



## ACADEMIC VICE-PRESIDENT APPOINTMENT PROCEDURES

### PURPOSE

The purpose of these procedures is to set out the processes to be followed for the appointment and re-appointment of Academic Vice-Presidents at Brock University, in accordance with the Policy on President and Vice-President Appointments (“Policy”).

### SCOPE

These Procedures apply to the appointment of Academic Vice-Presidents (i.e., Vice-Presidents who also hold an academic faculty appointment). Positions include but are not limited to the Provost and Vice-President, Academic and Vice-President, Research.

These Procedures apply to all staff, faculty members, librarians, students, Board of Trustee members, and volunteers involved in the appointment processes.

These procedures fall under and should be read together with the Policy.

### PROCEDURES

#### 1. Determination of applicable process

No later than eighteen months prior to the expiration of an Academic Vice-President’s term the President shall write to the incumbent to determine their willingness to stand for reappointment.

If the Academic Vice-President wishes to be considered for reappointment, a review as outlined below in section 3, “Review Procedures” shall commence.

If the Academic Vice-President does not wish to be reappointed, a search as outlined below in section 4, “Search Procedures”, shall commence. The President may also initiate a search if the Academic Vice-President informs the President that they wish to conclude their term prior to the term end date.

#### 2. Establishment of Advisory Committee

- 2.1. Advisory Committee: As soon as possible in advance of the date of appointment the President will establish an Advisory Committee on the Appointment of an Academic Vice-President (“the Advisory Committee” or “the Committee”) to the President.

2.2. Advisory Committee membership: The membership of the Committee shall be as follows:

1. The President, who will Chair the Committee.
2. Two community members of the Board of Trustees to be appointed by the Board.
3. One faculty member from each of the faculties and one professional librarian recommended by the Governance Committee of Senate.
4. One ongoing staff member (staff members reporting directly to the applicable Academic Vice-President are not eligible to serve)
5. One senior administrator.
6. President of the Brock University Students' Union (BUSU), or designate from the BUSU Executive
7. President of the Brock University Graduate Students' Association (GSA), or designate from the GSA Executive
8. Associate Vice-President, People & Culture, or another qualified member of the Office of People & Culture designated by the Associate Vice-President, People & Culture, who shall serve as a resource person to the Committee (non-voting)

2.3. Advisory Committee member appointment process: The President's Office will contact the Board of Trustees' Governance/Nominating Committee, the Senate Governance Committee, BUSU, GSA, and senior administrators, to obtain each constituency's nominee(s) for the Advisory Committee membership. The nominees will be subject to the President's approval only for the purpose of ensuring appropriate diversity. If a nominee(s) is not submitted within 30 days, the President may establish the Advisory Committee and proceed with the review or search process.

2.4. Advisory Committee meeting procedures: The Advisory Committee will follow the committee meeting procedures attached as appendix 1.

### 3. Review Procedures

3.1. Information provided to the Vice-President: The President will provide the Academic Vice-President with information regarding the review process and offer to meet with the Academic Vice-President to discuss the review process.

3.2. Request for self-evaluation: The Academic Vice-President will be invited to submit a self-evaluation of their performance in their role, the development of their portfolio over their tenure, progress in achieving university strategic priorities, and issues and plans relevant to a successful

- second term.
- 3.3. Consultation with University Community: The Advisory Committee will invite all members of the University community to make individual or collective confidential submissions to the Advisory Committee in writing and may invite members of the University to meet with the Advisory Committee. Anonymous submissions will not be accepted; however, the source of all submissions shall be confidential to the Advisory Committee. Content of the submissions will be confidential to the Advisory Committee and may be shared with the Academic Vice-President as part of the review process.
  - 3.4. Opportunity to respond to feedback: The Advisory Committee Chair will provide the Academic Vice-President with a high-level written summary of the feedback received and any questions or concerns raised by the feedback that the Advisory Committee deems relevant. The Academic Vice-President will be invited to respond to the feedback and their response will be shared with the Advisory Committee.
  - 3.5. Evaluation by Advisory Committee: The Advisory Committee will evaluate the Academic-Vice President based on their performance in their role, the development of their portfolio over their tenure, progress in achieving university strategic priorities, and issues and plans relevant to a successful second term. As part of the evaluation process, the Advisory Committee will use the following information:
    - a. Feedback received from the University community and the Academic Vice-President's response, where applicable.
    - b. The Academic Vice-President's self-evaluation.
    - c. Applicable performance reviews.
  - 3.6. Committee advice: The Advisory Committee shall formulate its advice on whether the Academic Vice-President should be reappointed for a subsequent term.
  - 3.7. Meeting with Academic Vice-President: When the Advisory Committee has formulated its advice to the President, the President shall meet in confidence with the Academic Vice-President to review the general findings of the Advisory Committee and the nature of the advice to the Board.
  - 3.8. Consultations with Senate: Before providing advice to the Board of Trustees, the President shall consult, on a confidential basis, with Senate. The President shall keep Senate informed of the status of the review, within the limits of confidentiality and in camera procedures.
  - 3.9. Advice to Board: The President shall provide advice to the Board of Trustees either that the Academic Vice-President be reappointed or that a search be conducted.

