

	<b>Presidential Search Policy</b>	<b><i>First Approved:</i></b> <i>January 24, 2008</i>
		<b><i>Updated:</i></b> <i>June 22, 2013</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>Board of Governors</i>	<b><i>Reviewed:</i></b> <i>June 24, 2017</i>

### **SCOPE AND PURPOSE**

The *Brandon University Act 12(2)* gives the Board of Governors the authority to appoint the President of the University and determine his or her terms of office and remuneration. A presidential search will be initiated by the Executive Committee of the Board of Governors.

Where necessary, a Search Committee will be established at least twelve (12), but not more than eighteen (18), months prior to the end of the incumbent President’s appointment.

### **SEARCH COMMITTEE COMPOSITION AND MEMBERSHIP**

The composition of the Committee shall be as follows:

- 1        The Chair of the Board of Governors (Chair of the Committee)
- 2        Appointees to the Lieutenant Governor-in-Council to the Board of Governors, elected by and from the Board of Governors
- 1        Tenured faculty member elected by and from each academic faculty/school
- 2        Members of the support staff (MGEU, IUOE and Exempt) elected by and from the support staff with the election to be run by the Office of the Vice-President (Administration & Finance)
- 1        Member elected by and from the members of the Faculty Association at the rank of I.A., A.A. or P.A., with the election to be run by the Office of the Vice-President (Academic & Provost)
- 2        Students elected by and from the Brandon University Students’ Union Board
- 3        Members of the President’s Administrative Council (none of whom shall be a direct report to the President), elected by and from the President’s Administrative Council
- 1        Member elected by and from the members of the Brandon University Alumni Association

1 Member elected by and from the members of the Brandon University Foundation

Ex-Officio:

Chief Human Resources Officer (non-voting)

Vice-President (Academic and Provost) (non-voting)

Vice-President (Administration and Finance) (non-voting)

Chancellor (voting)

The Administrative Officer to the Board of Governors shall be the Executive Secretary of the Search Committee.

The Board Executive Committee shall decide whether to engage a search consultant to assist in the search.

### **ROLE OF THE SEARCH COMMITTEE**

The Search Committee shall be charged with recommending to the Board of Governors one individual to serve as the President and Vice-Chancellor of the University.

### **CONFIDENTIALITY**

During and following the search, members of the Search Committee shall maintain absolute confidentiality with respect to the committee's deliberations as well as the names and personal information of the applicants/candidates.

### **PROCESS**

The Search Committee shall solicit and consider the views of the University community and major external constituencies in establishing the qualifications, qualities and attributes to require of a President who will be most likely to succeed in advancing the interests of the University. The Committee will determine its own procedures and will tender its recommendation in writing to the Board of Governors.

The Committee shall reach a decision on a recommendation to the Board of Governors by simple majority vote. Such decisions shall normally be made within nine (9) months of the Committee being struck.

If, for whatever reason, the Search Committee is unable to complete its work, the Board of Governors may disband the Committee and retains the authority to complete the search using such mechanism or process as it shall determine.

## **PROFESSIONAL ETHICS**

When presenting a judgment on a candidate, members of the Search Committee have an obligation to the candidate and to the University to be fair and objective. 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.

## **MATERIALS**

Committee materials, including files, minutes and other information, shall be maintained by the Chair, with the assistance of the Administrative Officer to the Board of Governors. At the conclusion of the Search Committee's work, Committee members will be required to return all materials to the Administrative Officer for proper disposal. One complete set of all Committee materials, including files, minutes and other information shall be lodged in the Office of the Chief Human Resources Officer.

## **COMMUNICATION**

The Chair of the Search Committee (or designate) will be the official, and only, spokesperson and will provide the Board of Governors and the University community with regular updates on the progress of the search.