
1	Member of the Native Studies Department as chosen by the Department
2	Knowledge Keepers who have worked with Brandon University
1	Indigenous Student who serves on the Indigenous Education Senate Sub-Committee
1	Member of the President's Executive Committee
1	Member of President's Advisory Council

1   Director, Indigenous Peoples' Centre
1   Associate Vice-President (People & Talent) or designate
1   President and Vice-Chancellor 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 Provost and Vice-President (Academic)
2   Student Senators elected by and from Senate
1   Associate Vice-President (People & Talent)
1   Provost and Vice-President (Academic) as Chair

For the Associate Vice-President (People & Talent):

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

4.6. Operational Guidelines for Searches

a) 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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b) 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.

c) 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 considered by the Search Committee.

d) Professional Ethics

   i.   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.

   ii. 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.

e) 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.

f) Original Materials

Original materials will remain in the office of the Chair.

g) Search Committee Materials

Search 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 confidentially stored in the office of the Chair.

h) Quorum

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

i) Alternates

There shall be no alternates, substitutes, or delegates.

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j) 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 for 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.

k) Contract Negotiation

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

l) Discharge of Committee

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

5. POLICY AUTHORITY

- **Policy Sponsor**: President and Vice-Chancellor.

- **Primary Contact:** Associate Vice-President (People and Talent).

- **Approval Authority:** the Board of Governors has the authority to approve this policy.

6. RELEVANT LEGISLATION

The Brandon University Act.

7. RELATED POLICY DOCUMENTS

Appointment and Review of Academic Administrators
Appointment of Acting Administrators
Appointment Procedures Policy

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