

POLICY ON APPOINTMENT & REAPPOINTMENT OF THE PRESIDENT AND VICE-PRESIDENTS

- PURPOSE** The purpose of this Policy is to ensure that Brock University's President and Vice-Presidents are appointed and reappointed through a process which is transparent, consultative, fair and effective.
- SCOPE** This Policy applies to all Brock University staff, faculty, students and volunteers, including members of the Brock University Board of Trustees.
- In the event that any provision of the Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail.
- POLICY STATEMENT**
1. The President and Vice-Chancellor
 - 1.1. Appointment and Powers

[Brock Act: Article 14](#)
 - 1.2. Appointment and Re-appointment of Presidents

The Committee on the Presidency shall make a recommendation to the Board of Trustees by which the appointment shall be made.
 - 1.3. Term of Office of a President
 - 1.3.1 Initial Appointment - A President shall normally hold office for an initial term not to exceed five years.
 - 1.3.2 Extension of Terms - The term of office of a President may be extended for one year periods.

- 1.3.3 Renewal - A renewal shall not be automatic. The term of the incumbent President may be renewed as set out in section 1.4 below "Appointment and Renewal Procedures". A renewal shall normally be for an additional five years.

1.4. Appointment and Renewal Procedures

The Board of Trustees retains the authority vested in it by [Article 11 of The Brock University Act](#) to appoint the President and Vice-Chancellor following consultation with Senate.

- 1.4.1 Committee on the Presidency - Terms of Reference
- 1.4.1.1 At the call of the Chair of the Board, a Committee on the Presidency to serve as an Advisory Committee to the Board shall be established no later than eighteen months prior to the expiration of a President's term of Office.
- 1.4.1.2 The Committee on the Presidency shall consist of the Chair and the Immediate Past Chair of the Board of Trustees (or, where there is no Immediate Past Chair, the Vice-Chair or Chair-Elect); two community members of the Board of Trustees, a faculty member of the Board, and a staff member of the Board, appointed by the Board; three individuals appointed by Senate, each of whom shall be either a faculty member or a Professional Librarian; one senior Administrator, to be selected by the Senior Administrators' Council, and one undergraduate student representing BUSAC and one graduate student representing the Graduate Students' Association Executive and approved by the Board. The Secretary to the University shall serve as a non-voting Secretary to the Committee and the Associate Vice-President, Human Resources, shall serve as non-voting resource person to the Committee. The appointment/selection of persons to the Committee shall be conditional on signed agreement to maintain in confidence the information discussed by the Committee, except

on points where the Committee subsequently agrees otherwise.

- 1.4.1.3 Where a member of the Committee on the Presidency ceases to be a member of the Committee for any reason, a successor shall be chosen in the same manner as the person withdrawing, unless the Committee has reached a stage in its deliberations where it deems such a replacement is inadvisable.
- 1.4.1.4 The Committee shall be charged with recommending to the Board of Trustees an individual to serve as President of the University. In the case of a search and appointment of a new President, the Committee shall prepare a report for the use of the next Presidential Search Committee.
- 1.4.1.5 The Immediate Past Chair of the Board shall normally serve as Chair. Where there is no Immediate Past Chair, the Governance/Nominating Committee of the Board shall appoint the Chair of the Committee from among the Chair, Vice-Chair or Chair-Elect. The Committee shall elect its own Vice-Chair and set its own internal procedures.
- 1.4.1.6 The Secretary to the University shall provide the Committee with a list of security and confidentiality measures practiced by past Committees.
- 1.4.1.7 The Committee shall give careful consideration to the need to communicate with the community regarding either the review or search process.
- 1.4.1.8 All Committee deliberations shall be in camera and all documentation collected and opinions expressed therein shall be held in the strictest confidence by all individuals involved. The Chair shall discharge from the Committee any member who fails to comply with this requirement.
- 1.4.1.9 When the Committee's mandate has been discharged, Committee members shall deliver to the Secretary to the University all documents

and notes associated with the Committee's work. The Secretary shall ensure that all confidential records of the Committee are securely maintained for an appropriate period of time as may be required by law or University policy, after which time the records will be destroyed.

- 1.4.1.10 The Committee shall not be officially discharged until the appointee has taken Office or until such time as otherwise determined by the Board of Trustees.

