

 <p>BRANDON UNIVERSITY Founded 1899</p>	<p align="center">Appointment Procedures Policy</p>	<p><i>Approved by</i> <i>Board of Governors</i></p> <p><i>Administered by</i> <i>Vice-President</i> <i>(Administration & Finance)</i></p>
<p align="center">Board of Governors Policy</p>	<p><i>First Approved:</i> <i>June 20, 1991</i></p>	<p><i>Updated:</i> <i>June 2, 2010</i></p>

These procedures shall govern appointments to support staff and administrative/managerial positions. (The Collective Agreement with the Brandon University Faculty Association includes certain provisions relating to appointments to faculty positions.)

GENERAL RULE:

As a general rule, appointments to support staff and administrative/managerial positions are made on the recommendation of the supervisor of the position to that supervisor's supervisor. Personnel Services should be actively involved in, and extensively consulted during the entire recruitment and appointment process.

The general rule is applied as follows:

President

- appointment made by the Board of Governors

Vice-Presidents, Associate Vice-Presidents, and Deans

- appointment made by the Board of Governors on the recommendation of the President

All Other Managers

- appointment made by the President on the recommendation of the relevant area head
- President so informs the Board of Governors

Support Staff (regular and term appointments)

- appointment made on the recommendation of the supervisor of the position to that supervisor's supervisor (applicable to the level of department head only)
- relevant department head so informs his/her area head

Support Staff (casual appointments)

- appointment made by the supervisor of the position
- supervisor so informs his/her department head