
Appointment or Reappointment of a Vice President Procedures

Policy Sponsor:	President
Name of Parent Policy:	Appointment or Reappointment of a Vice President Policy
Policy Contact:	University Secretary, Office of the University Secretariat
Procedure Contact:	University Secretary, Office of the University Secretariat
Effective Date of Procedures:	January 12, 2017
Review Date:	Biennially

Purpose

To outline the search and review procedures that must be followed by the Search or Reappointment Committee for the Vice Presidents.

Definitions

Academic Staff Member	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 included Professors, Associate Professors, Assistant Professors, and Academic Coordinators.
Quorum	Majority of Committee members.
Reappointment Committee	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.
Search Committee	The committee convened by the President for the purpose of recommending a candidate to the President for a Vice President position.



Procedure

1. Composition and Responsibilities of the Search Committee and the President

- 1.1 When establishing a Search Committee, constituencies should encourage a diverse representation from the Athabasca University (the University) community.
- 1.2 When the President becomes aware that a search for a Vice President is to be undertaken, the President will take steps to appoint representatives, as outlined in the Appointment and Reappointment of a Vice President Policy, to the Search Committee. The University Secretary will advise the Deans to conduct an election for a full-time Academic Faculty Member from each of the faculties named in the policy as well as one Dean from among the Deans. The Canadian Union of Public Employees (CUPE), the Athabasca University Students' Union (AUSU), the Athabasca University Graduate Student Association (AUGSA), the Alberta Union of Provincial Employees (AUPE) and the Athabasca University Faculty Association (AUFA) will appoint members to the Search Committee in accordance with the Appointment and Reappointment of a Vice President Policy.
- 1.3 A recruitment firm will normally be retained in accordance with University processes to assist the Search Committee in developing proposed selection criteria, developing and placing any required advertising, conducting a review of the existing responsibilities and expectations, drafting interview questions, conducting reference checks, participating in interviews as directed by the Chair and notifying unsuccessful candidates.
- 1.4 Members of the Search Committee are expected to attend all interviews in person. The President may permit participation by teleconference under extenuating circumstances. A member who fails to participate in all interviews may not participate in the formulation of the Search Committee's recommendation.
- 1.5 Members of the Search Committee will declare and avoid conflicts of interest in accordance with the standards of fairness, decency, and good sense.
- 1.6 If a member of the Search Committee is a near relative or close friend of a candidate, the member must immediately disclose this fact to the Search Committee. The member should be replaced as soon as this fact becomes known to the Search Committee. A "near relative" is a spouse, child, parent, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, and step-relatives in the same relationship. A "close friend" is a person with whom the member maintains a personal relationship through frequent contact.
- 1.7 The University Secretary will keep in camera minutes of the Search Committee's recommendations and actions. Deliberations of the Search Committee concerning candidates including the incumbent will not be recorded.



- 1.8 The Search Committee is asked to search and screen for, and, finally recommend a candidate to the President.
- 1.9 No recommendation may be made to the President without a quorum of Search Committee members present in person or by telephone.
- 1.10 The Search Committee will reach a decision by simple majority vote.
- 1.11 The President will submit the Search Committee's recommendation to the Board. In the event that the President disagrees with the recommendation of the Search Committee, the President will submit a rationale for the disagreement, along with a recommendation, to the Board.

2. Responsibilities of the Reappointment Committee

- 2.1 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 the University. Material to be examined by the Reappointment Committee will include:
 - an updated curriculum vitae;
 - the selection criteria established as part of the search process;
 - any evaluations carried out by the President;
 - any goals and objectives set by the President for the incumbent;
 - the results of consultation with individuals and constituency groups
 - the self-assessment submitted by the incumbent
- 2.2 Under normal circumstances, a review must be initiated at least eighteen months prior to the incumbent's contract renewal or expiry notification date. During the period of the assessment, care must be taken by the Reappointment 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.
- 2.3 The Reappointment Committee will solicit opinions from the University community through an institution-wide solicitation by the University Secretary. Input will be gathered via a survey conducted by the University Secretary. Survey data will be used to create a summary report and will then be promptly destroyed. The University Secretary will ensure that each member of the Reappointment Committee receives a copy of the summary report.
- 2.4 When all relevant information has been received, the Reappointment Committee will schedule an interview with the incumbent. Any concerns identified during the gathering process should be discussed with the incumbent during the meeting.
- 2.5 The Reappointment Committee will review all evidence and reach a decision by simple majority vote. The Committee will make its recommendation to the President.



- 2.6 The President will meet with the Board and present his or her recommendation for action and include a rationale for that recommendation.

3. Confidentiality

- 3.1 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 has breached confidentiality will be subject to sanction up to and including dismissal from the Search or Reappointment Committee and, if employed by the University, up to and including dismissal from employment with the University.
- 3.2 Documentation received by the Search or Reappointment 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.](#)

Applicable Legislation and Regulations

[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 Policy](#)
[Confidentiality Agreement – Vice President](#)

History

Governors of Athabasca University, January 12, 2017, Motion # (associated policy approved)