1.4.2 Determination of Applicable Procedures

- 1.4.2.1 As soon as the Committee on the Presidency has been established, the Chair of the Board of Trustees shall write to the incumbent to determine whether or not he/she wishes to stand for reappointment.

- 1.4.2.2 If the President wishes to be considered for reappointment, a review as outlined in section 1.4.3, "Procedures for Review of Incumbent" below shall commence at once.

- 1.4.2.3 If the President does not wish to continue, a search as outlined under section 1.4.4, "Procedures for Appointment" below shall commence at once.

1.4.3 Procedures for Review of Incumbent

- 1.4.3.1 At the outset of its work, the Committee will meet with the President to discuss the review process.

- 1.4.3.2 The Committee shall proceed to evaluate the performance of the incumbent, using the criteria employed by the Committee on the Presidency in its search for that individual, the outcome of the annual performance reviews conducted by the Senior Administrators Compensation Committee of the Board, and gathering further information for this purpose, in confidence, from the University community. The Committee shall specifically invite all members of the University community, including but not limited to Trustees, alumni,

students, faculty and staff, to make individual or collective confidential submissions, in writing, to the Committee and/or to meet with the Committee if they so wish.

1.4.3.3 The Committee on the Presidency shall evaluate the information received, invite the President to submit a self-evaluation based on the criteria described in section 1.4.3.2 above, and shall meet with the President. Without identifying sources, the Committee shall inform the President of and shall invite the President to respond to any submissions that have been received.

1.4.3.4 When the Committee has formulated its recommendation to the Board, the Chair shall meet in confidence with the President to review the general findings of the Committee and the nature of the recommendation to the Board.

1.4.3.5 No later than nine months before the expiration of the President's term of office, the Committee shall recommend to the Board of Trustees either that the incumbent be reappointed or that a search be conducted.

1.4.3.6 If the decision of the Board is to conduct a search, the procedures outlined under section 1.4.4, "Procedures for Appointment" below shall commence at once.

1.4.4 Procedures for Appointment

1.4.4.1 The Committee may engage the services of an appropriately qualified executive search consultant possessing expertise in the field of senior level institutional searches to assist the Committee in its search for a President.

1.4.4.2 Before commencing procedures for appointment, the Committee shall consult with Senate and the Board to assist in identifying the issues and challenges facing the University in the ensuing decade and what characteristics/attributes a President should possess in that context.

- 1.4.4.3 The position shall be widely advertised inviting applications and nominations. The Committee shall also have the power to approach individuals to request that they allow their names to stand for the position.
- 1.4.4.4 Throughout its procedures, the Committee on the Presidency shall make extra effort to ensure that the principles of equity in employment are applied.
- 1.4.4.5 The Committee shall establish its own procedures for assessing candidates consistent with the issues and challenges and required characteristics/attributes that have been identified, shall interview selected candidates, and shall formulate a recommendation for the appointment of the candidate of its choice.
- 1.4.4.6 The Committee shall consult with Senate in camera regarding the chosen candidate before making a formal recommendation to the Board for his/her appointment. The following process shall comprise said consultation:

The three individuals appointed by Senate to the Committee on the Presidency will be given clear expectations about their role and the need to keep Senate informed during the process, within the limits of confidentiality and in camera procedures. A special meeting of Senate will be held to hear the report of the committee on the Presidency regarding the chosen candidate in which all members of the Committee would be invited to attend. The special meeting of Senate will be held at least two days before a recommendation is to be presented to the Board of Trustees by the Committee on the Presidency.
- 1.4.4.7 The Committee shall then make a recommendation to the Board of Trustees by which the appointment shall be made.
- 1.4.4.8 Following appointment, the successful candidate shall be invited to meet with the University community.

1.5 Appointment of an Interim President and Vice-Chancellor

- 1.5.1 If exigencies require, the Board may appoint an Interim President and Vice-Chancellor for a period of up to two years.

2. Provost and Vice-President, Academic

2.1. Statutory Provisions Concerning the Provost and Vice-President

[Brock Act: Article 14\(b\)](#)

"The Board may appoint, on the recommendation of the President and Vice-Chancellor, a Vice-President or Vice-Presidents, one of whom shall act in the absence of the President and who shall have such other powers and duties as may be conferred upon him or them by the Board on the recommendation of the President."

