

 BRANDON UNIVERSITY <small>Founded 1899</small>	Appointment and Review of Academic Administrators	<i>First Approved:</i>
		<i>Updated: June 22, 2013</i>
Board of Governors Policy	<i>Approved by</i> <i>Board of Governors</i> <i>Administered by</i> <i>Vice-President</i> <i>(Academic and Provost)</i>	<i>Reviewed: June 22, 2013</i>

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

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.

Procedures

Open External Search or Internal Search

1. Committee receives nominations and applications for the position.
2. Committee evaluates all nominations and applications and determines a short list of candidates to be interviewed.
3. Committee conducts in-camera interviews of candidates on short list and normally arranges for public presentations by each interview candidate.
4. Committee ranks candidates by priority. If the committee determines 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 is forwarded to the President for review. If the President does not accept the committee’s recommendation, he or she shall provide the committee with reasons.

5. 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.

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 Deans elected by and from the Deans' Council;
- 3 Faculty/professional members elected from the remaining faculties/schools not already represented by the Deans chosen;
- 1 Administrative director from direct reports;
- 1 Student elected by and from BUSU;
- 1 Graduate student elected by and from graduate students, or, in the case of a failed election, 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 Chief Human Resources Officer;

1 President and Vice-Chancellor as Chair.

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

- 1 Board of Governors member from amongst those appointed by the Minister;
- 1 Dean chosen by the Deans' Council;
- 5 Faculty/Professional members, one elected by and from each Faculty/School;
- 1 Professional Associate elected by and from the Professional Associates, with the election to be coordinated by the Office of the Vice-President (Academic and Provost);
- 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 Vice-President (Academic and Provost) as Chair.

For Decanal Search Committees:

- 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, who are not members of the Faculty/School concerned;
- 5 Faculty/professional 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 Vice-President (Academic and Provost) as Chair.

University Librarian Search Committee

- 1 Dean chosen by Deans' Council;
- 2 Faculty members elected by and from Senate, representing faculties other than that of the Dean from the Deans' Council;
- 2 BUFA members within the Library, elected by and from BUFA members within the Library, with the election being coordinated by the Vice-President (Academic and 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);
- 1 Representative from IT Services, normally the Director;
- 1 Student Senator, elected by and from Senate;
- 1 Vice-President (Academic and Provost) as Chair.

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 both 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, he or she 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.
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 Deans elected by and from the Deans' Council;
- 3 Faculty/professional members elected from the remaining faculties/schools not already represented by the Deans chosen;
- 1 Administrative director from direct reports;
- 1 Student elected by and from BUSU;
- 1 Graduate student elected by and from graduate students, or, in the case of a failed election, 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 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 the Deans' Council;
- 5 Faculty/Professional members, one elected by and from each Faculty/School;
- 1 Professional Associate elected by and from the Professional Associates, with the election to be coordinated by the Office of the Vice-President (Academic and Provost);
- 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 Vice-President (Academic and Provost) as Chair.

For Decanal Review Committees:

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

For the University Librarian Review Committee:

- 2 BUFA members within the Library, elected by and from BUFA members within the Library, with the election being coordinated by the Vice-President (Academic and Provost);
- 1 Member named by the President from among the Academic Administrators;
- 2 Members from within the University, appointed by the President;
- 1 Student Senator, elected by and from Senate;
- 1 Vice-President (Academic and Provost) as Chair.

Operational Guidelines

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.

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 on procedural matters shall be by show of hands, unless any member present requests a vote by ballot; voting on candidates who have been short-listed shall be by written 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.