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## Appointment or Reappointment of a Vice President Policy

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<b>Policy Sponsor:</b>	President
<b>Policy Contact:</b>	University Secretary, Office of the University Secretariat
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	January 12, 2017
<b>Approval Group:</b>	The Governors of Athabasca University
<b>Approval Date:</b>	January 12, 2017, Motion # 221-03
<b>Review Date:</b>	Biennially
<b>Procedure:</b>	<a href="#">Appointment or Reappointment of Vice President Procedures</a>

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### **Purpose**

To ensure equity and diversity in the selection and appointment or reappointment of Vice Presidents.

### **Definitions**

<b>Academic Staff Member</b>	Academic Staff who are appointed under the Faculty Association agreement to a full-time faculty position in which the person has been or may be granted tenure, and includes Professors, Associate Professors, Assistant Professors, and Academic Coordinators.
<b>Reappointment Committee</b>	The committee convened by the President for the purpose of reviewing the performance of and recommending an incumbent for reappointment to the President for a Vice President position.
<b>Search Committee</b>	The committee convened by the President for the purpose of recommending a candidate to the President for a Vice President position.



## **Policy Statements**

1. Pursuant to section 82 of the [Post-Secondary Learning Act](#), the Governors of Athabasca University may appoint a Vice President with the powers, duties and functions recommended by the President of Athabasca University (University). The appointment of a Vice President will be made by the Board on the recommendation of the President, as the Chair of the Search Committee.
2. Recruitment of Vice Presidents will normally be international in scope.
3. When the President receives notice that a Vice President position is vacant or will become vacant, the President will advise the Board of the vacancy and convene the Search Committee as outlined in the [Appointment or Reappointment of a Vice President Procedures](#).
4. The selection and appointment of a Vice President will be a closed process.
5. Under normal circumstances Vice President terms will be staggered to support business continuity.
6. It is the responsibility of the President to ensure that this Policy and the related Procedures are complied with.
7. The Search Committee for the Vice Presidents will be constituted as follows:
  - The President (Chair)
  - Two (2) public members of the Board appointed by the Board Chair in consultation with the President
  - 1 member of Executive Group appointed by the President
  - Four (4) full-time Academic Staff Members, one elected by each of the Faculty of Business, the Faculty of Health Disciplines, the Faculty of Humanities & Social Sciences and the Faculty of Science & Technology
  - One (1) full-time Academic Staff Member appointed by the Centre for Distance Education and the Centre for World Indigenous Knowledge & Research
  - One (1) Dean elected by the Deans
  - One (1) student member nominated by the council representing the Athabasca University Student Union (AUSU)
  - One (1) student member nominated by the council representing the Athabasca University Graduate Student Association (AUGSA)
  - One (1) staff member appointed by the Alberta Union of Provincial Employees (AUPE)
  - One (1) staff member appointed by the Athabasca University Faculty Association (AUFA)
  - One (1) staff member appointed by the Canadian Union of Public Employees (CUPE)
  - Up to two (2) additional representatives should the President determine that they will be important to the selection of the Executive Officer
  - University Secretary (non-voting)
  - Representative from recruitment firm (non-voting)



8. A recruitment firm will normally be retained to assist the Search Committee with the search for candidates.
9. The term of office for the Vice President will not normally exceed five (5) years. The appointment may be renewed for a subsequent five year term after a university-wide review of the position as outlined in the Appointment or Reappointment of a Vice President Procedures.
10. The Reappointment Committee for a Vice President will be constituted as follows:
  - the President (Chair)
  - Two (2) public members of the Board appointed by the Board Chair in consultation with the President
  - 1 member of Executive Group appointed by the President
  - Four (4) full-time Academic Staff Members, one elected by each of the Faculty of Business, the Faculty of Health Disciplines, the Faculty of Humanities & Social Sciences and the Faculty of Science & Technology
  - One (1) full-time Academic Staff Member appointed by the Centre for Distance Education and the Centre for World Indigenous Knowledge & Research
  - One (1) Dean elected by the Deans
  - One (1) tutor staff member appointed by CUPE
  - One (1) staff member appointed by AUFA
  - One (1) staff member appointed by AUPE
  - Up to two (2) additional representatives should the President determine that they will be important to the selection of the Executive Officer
  - One (1) student member nominated by the council representing AUSU
  - One (1) student member nominated by the council representing AUGSA
  - the University Secretary (nonvoting)
11. This policy does not apply to an interim appointment.
12. All members of the Search or Reappointment Committee must sign a confidentiality agreement. Deliberations of the Search or Reappointment Committee will be confidential. Any member of the Search or Reappointment Committee who have breached confidentiality will be subject to sanction up to including dismissal from the Search or Reappointment Committee and, if employed by the University, up to and including dismissal from employment with the University.

### **Applicable Legislation and Regulations**

Section 82, [Post-Secondary Learning Act, S.A. 2003, c. P-19.5](#)  
[Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25](#)

### **Related References, Policies, Procedures and Forms**

[Appointment or Reappointment of a Vice President Procedures](#)  
[Confidentiality Agreement - Vice President](#)



## **History**

Governors of Athabasca University, January 12, 2017, Motion # 221-03 (approved)