2.2. Duties of the Provost and Vice President, Academic

The duties of the Provost and Vice President, Academic are as follows:

- 2.2.1 Providing leadership in the coordination and development of academic programmes and projects in the University and the maintenance of the highest standards of excellence and quality. Within this context, the Provost and Vice President, Academic has specific responsibilities for the development and ongoing review of strategic academic planning in cooperation with the appropriate individuals, committees and councils of the University.
- 2.2.2 Providing leadership in the administration of the various academic units reporting to the Provost and Vice President, Academic (these include the Faculties, Library, Registrar's Office and Student Services). Included in this sphere is the representation of the academic budgetary needs, and the allocation and administration of the budget for academic units.

- 2.2.3 In conjunction with sections 2.2.1 and 2.2.2 above, providing administration of space (re)allocation to academic units.
- 2.2.4 Acting as chief executive and academic officer in the absence of the President.
- 2.2.5 Representing the University, as may be appropriate, when the President is unable to do so.
- 2.2.6 Serving as an advisor to the President on all academic matters.
- 2.2.7 Serving as an ex officio member of Senate and Senate committees.
- 2.2.8 Serving as an ex officio member of the Committee of Deans.
- 2.2.9 Providing liaison with the Brock University Faculty Association.
- 2.2.10 Providing representation with external agencies dealing with research and graduate studies.

2.3. Appointment and Reappointment of Provost and Vice-President, Academic

The Board of Trustees, on the recommendation of the President, appoints the Provost and Vice-President, Academic.

- 2.3.1 **Terms of Office**
 - 2.3.1.1 Terms of Appointment - A Provost and Vice-President, Academic shall normally hold office for an initial term not to exceed five years.
 - 2.3.1.2 Extensions of Terms - The term of office of a Provost and Vice-President, Academic may be extended for one year periods, provided that, prior to making a recommendation to the Board of Trustees, the President has
 - i) consulted with the Senior Administrators' Council; and
 - ii) advised Senate of the pending extension.

2.3.1.3 Reappointment/Renewal - A Provost and Vice-President, Academic may be a candidate for a subsequent term.

2.3.2 The Advisory Committee

2.3.2.1 Terms of Appointment

At least 15 months in advance of the date of appointment for a Provost and Vice-President, Academic, the Secretary to the University will advise the President, the Board and the Senate Governance Committee of the need to begin the appointment process. The President shall then ask the Governance Committee of Senate and the Governance/Nominating Committee of the Board to recommend members of an Advisory Committee as indicated in section 2.3.2.2. The Senate Governance Committee shall make its recommendations for members of the Advisory Committee following the procedure outlined in the Terms of Reference of the Senate Governance Committee.

2.3.2.2 The Advisory Committee shall be chaired by the President and shall consist of:

i) one full-time faculty member representing each of the faculties and a Professional Librarian (to be recommended by the Governance Committee of Senate),

ii) two lay members of the Board of Trustees (to be recommended by the Board),

iii) one undergraduate student Senator or student Board member (representing BUSU and recommended by the Governance Committee of Senate),

iv) one graduate student (representing the GSA and recommended by the Governance Committee of Senate),

v) one permanent staff member (to be recommended by the President); permanent staff members reporting directly to the Provost and Vice-President, Academic are not

eligible to serve), and

vi)) one senior administrative officer of the University recommended by the Senior Administrators' Council.

2.3.2.3 Before the Advisory Committee is announced, potential members of the Committee must agree, in writing, as a condition of membership, a) that they will not be candidates for the position under consideration, and b) that they will maintain strict confidentiality in accordance with section 2.3.2.4. below. When the membership of the Advisory Committee is announced, it will be made public and circulated to members of faculty, staff and to BUSU and the GSA.

2.3.2.4 All proceedings of the Advisory Committee, and all communications to or from the Committee shall be held in strict confidence, both during the life of the Committee and thereafter. Unless otherwise decided by the Committee, only the Chair is authorized to release information about the proceedings of the Committee. The President shall discharge from the Committee any member who fails to comply with this requirement.

2.3.2.5 The Committee shall give careful consideration to the need to communicate with the community regarding either the review or search process.

2.3.3 **The Review Process**

2.3.3.1 As soon as the Advisory Committee has been established, the President shall write to the incumbent to determine whether he/she wishes to stand for reappointment.

