

 <b>BRANDON UNIVERSITY</b>	<b>PRESIDENTIAL SEARCH POLICY</b>		
<b>Board of Governors</b>	Policy Sponsor:	Board of Governors	<b>First Approved:</b> <i>24 JANUARY 2008</i>
	Primary Contact:	Manager, Executive & Board Operations	<b>Last Updated:</b> <i>21 SEPTEMBER 2024</i>
	Approved by	Board of Governors	<b>Review Scheduled:</b> <i>2029-2030</i>

## 1. PURPOSE

This policy provides the framework for the search, selection and appointment of the President.

## 2. SCOPE

The Brandon University Act 12(2) empowers the Board of Governors to appoint the President of the University and determine their terms of office and remuneration.

Pursuant to the Board of Governors' Bylaws, the Board has established a Human Resources Committee. The Human Resources Committee has specific responsibility to engage in the recruitment process for the President and recommend the terms of the President's employment on behalf of the Board.

A Presidential Search Committee will be initiated by the Human Resources Committee of the Board of Governors in accordance with this policy.

The Presidential Search Committee shall be charged with advancing, to the Board of Governors, a recommendation for the appointment of the President and Vice-Chancellor of the University.

Where applicable, 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.

### 3. DEFINITIONS

**Act:** the Brandon University Act (June 29, 1998)

**Board Secretariat:** means the administrative coordinating unit of the Board, specifically the Manager, Executive & Board Operations and/or the Executive Officer to the Board of Governors.

**Human Resource Committee:** the standing committee established by the Board with responsibility to engage in the recruitment process for the President and Vice-Chancellor and recommend the terms of the President's employment on behalf of the Board.

**Policy:** the *Presidential Search Policy*

**President:** the individual as constituted in the Act and appointed by the Board to serve as President and Vice-Chancellor of the University.

**Search and Selection:** the process undertaken by the Board to search and select the individual to be appointed as the President of the University.

**University:** Brandon University

### 4. POLICY

#### 4.1. Open Competition

4.1.1. Normally, an open competition will occur automatically whenever a vacancy occurs. When an open competition occurs, a Search Committee will be established, and the position will be advertised externally and internally.

4.1.2. The Chair of the Board of Governors shall determine, in consultation with the Human Resources Committee of the Board, whether external search services will be used to aid in the search process.

#### 4.2. Search Process

4.2.1. Upon the formation of the Search Committee, the Chair shall coordinate with the Associate Vice-President (People & Talent) or their designate to provide on recruitment practices, protocols, and compliance requirements. All Search Committee members, including the Chair, shall complete a program of equity training designed to help identify

- unconscious bias and other recognized factors that contribute to inequity and ensure awareness of the principles, objectives, legal obligations, policies, and institutional expectations with respect to equity, diversity, inclusion, decolonization, and reconciliation in employment. Such training shall be completed within the previous twelve (12) months and prior to formulating the job advertisement or examining any applications.
- 4.2.2. At the first meeting of the search committee, all committee members shall agree to keep all deliberations and discussions of the committee strictly confidential.
  - 4.2.3. The University community shall be consulted and provided with an opportunity to provide commentary during the initial stages of the Search Committee process. The consultation process may include tools such as survey(s) and town halls to ensure all interested parties have the opportunity to provide guidance and feel welcome in doing so. These consultations shall aid in establishing the qualifications, qualities and attributes required of a President who will be most likely to succeed in advancing the interests of the University. Community-based and post-secondary partners shall also be consulted.
  - 4.2.4. The Search Committee receives applications for the position.
  - 4.2.5. The Search Committee evaluates all applications and determines a short list of candidates to be interviewed.
  - 4.2.6. The Search Committee conducts in-camera interviews of candidates on the short list, either in person or through alternative means such as video conferencing and may arrange for public presentations by each interview candidate.
  - 4.2.7. The Search Committee facilitates meetings of candidates on the short list with the Department to which the short-listed candidate may become a member upon the cessation of their term as President. The Department shall have an opportunity to recommend rank, step(s), and type of appointment (i.e. tenured) to the Search Committee.
  - 4.2.8. The Search Committee ranks candidates by priority. 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.
  - 4.2.9. Should the Search Committee determine that the search has failed, the Board shall be so informed.

