

SUBJECT: REVIEW OF THE VICE-PRESIDENT (RESEARCH) PRIOR TO REAPPOINTMENT: TERMS OF REFERENCE**1.0 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 (Research).
- 1.2 The Vice-President (Research) review reflects the accountability of the Vice-President (Research) to the Board through the President.
- 1.3 The President will ascertain the view of the Vice-President (Research) concerning a renewal of contract. Only if the Vice-President expresses an interest in re-appointment will these procedures be implemented.

2.0 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 (Research) 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 endeavor to conduct its review within a 2-month period.
- 2.3 The Committee will normally present its recommendation to the President at least 8 months prior to the expiry date of the term of office of the Vice-President (Research).

3.0 Composition

- 3.1 In accordance with the approval composition of the Search Committee for the Vice-President (Research), the composition of the review committee will be:
 - President (as Chair)
 - Vice-President (Academic) & Provost
 - Vice-President (Administration & Finance) or designate
 - Dean, College of Arts, Social & Health Sciences
 - Dean, College of Science and Management
 - Senior Academic Director (appointed by the Chair of the Search Committee)
 - 2 Faculty members with tenured or tenure-track appointments from the College of Arts, Social & Health Sciences
 - 2 Faculty members with tenured or tenure-track appointments from the College of Science & Management
 - 1 Staff member (appointed by the Chair of the Search Committee)
 - Graduate Student representative
 - Undergraduate Student representative
 - Board of Governors representative

(*Efforts will be made to ensure that in the appointment and selection of the students, there is regional representation taken into consideration).

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

4.0 Duties

- 4.1 The Committee will evaluate the performance of the Vice-President (Research), using the criteria established by the Vice-President (Research) Search Committee in its search for that individual, as well as the annual objectives established by the Vice-President (Research) 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 (Research), 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 (Research), 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 interview, either through Committee members or through a consultant. The Chair will review the list of interviewees with the Vice-President (Research) prior to 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 (Research) 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 (Research) 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 (Research) 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 (Research) 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 (Research).
- 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 (Research) 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 (Research) should the incumbent request an Administrative Leave of Absence before commencing the re-appointment

Re: Selection Procedures for Vice-President (Research)

1.0 Terms of Reference for the Search Committee

- To review the position of Vice-President (Research)
- To establish the qualifications and qualities desired of candidates
- To assist in the drafting of the advertisement
- To establish a short list of candidates
- To recommend to the President, by providing a prioritized ranking of short listed candidates.

2.0 Search Committee Membership

- Vice-President (Academic) and Provost
- Vice-President (Administration and Finance) or designate
- Dean, College of Arts, Social and Health Sciences
- Dean, College of Science and Management
- Senior Academic Director (appointed by the Chair of the Search Committee)
- 2 Faculty members with tenured or tenure-track appointments from the College of Arts, Social and Health Sciences
- 2 Faculty members with tenured or tenure-track appointments from the College of Science and Management
- 1 Staff member (appointed by the Chair of the Search Committee)
- Graduate Student representative
- Undergraduate Student representative
- Board of Governors representative

In the appointment of committee members, efforts will be made to ensure regional representation is taken into consideration.

3.0 Chair

- President

4.0 Process

- The search will be an open process
- Senior administrators and Chairs will be afforded the opportunity to meet the candidates in an informal session
- The candidates will be requested to speak at a public forum
- The President's recommendation shall be directed to the Board of Governors for approval.