2.3.3.2 If the Provost and Vice-President, Academic does not wish to continue, a search (as outlined in sections 2.3.4, 2.3.5, and 2.3.6 below) shall commence at once.

2.3.3.3 If the Provost and Vice-President, Academic wishes to stand for reappointment, the Advisory Committee shall a) meet with the

Provost and Vice-President, Academic to discuss the review process and shall b) proceed to evaluate the performance of the incumbent, using the criteria employed by the Advisory Committee on the search for that individual, the outcome of annual performance reviews conducted by the President, and gathering further information for this purpose from the University community. Specifically:

- i) The Chair of the Committee shall invite all members of the community to make individual or collective confidential submissions, in writing, to the Committee, c/o the Office of the President, and/or to meet with the Committee if they so wish.
- ii) The Advisory Committee may consult, as it deems appropriate, with members of the University community concerning the question of reappointment of the incumbent.

2.3.3.4 The Advisory Committee shall invite the incumbent Provost and Vice-President, Academic to submit a self-evaluation based on the criteria described in section 2.3.3.3. above. The Advisory Committee shall evaluate the information received and meet with the Provost and Vice-President, Academic. Without identifying sources, the Committee shall inform the Provost and Vice-President, Academic of and shall invite him/her to respond to any submissions that have been received. The Committee shall recommend to the President either that the incumbent be reappointed for a specified term or that a search be conducted as outlined below.

2.3.3.5 Upon receipt of the Advisory Committee's recommendation, the President shall meet in confidence with the Provost and Vice-President, Academic to review the general findings of the Committee and the nature of his/her recommendation to the Board.

2.3.3.6 If the recommendation of the President to the Board is that the incumbent should be reappointed, the procedures outlined in section 2.3.6 below shall be followed.

2.3.3.7 If the recommendation of the President to the Board is that a search should be conducted, the procedures outlined in sections 2.3.4 and 2.3.5 below shall commence at once.

2.3.4 **Type of Search**

2.3.4.1 Normally, a general (internal and external) search will be conducted. However, after consultation with the President, the Advisory Committee will consider whether a general search should be initiated immediately or if circumstances make it appropriate to limit the process to an internal search. The Advisory Committee shall report its recommendation to the President.

2.3.4.2 If it has been decided to conduct an internal search, and if at any point in this search the results appear likely to be unsatisfactory from the Committee's point of view, the Committee may then recommend to the President that a general search be undertaken. Any general search will also consider applications and nominations from within the University.

2.3.4.3 In the case of a general search, the Committee shall engage the services of a highly-qualified executive search consultant possessing expertise in the field of senior level institutional searches to assist the Committee.

2.3.5 **Search Procedures**

2.3.5.1 In the case of a general search, the position shall be widely advertised and applications and nominations invited by a specified date. Although applications shall be in confidence, applicants who pass any initial screening process shall be informed that the University's search procedures require that the names of the short-listed candidates be made public.

2.3.5.2 In the case of an internal search, applications and nominations from within the University will be solicited. Nominations shall be counter-signed by the nominee. Nominations and applications shall be submitted to the Committee by a specified date.

- 2.3.5.3 The Advisory Committee may also invite specific individuals to apply.
- 2.3.5.4 The Advisory Committee shall take care to ensure that qualified women are given consideration. Appropriate actions include extra efforts to ensure that the position is drawn to the attention of qualified women.
- 2.3.5.5 After appropriate proceedings, including the examination of credentials and interviews (as appropriate), have been completed, a short list shall be compiled. If the list of those to be interviewed does not include a woman, the Committee shall consider adding the best qualified woman to that list. A curriculum vitae for each of the short-listed candidates shall be made available for consultation and comment by members of the University community. When necessary, the Advisory Committee may undertake further consultation on a confidential basis.
- 2.3.5.6 The Advisory Committee shall invite the short-listed candidates to address members of the University community. These visits shall include a meeting with the department or departments that the candidate would be expected to join as a tenured faculty member.
- 2.3.5.7 After allowing additional time for members of the University community to express their views in writing, after consultation by the President with the Department or Departments involved regarding the appointment of the candidate as a tenured colleague, and after any further procedures which it deems appropriate, the Advisory Committee shall make its recommendation to the President.
- 2.3.5.8 In its recommendation to the President, the Committee shall include a brief description of its efforts to attract women candidates and indicate the total number of applicants and interviewees, also specifying the number of women in each category.
- 2.3.6 **Recommendation of the President**

2.3.6.1 Before making a recommendation to the Board of Trustees, the President shall consult, on a confidential basis, with the Senior Administrators' Council and with Senate. The President shall keep Senate informed during the process, within the limits of confidentiality and in camera procedures.

