

  <h1 style="text-align: center;">PROCEDURES</h1>	<b>Policy No:</b>	<b>Approval Date:</b> Board Motion #2019BC02.01.06 Senate Motion # S-201902.17
	<b>Approving Authority:</b> <i>Board of Governors and Senate</i>	
<b>Responsible Executive:</b> <i>President</i>		
<b>Title:</b>  <h2 style="text-align: center;"><i>Search Committees for Academic Vice-Presidents and other Senior Academic Administrators</i></h2>		

***S. 27(2)(f) of the University Act [RSBC 1996] c. 468, grants the Board the power: with the approval of senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;***

1. **Scope** – These Procedures apply to Search Committees for Senior Academic Administrators, including: Academic Vice-Presidents, Associate Academic Vice-Presidents, Vice-Provosts, Academic Deans, Senior Academic Directors, the Registrar, the University Librarian and any other senior academic administrator as the Board may designate. The Search Committees for the President, and for the Associate Vice-President Medicine are addressed in separate Procedures.
2. **Role of Search Committees** – Search Committees are advisory to the President and are tasked with generating ranked short lists of candidates for positions. Each Committee will:
  - review the position and desired qualifications and qualities of candidates, in consultation with appropriate constituents and constituency groups
  - review and advise on advertising
  - review the *General Search Process Rules* outlined below, and recommend reasonable modifications to the Chair, as appropriate for specific searches or positions
  - oversee the fair and equitable application of the *General Search Process Rules*, with the advice of Human Resources professionals, and external search consultants if applicable
  - Ensure best practices are followed with respect to confidentiality and declarations of conflict of interest and bias
  - Monitor and encourage the application of best practices in equity and diversity in the posting and advertising, in the search and interview process, and in the making of hiring recommendations.
3. **General Search Process Rules**
  - a. A new search committee will be assembled for each Senior Academic Administrator search.
  - b. The University will ensure that prior to the Committee commencing its work, Committee members are provided with training and orientation on best practices with respect to equity and diversity in recruitment and search processes.
  - c. The Chair in consultation with the Search Committee will consider current best practices and

the advice of Human Resources professionals, and search consultants where applicable, in determining the appropriate level of openness of each search, and in the interests of ensuring the broadest and most qualified applicant pool.

- d. Senior Administrators and Program Chairs will have an opportunity to meet short-listed candidates in informal sessions at the appropriate stage of the search process. Others may be included for specific searches, at the recommendation of the Search Committee Chair in consultation with the Search Committee.
- e. In making a recommendation, to the Board in the case of Vice-Presidential searches, and to the President for all other searches, the Search Committee Chair will provide a fulsome report on the search process, deliberations, and rationale for the recommendation.

#### 4. Committee Composition

<p><b><u>President</u> (or designate) for Academic Vice-Presidents (Provost, Research)</b></p> <p><b><u>Provost and Vice-President Academic</u> (or designate) for all other senior academic positions covered by these Procedures</b></p>	<p><b>Chair</b></p>	<p><b>1</b></p>
<p><b><u>Board Chair or Designate</u> for Academic Vice-President searches only</b></p>	<p><b>Designate must be an external (Order in Council) Board Member</b></p>	<p><b>0-1</b></p>
<p><b><u>Two Vice, or Associate-Vice, Presidents</u> for Academic Vice-President searches</b></p> <p><b><u>One Vice, or Associate-Vice-President</u> for all other searches</b></p>	<p><b>Appointed by the Committee Chair (Academic &amp; Administrative Vice Presidents and Associate Vice-Presidents eligible)</b></p>	<p><b>1-2</b></p>
<p><b><u>Two Academic Deans</u> (for Academic Vice-Presidents and Academic Deans)</b></p> <p><b><u>One Academic Dean</u> for all other searches</b></p>	<p><b>Appointed by the Chair in consultation with the Academic Deans</b></p>	<p><b>1-2</b></p>
<p><b><u>One Senior Academic Director</u></b></p>	<p><b>Appointed by the Chair</b></p>	<p><b>1</b></p>

<p><b>Six Faculty Members with tenure or tenure-track appointments</b></p>	<p>Elected by Faculty Members in a manner that ensures representation from both Colleges – or representation from different Colleges in the event that there are more than two Colleges</p> <p>In a search for an Academic Vice-President at least one faculty member is to be a Research Chair or former Research Chair.</p> <p>*in the case of a search for a University Librarian, at least one member should be a faculty Librarian Member</p>	<p>6</p>
<p><b>One Staff Representative</b></p>	<p>One staff member appointed by the Chair from among all non-faculty employees who are not senior administrators. When searching for a University Librarian or a University Registrar, the staff representative should be drawn from those offices respectively.</p>	<p>1</p>
<p><b>Two students</b></p>	<p>Appointed or elected by the Undergraduate and Graduate Student Societies</p>	<p>2</p>
<p>Up to two additional members to address equity, diversity, gender balance, aboriginal or regional representation, and / or to address any other key areas of responsibility (for the position being recruited to) not otherwise covered by the Committee members appointed or selected above</p>	<p>Appointed by the Committee Chair in consultation with the Committee Members. If 1 additional member is added under this section, that appointee may be from <u>any</u> UNBC employee, governance or stakeholder group. If 2 additional members are added, at least 1 must be a faculty member.</p>	<p>0-2</p>
<p><b>NON-VOTING – RESOURCE MEMBERS: Director of Human Resources (or designate) +appropriate Human Resources support personnel, including someone with equity and diversity expertise and Search Consultants as applicable</b></p>	<p>Determined by the AVP People or by the Director of Human Resources</p>	

5. These Procedures are effective on approval of both the Board and Senate, and replace any previously approved Selection Procedures and Search Committee Terms of Reference for Senior Academic Administrators covered by these Procedures.