- 4.2.10. Should the Search Committee make a positive recommendation, the candidate's dossier and the Search Committee's recommendation are forwarded to the Board of Governors for review and approval.
- 4.2.11. If the Board does not accept the Search Committee's recommendation, they shall provide the Search Committee with substantive reasons in writing. The Search Committee may then be asked by the Board to:
- recommend an alternate candidate acceptable to the Search Committee
  - continue/extend the search
  - make other recommendations to the Board it deems advisable.
- 4.2.12. If, for whatever reason, the Search Committee is unable to complete its work, the Board of Governors may disband the Committee and retain the authority to complete the search using such mechanism or process as it shall determine.
- 4.2.13. 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**

- 4.3.1. The Board of Governors approves all contracts for the President.
- 4.3.2. The Chair of the Search Committee may only bring forward a candidate judged to be acceptable by the Search Committee.
- 4.3.3. If the Search Committee's decision is accepted by the Board of Governors, the task of the Search Committee is complete, and it will be discharged.
- 4.3.4. If the Search Committee's decision is not accepted by the Board of Governors, the Board will provide a rationale.

### **4.4. Length of Appointment**

- 4.4.1. A term of office for the President shall normally be five years.

- 4.4.2. 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.

#### **4.5. Search Committee Composition and Membership**

- 4.5.1. 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.

- 4.5.2. The composition of the Committee shall be as follows:

- 1 The Chair of the Board of Governors (Chair of the Search Committee)
- 1 The Vice-Chair of the Board of Governors (Chair of the HR Committee)
- 2 Two external members of the Board of Governors (i.e., Lieutenant Governor-in-Council or BU Alumni Association), elected by and from the Board of Governors
- 5 Five continuing or tenured faculty members, normally representing a minimum of four faculties/schools, appointed by Senate
- 1 One member of the unionized support staff (i.e., MGEU and IUOE), elected by and from the support staff, with the election to be run by the Board Secretariat
- 1 One student member of the Board of Governors, elected by and from the Board of Governors
- 1 One student member of Senate, elected by and from Senate
- 1 One Vice-President appointed by the Board of Governors
- 1 The Associate Vice-President (Indigenous Initiatives) or designate
- 1 One academic administrator appointed by and from Deans' Council
- 1 One non-academic administrator appointed by and from Deans' Council
- 1 One exempt staff director elected by the President's Advisory Council with the election to be run by the Board Secretariat
- 1 Member of the Brandon University Foundation

##### Resources (non-voting):

- 1 Associate Vice-President (People & Talent)
- 2 Board Secretariat
- 1 Chancellor

#### **4.6. Operational Guidelines for Searches**

##### **4.6.1. 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.

#### **4.6.2. 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. A member of the Board Secretariat is normally the Executive Secretary.

#### **4.6.3. Confidentiality**

During and following the search, members of the Search Committee will maintain confidentiality of the discussions, deliberations, and the names of candidates involved in the process, unless as expressly determined otherwise, in writing, by the Chair. As a condition to joining the Search Committee, members must sign a confidentiality agreement.

The Chair may opt to make 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.

#### **4.6.4. Professional Ethics**

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. 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.

#### **4.6.5. 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.

#### **4.6.6. Original Materials**

Original materials will remain in the office of the Board Secretariat.

#### **4.6.7. Search Committee Materials**

Committee materials, including files, minutes and other information, shall be maintained by the Board Secretariat. At the conclusion of the Search Committee's work, Committee members will be required to return all materials to the Board Secretariat for proper disposal. One complete set of all Committee materials, including files, minutes and other information shall be lodged in the Office of the Associate Vice-President (People & Talent).

#### **4.6.8. Quorum**

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

#### **4.6.9. Alternates**

There shall be no alternates, substitutes, or delegates.

#### **4.6.10. 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.

#### **4.6.11. Contract Negotiation**

All contract negotiations shall be conducted by the Chair of the Search Committee in consultation with the Associate Vice-President (People & Talent).

#### **4.6.12. Discharge of Committee**

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

#### 4.7. 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.

#### 5. POLICY AUTHORITY

- **Policy Sponsor:** Board of Governors
- **Primary Contact:** Manager, Executive & Board Operations
- **Approval Authority:** Board of Governors

#### 6. RELEVANT LEGISLATION

The Brandon University Act

#### 7. RELATED POLICY DOCUMENTS

None.