2.3.6.2 The President shall then make a recommendation to the Board of Trustees, by which the appointment shall be made.

2.4. Appointment of an Interim Provost and Vice-President, Academic

The President may appoint an Interim Provost and Vice-President, Academic for a period of up to two years.

3. Appointment/Reappointment of Vice-President, Research

The Board of Trustees, on the recommendation of the President, appoints the Vice-President, Research.

3.1 Terms of Office

3.1.1 Terms of Appointment - A Vice-President, Research shall normally hold office for an initial term not to exceed five years.

3.1.2 Extensions of Terms - The term of office of a Vice-President, Research may be extended for one year periods, provided that, prior to making a recommendation to the Board of Trustees, the President has
i) consulted with the Senior Administrators' Council; and
ii) advised Senate of the pending extension.

3.1.3 Reappointment/Renewal - A Vice-President, Research may be a candidate for a subsequent term.

3.2 The Advisory Committee

3.2.1 Terms of Appointment
At least 15 months in advance of the date of appointment for a Vice-President, Research,

the Secretary to the University will advise the President, the Board and the Senate Governance Committee of the need to begin the appointment process. The President shall then ask the Governance Committee of Senate and the Governance/Nominating Committee of the Board, to recommend members of an Advisory Committee as indicated in B. The Senate Governance Committee shall make its recommendations for members of the Advisory Committee following the procedure outlined in the Terms of Reference of the Senate Governance Committee.

- 3.2.2 The Advisory Committee shall be chaired by the President and shall consist of:
- i) one full-time faculty member representing each of the Faculties and a Professional Librarian (to be recommended by the Governance Committee of Senate),
 - ii) two lay members of the Board of Trustees (to be recommended by the Board),
 - iii) one undergraduate student Senator or student Board member (representing BUSU and recommended by the Governance Committee),
 - iv) one graduate student (representing the GSA and recommended by the Governance Committee),
 - v) one permanent staff member (to be recommended by the President; permanent staff members reporting directly to the Vice-President, Research are not eligible to serve), and
 - vi) one senior administrative officer of the University recommended by the Senior Administrators' Council.
- 3.2.3 Before the Advisory Committee is announced, potential members of the Committee must agree, in writing, as a condition of membership, a) that they will not be candidates for the position under consideration, and b) that they will maintain

strict confidentiality in accordance with section 3.2.4. below. When the membership of the Advisory Committee is announced, it will be made public and circulated to members of faculty, staff and to BUSU and the GSA.

3.2.4 All proceedings of the Advisory Committee, and all communications to or from the Committee shall be held in strict confidence, both during the life of the Committee and thereafter. Unless otherwise decided by the Committee, only the Chair is authorized to release information about the proceedings of the Committee. The President shall discharge from the Committee any member who fails to comply with this requirement.

3.2.5 The Committee shall give careful consideration to the need to communicate with the community regarding either the review or search process.

3.3 The Review Process

3.3.1 As soon as the Advisory Committee has been established, the President, shall write to the incumbent to determine whether he/she wishes to stand for reappointment.

3.3.2 If the Vice-President, Research does not wish to continue, a search (as outlined in sections 3.4, 3.5 and 3.6 below) shall commence at once.

3.3.3 If the Vice-President, Research wishes to stand for reappointment, the Advisory Committee shall a) meet with the Vice-President, Research to discuss the review process and shall b) proceed to evaluate the performance of the incumbent, using the criteria employed by the Advisory Committee on the search for that individual, the outcome of annual performance reviews conducted by the President, and gathering further information for this purpose from the University community. Specifically:

i) The Chair of the Committee shall invite all members of the community to make individual

or collective confidential submissions, in writing, to the Committee, c/o the Office of the President, and/or to meet with the Committee if they so wish.

ii) The Advisory Committee may consult, as it deems appropriate, with members of the University community concerning the question of reappointment of the incumbent.