- 3.10. Board decision: The Board will decide whether the Academic Vice-President is to be reappointed or if a search will be conducted. If the decision of the Board is to conduct a search, the Board Chair will direct the President to establish an Advisory Committee for the search and the procedures outlined under section 4, "Search Procedures" below shall be followed.
- 3.11. Dissolution of Committee: Upon the Board's decision, the Advisory Committee shall be dissolved, and Advisory Committee members shall deliver to the President all documents and notes associated with the Advisory Committee's work. The President shall ensure that all confidential records of the Advisory Committee are securely maintained for an appropriate period as may be required by law or University policy, after which time the records will be destroyed.

#### 4. Search Procedures

- 4.1. Engagement of search consultant: The President will decide whether to engage the services of a search consultant. If a search consultant is to be engaged, the President will work with the Associate Vice-President, People and Culture or designate to engage the services of an appropriately qualified executive search consultant possessing expertise in the field of senior level institutional searches to assist the University in its search for an Academic Vice-President, in accordance with University procurement policy and procedures.
- 4.2. Equity, Diversity, and Inclusion: The University is committed to fostering an environment and a process where equity, diversity, and inclusion are upheld. The process will follow best practices, including seeking out candidates from diverse backgrounds, employing inclusive and bias-free job postings and structured interview questions, and making implicit bias training available to committee members.
- 4.3. Position advertisement: The position shall be widely advertised, and members of the University community will be invited to suggest potential candidates. Potential candidates may be encouraged to apply.
- 4.4. Candidate assessment: The Advisory Committee will assess candidates and determine which candidates to invite for an interview.
- 4.5. Interviews: The Advisory Committee will conduct interviews with each of the short-listed candidates. Candidates will not be required to provide a public presentation. The President and the Advisory Committee will also arrange for the short-listed candidates to confidentially meet with other members of the University Community (e.g., Committee of Academic Deans, Senior Academic Leadership Team, a meeting with the department that the candidate would be expected to join as a tenured faculty member). Feedback from these meetings will be provided to the Advisory Committee.

- 4.6. Advise on Candidates: The Advisory Committee will advise the President on its preferred candidate and the acceptable candidates.
- 4.7. Consultation: The President will consult with Senate regarding the President's preferred candidate.
- 4.8. Appointment by Board: The President will review the Committee's advice and Senate's feedback before advising the Board of Trustees on the preferred candidate. The Board of Trustees shall review the President's advice and make a decision regarding the appointment of the Academic Vice-President.
- 4.9. Dissolution of Advisory Committee: The Advisory Committee shall be dissolved when the appointed candidate assumes office, or at such other time as determined by the President.

## COMPLIANCE AND REPORTING

These Procedures fall under the jurisdiction of the Board of Trustees, subject to consultation with the President. The interpretation and application of this Policy is the responsibility of the Secretary to the Board of Trustees.

## PROCEDURE DETAILS

### Policy Owner

Chair, Board of Trustees

### Administrative Responsibility

Associate Vice-President, People & Culture and University Secretary and Associate Vice-President, Governance and Policy

### Policy Classification

Compliance and Governance

### Approval

Board of Trustees

### Effective Date

December 5, 2024

### Next Review

2027

### Revision History

N/A

### Related Documents

- Policy on President and Vice-President Appointments
- Brock University Act