

**SUBJECT: REVIEW OF THE VICE-PRESIDENT ACADEMIC AND PROVOST PRIOR TO REAPPOINTMENT: TERMS OF REFERENCE****1. Authority**

- 1.1 The Board of Governors, acting on the recommendation of the President, is responsible, under the University of Northern British Columbia Act, for the appointment of the Vice-President Academic and Provost.
- 1.2 The Vice-President Academic and Provost review reflects the accountability of the Vice-President Academic and Provost to the Board through the President.
- 1.3 The President will ascertain the view of the Vice-President Academic and Provost concerning a renewal of contract. Only if the Vice-President expresses an interest in re-appointment will these procedures be implemented.

**2. Mandate**

- 2.1 This Committee is an advisory committee to the President, and through the President to the Board, established as required by the President, and mandated to review the performance of the Vice-President Academic and Provost and to make a recommendation to the President, and through the President to the Board, with respect to re-appointment.
- 2.2 The Committee will endeavour to conduct its review within a 2-month period.
- 2.3 The Committee will normally present its recommendation to the President at least 12 months prior to the expiry date of the term of office of the Vice-President Academic and Provost.

**3. Composition**

- 3.1 In accordance with the approved composition of the Search Committee for the Vice-President Academic and Provost, the composition of the review committee will be:
  - President (Chair)
  - 1 Board of Governors member (external)
  - Vice-President Administration and Finance
  - Vice-President Research
  - Dean - College of Arts, Social & Health Sciences
  - Dean - College of Science & Management
  - Dean - Graduate Programs
  - Director, Human Resources (non-voting)
  - 3 Faculty Members with tenure or tenure-track appointments, appointed by the Senate, one from each College and one being a regional Faculty Member
  - 2 Staff members, to include:
    - 1 Senior Academic Director, reporting directly to the Vice-President Academic and Provost
    - 1 Staff member (appointed by the Chair of the Selection Committee)
  - Graduate Student

- 
- Undergraduate Student
  - Regional Student

\* Efforts will be made to ensure that in the appointment and selection of the students, there is consideration to appoint a First Nation's student.

3.2 In the eventuality of the review leading to a search for a Vice-President Academic and Provost or Acting Vice-President Academic and Provost, the Review Committee shall continue as the Search Committee.

#### **4. Duties**

4.1 The Committee will evaluate the performance of the Vice-President Academic and Provost, using the criteria established by the Vice-President Academic and Provost Search Committee in its search for that individual, as well as the annual objectives established by the Vice-President Academic and Provost and the President during the Vice-President's current term of office.

4.2 In addition to reviewing the past performance of the Vice-President Academic and Provost, the committee is required to consider the changing context of the Vice-President's mandate and whether these are areas of activity that will require changes in emphasis during the renewed term.

4.3 The Committee will determine whom to approach to seek informed assessment of the performance of the Vice-President Academic and Provost, such information to be gathered primarily through confidential interviews. The Committee will seek to identify individuals who offer a balanced view of the Vice-President's performance. The Committee is encouraged to obtain the views of a broad range of members and representatives of the UNBC Community and officers of institutions and organizations with a close relationship to UNBC. The Chair will review the list of interviewees with the Vice President Academic and Provost prior to the interviews taking place.

4.4 The establishment of the Committee, its composition and terms of reference, are to be announced in the UNBC weekly bulletin, along with an invitation to submit written and signed submissions from interested parties.

4.5 The Committee will meet with the Vice-President Academic and Provost at the outset of its work to discuss the review process and to provide an opportunity for the Vice-President to submit a statement of self-evaluation.

4.6 The Committee will ensure that its activities do not undermine the ability of the Vice-President Academic and Provost to function effectively as an institutional leader during the period of the review. Committee deliberations will be conducted in strict confidence.

4.7 When the Committee has formulated its recommendation, but before presenting it to the Board, the President will meet immediately and in confidence with the Vice-President Academic and Provost to review the general findings of the Committee and the nature of the recommendation to the Board. If the Committee recommends that the Vice-President Academic and Provost be re-appointed, the President will meet with the Executive Committee of the Board of Governors to recommend to the Board terms of the contract acceptable to the President, the Executive Committee of the Board of Governors, and to the Vice-President Academic and Provost.

4.8 The Committee will submit a written report to the President with its recommendation that the President recommend to the Board of Governors that the Vice-President Academic and Provost be re-appointed, or that the President proceed with the Review Committee,

---

reconstituted as a Search Committee, to establish a search process for a successor, or for an Acting Vice-President Academic and Provost should the incumbent request an Administrative Leave of Absence before commencing the re-appointment.