

Advisory Committee for Reappointment of the President Procedures			
Parent Policy	Advisory Committee for Reappointment of the President Policy		
Policy Sponsor	Board of Governors	Category	Board
Policy Contact	University Secretary	Effective Date	December 14, 2018
Procedure Contact	University Secretary	Review Date	December 14, 2023

1. Purpose

To outline the procedure to be used for the reappointment of the President.

2. Scope

This procedure applies to the Board and the Advisory Committee with regard to the reappointment of the President.

3. Definitions

Advisory Committee	The committee convened by the Chair of the Board to take part in the process of reappointing an individual for the position of President and to make recommendations to the Board.
Board	Governors of Athabasca University

4. Guiding Principles

4.1. Reappointment Assessment Process

- a) If the incumbent wishes to stand for a consecutive term, the past performance of the incumbent will be assessed in the context of the future direction of Athabasca University. Material to be examined by the Advisory Committee will include:
 - an updated curriculum vitae;
 - any evaluations carried out by the Board;
 - any goals and objectives set by the Board for the incumbent;
 - the results of consultation with individuals and constituency groups; and
 - the self-assessment submitted by the incumbent.
- b) During the period of the assessment, care must be taken by the Advisory Committee to ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the process. The review should be carried out thoroughly, but expeditiously.
- c) At a minimum, the incumbent must be advised of:
 - the criteria to be used for assessment;
 - the individuals and constituency groups the Advisory Committee plans to consult; and

- the schedule for each stage of the process.
- d) The incumbent will be invited to submit a self-assessment. This should include:
 - a statement of past and projected leadership in the context of the selection criteria as advised pursuant to clause 4.1(c) of this procedure; and
 - a statement of vision and major objectives for the new term to the Advisory Committee.
- e) The Advisory Committee will solicit opinions from the University community through an institution-wide solicitation by the University Secretary.
- f) Upon receipt of all relevant information, the Advisory Committee will schedule an interview with the incumbent. Any concerns identified during the gathering process should be discussed with the incumbent during the meeting.

4.2. Record Keeping

- a) Documentation received by the Advisory Committee during its deliberations is confidential. Personal information is protected by the [Freedom of Information and Protection of Privacy Act](#), R.S.A. 2000, c. F-25.
- b) The University Secretary will keep in camera minutes of the Advisory Committee's recommendations and actions. Deliberations of the Advisory Committee concerning reappointment of the incumbent will not be recorded.

4.3. Recommendation to the Board

- a) The Advisory Committee will review all evidence and recommend the reappointment to the Board Human Resources & Compensation Committee, which considers the recommendation, and if in agreement with the Committee, recommends the reappointment to the board for approval.
- b) The Chair will meet with the Board and present the recommendation for action and will include a rationale for that recommendation.

5. Applicable Legislation and Regulations

[Post-Secondary Learning Act](#), Section 81, SA 2003 c P-19.5
[Alberta Public Agencies Governance Act](#), SA 2009 c A-31.5
[Freedom of Information and Protection of Privacy Act](#), RSA 2000 c F-25

6. Related Procedures/Documents

[Advisory Committee for Reappointment of the President Policy](#)

History

<i>Date</i>	<i>Action</i>
December 14, 2018	The Board of Governors of Athabasca University, Motion # 236-05 (Associated Policy Approved)