

POLICY ON PRESIDENT AND VICE-PRESIDENT APPOINTMENTS

PURPOSE

The purpose of this Policy is to set out the principles that govern the appointment processes for Brock University's President and Vice-Chancellor ("President") and Vice-President ("VP") positions, and to affirm the University's commitment to appointment processes that are transparent, consultative, inclusive, and effective.

SCOPE

This Policy applies to the appointment and reappointment of the President and all VP positions at Brock University.

This policy applies to all staff, faculty members, librarians, students, Board of Trustee members, and volunteers involved in appointment processes.

POLICY STATEMENT

1. Appointments

- 1.1. Appointment authority: Authority for all President and VP appointments resides with the Board of Trustees.
- 1.2. Appointment processes: All appointment processes will be set out in procedures approved by the Board ("Procedures").
- 1.3. Compliance with Policy and Procedures: All President and VP appointments shall be made in accordance with this Policy, the applicable Procedures, and all other relevant University policies and procedures (including but not limited to the Respectful Work and Learning Environment Policy, and the employee and student Codes of Conduct).

2. Term Length and Appointment Types

- 2.1. Initial Terms: The President and all VPs holding an academic appointment (e.g., Provost and Vice-President Academic and Vice-President Research) shall normally hold office for an initial term not to exceed five years. Non-academic VPs (e.g., Vice-President, Administration and Vice-President, External) shall serve at the pleasure of the Board of Trustees.
- 2.2. Term Extensions: The term of the President may be extended by the Board for one-year periods. The term of the academic VPs may be extended by the Board upon the recommendation of the President for one-year periods.
- 2.3. Reappointments: The President and VPs may be candidates for subsequent terms. A reappointment shall normally be for a term not to exceed five

years. The reappointment processes are set out in the applicable Procedures.

- 2.4. Interim and Acting Appointments Presidential appointments: Subject to consultation with the Senate, if exigencies require, the Board of Trustees may appoint an interim or acting President for a period of up to two years.
- 2.5. Interim and Acting Appointments for Academic Vice-Presidents: Upon the recommendation of the President, the Board may appoint an interim or acting academic VP for a period not exceeding two years.
- 2.6. Interim and Acting Appointments for non-academic Vice-Presidents: Upon the recommendation of the President, the Board may appoint interim or acting non-academic VPs as required.

3. Principles for Appointment Processes

The appointment Procedures for the President and VPs will reflect the following principles:

- 3.1. Consultative: Members of the University community shall have an opportunity to provide input as part of the process, with the degree and nature of the consultation contingent upon the position, as set out in the applicable Procedures.
- 3.2. Inclusive: The University is committed to equity, diversity and inclusion in the recruitment and appointment of the President and VPs. Searches for and appointments of the President and VPs shall be made in conformity with the University's employment equity objectives, as well as other equity commitments made in other policies, agreements and/or strategic documents. Searches will seek to include candidates from a broad range of backgrounds.
- 3.3. Participatory: Advisory Committees will be appointed to participate in the appointment processes for all President and VP positions. Advisory Committee members should represent the diversity of voices that constitute the University. Where possible and reasonable, Advisory Committee membership will include individuals from a broad range of backgrounds.
- 3.4. Confidential: Confidentiality throughout the search and appointment processes is paramount. Expectations with respect to confidentiality will be outlined by the Advisory Committee chair.
- 3.5. Transparent: Brock University is committed to transparency regarding

search and appointment processes. Advisory Committee membership and details regarding the search and appointment process will be posted online for members of the University community. The Chair of the Advisory Committee will communicate with the University community regularly throughout the search and appointment process.

- 3.6. Timely: All Advisory Committees shall work in a timely fashion to ensure that the transition of duties occurs as smoothly as possible.

4. Advisory Committees

- 4.1. Mandate: Advisory Committees will be established to provide advice to the Board (in the case of Presidential appointments) and the President (in the case of VP appointments).
- 4.2. Membership: Advisory Committee membership will be as set out in the applicable Procedures. Appointment of members to the Committee shall be conditional on signed agreement to maintain in confidence all confidential information shared with the Committee and all deliberations of the Committee.
- 4.3. Training: All Committee members must be trained or have received training with respect to unconscious bias, equity, and inclusion.
- 4.4. Vacancies: Once an Advisory Committee is established, any vacancies arising on the Committee shall be filled in the same manner that the seat was originally filled, unless the Committee has reached a stage in the deliberations where such a replacement is inadvisable, as determined by the Advisory Committee Chair.
- 4.5. Confidentiality: All Advisory Committee deliberations shall be in camera and all documentation and discussions shall be held in the strictest confidence. The Advisory Committee Chair shall discharge from the Advisory Committee any member who fails to comply with these requirements. Any such member may also be subject to disciplinary measures in accordance with any applicable policy and/or collective agreement.
- 4.6. Meeting protocols: Advisory Committees will follow the meeting protocols set out in the applicable Procedures.
- 4.7. Principles for Advisory Committee member conduct: Members of Advisory

Committees bear responsibility for the integrity and fairness of the search and review processes. Members must act and be perceived to act fairly and with collegiality. Members who accept appointments to Advisory Committees are expected to adhere to the following set of guiding principles in respect of their service on a committee:

4.7.1. Confidentiality: Confidentiality is mandatory to ensure frank discussion and to respect the input and participation of everyone in the committee's work. Members should uphold the highest standards of confidentiality with respect to the committee's activities. This obligation continues once the committee's work is complete and an appointment has been made.

4.7.2. Acting in the University's best interests: The primary focus of the advisory committee is on the broad and best long-term interests of the University. While members may be appointed to bring the perspective of different constituencies, they are expected to act in good faith in the best interests of the University as a whole.

4.7.3. Engagement: It is expected that members will make every effort to attend all committee meetings and engage fully in the committee's work.

4.7.4. Declaration of Bias and Conflict of Interest: All Advisory Committee members must be able to serve on the Advisory Committee in an impartial manner, with an open mind, and without having prejudged the outcome. If a reasonable person would conclude that an Advisory Committee member would be unable to carry out their responsibilities with an open mind and had prejudged what the outcome should be, then a reasonable apprehension of bias would arise, and the member may be disqualified from participating in the Advisory Committee process.

4.7.5. Constructive Commentary: Members are expected to offer constructive comments on candidates in a search or review process, taking care to provide objective evaluation and/or clarification of individuals' strengths and areas for further growth or exploration. Comments about candidates should be articulated in the context of the specifications of the position and the committee's criteria for evaluation.

4.7.6. Assessment: In assessing candidates throughout a search or review process, Advisory Committee members will be expected to focus consistently and continuously on the skills, relevant experiences, and other

key attributes in the position profile (in the case of a search) or the criteria set out in the relevant procedures (in the case of a review). All appointment processes shall be informed by a clear position profile that has been developed after discussion about the attributes deemed important for the position.

COMPLIANCE AND REPORTING

This Policy falls under the jurisdiction of the Board of Trustees. The interpretation and application of this Policy is the responsibility of the Secretary to the Board of Trustees.

POLICY DETAILS

Policy Owner

Chair, Board of Trustees

Administrative Responsibility

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

Policy Classification

Compliance and Governance

Approval

Approved by the Board on the recommendation of the Governance/Nominating Committee

Effective Date

October 2016

Next Review

2027

Revision History

Adopted July 2016; September 2016; June 2017; December 5, 2024

Related Documents

- Brock University Act
- Presidential Appointment Procedures
- Academic Vice-President Appointment Procedures
- Vice-President (Non-academic) Appointment Procedures

- Employment Equity Policy

Appendices

Appendix 1: Advisory Committee Protocols

Advisory Committee Meeting Protocols

- 1. Schedule of meetings**

A schedule of regular meetings will be set by the Committee Secretary in advance. Additional meetings may be held at the call of the Chair.
- 2. Notice**

Notice of the time and place of a meeting and the agenda for the meeting shall be provided to members at least two days in advance of the meeting.
- 3. Materials**

Meeting materials will normally be distributed in advance to members via a dedicated SharePoint or equivalent site. Members must appropriately safeguard any confidential materials provided and return any materials provided to them to the Committee Secretary when the Committee's mandate has been discharged.
- 4. In-camera**

All meetings of the Committee shall be held in-camera.
- 5. Quorum**

Quorum shall be a majority of the voting members of the Committee. During the meeting to vote on the Committee's final recommendation to the Board of Trustees, no more than one member may be absent unless the Committee agrees otherwise.
- 6. Attendance**

Members are expected to attend every meeting of the Committee. Any member who fails to attend more than two meetings, not including the first meeting of the Committee, may be removed from the Committee at the discretion of the Chair. Members must attend all interviews and the meeting at which the Committee determines its recommendation. Any member who is absent for an interview may not vote on any Committee recommendation related to that round of interviews.
- 7. Voting**

Each member of the Committee shall have one vote, with the exception of the resource staff. The Chair or Acting Chair may vote on all motions and any motion on which there is an equality of votes shall be deemed to be negative.
- 8. Conflict of interest**

Members shall declare to the Chair of the Committee any real or perceived conflict of interest at the earliest possible opportunity and the Chair shall determine how to resolve or address the conflict.

9. Record of meeting

In-camera minutes of meetings shall be kept by the University Secretary and shall record only the decisions of the Committee.

10. Communication with the Brock Community

In consultation with the Committee Chair, the University Secretary shall provide the Brock Community with updates on the status and progress of the Committee's work through a dedicated website. In response to questions about the Committee's work, members shall refer individuals to the Committee website, the Chair of the Committee or shall respond as otherwise directed by the Committee.