3.3.4 The Advisory Committee shall invite the incumbent Vice-President, Research, to submit a self-evaluation based on the criteria described in section 3.3.3. above. The Advisory Committee shall evaluate the information received and meet with the Vice-President, Research. Without identifying sources, the Committee shall inform the Vice-President, Research of and shall invite him/her to respond to any submissions that have been received. The Committee shall recommend to the President either that the incumbent be reappointed for a specified term or that a search be conducted as outlined below.

3.3.5 Upon receipt of the Advisory Committee's recommendation, the President shall meet in confidence with the Vice-President, Research to review the general findings of the Committee and the nature of his/her recommendation to the Board.

3.3.6 If the recommendation of the President is that the incumbent should be reappointed, the procedures outlined in section 3.6 below shall be followed.

3.3.7 If the recommendation of the Board is that a search should be conducted, the procedures outlined in sections 3.4 and 3.5 below shall commence at once.

3.4 Type of Search

3.4.1 Normally, a general (internal and external) search will be conducted. However, after consultation with the President, the Advisory Committee will consider whether a general search should be initiated immediately or if

circumstances make it appropriate to limit the process to an internal search. The Advisory Committee shall report its recommendation to the President.

3.4.2 If it has been decided to conduct an internal search, and if at any point in this search the results appear likely to be unsatisfactory from the Committee's point of view, the Committee may then recommend to the President that a general search be undertaken. Any general search will also consider applications and nominations from within the University.

3.4.3 In the case of a general search, the Committee shall engage the services of a highly-qualified executive search consultant possessing expertise in the field of senior level institutional searches to assist the Committee.

3.5 Search Procedures

3.5.1 In the case of a general search, the position shall be widely advertised and applications and nominations invited by a specified date. Although applications shall be in confidence, applicants who pass any initial screening process shall be informed that the University's search procedures require that the names of the short-listed candidates be made public.

3.5.2 In the case of an internal search, applications and nominations from within the University will be solicited. Nominations shall be counter-signed by the nominee. Nominations and applications shall be submitted to the Committee by a specified date.

3.5.3 The Advisory Committee may also invite specific individuals to apply.

3.5.4 The Advisory Committee shall take care to ensure that qualified women are given consideration. Appropriate actions include extra efforts to ensure that the position is drawn to the attention of qualified women.

3.5.5 After appropriate proceedings, including the examination of credentials and interviews (as

appropriate), have been completed, a short list shall be compiled. If the list of those to be interviewed does not include a woman, the Committee shall consider adding the best qualified woman to that list. A curriculum vitae for each of the short-listed candidates shall be made available for consultation and comment by members of the University community. When necessary, the Advisory Committee may undertake further consultation on a confidential basis.

3.5.6 The Advisory Committee shall invite the short-listed candidates to address members of the University community. These visits shall include a meeting with the department or departments that the candidate would be expected to join as a tenured faculty member.

3.5.7 After allowing two weeks for members of the University community to express their views in writing, after consultation by the President with the Department or Departments involved regarding the appointment of the candidate as a tenured colleague, and after any further procedures, which it deems appropriate, the Advisory Committee shall make its recommendation to the President.

3.5.8 In its recommendation to the President, the Committee shall include a brief description of its efforts to attract women candidates and indicate the total number of applicants and interviewees, also specifying the number of women in each category.

3.6 Recommendation of the President

3.6.1 Before making a recommendation to the Board of Trustees, the President shall consult, on a confidential basis, with the Senior Administrators' Council and with Senate. The President shall keep Senate informed during the process, within the limits of confidentiality and in camera procedures.

3.6.2 The President shall then make a recommendation to the Board of Trustees, by which the appointment shall be made.

3.7 Appointment of an Interim Vice President Research

The President may appoint an Interim Vice President Research normally for a period not to exceed 24 months.

4. Vice-President, Administration

The Board of Trustees, on the recommendation of the President, appoints the Vice-President, Administration.

4.1 Statutory Provisions Concerning Vice-Presidents

"The Board [of Trustees] may appoint, on the recommendation of the President and Vice-Chancellor, a Vice-President or Vice-Presidents, one of whom shall act in the absence of the President and who shall have such other powers and duties as may be conferred upon him or them by the Board on the recommendation of the President." [[Brock Act: Article 14\(b\)](#)]

4.2 Duties of the Vice-President, Administration

The duties of the Vice-President, Administration shall be as assigned by the President and Board of Trustees.

4.3 Appointment of Vice-President, Administration

4.3.1 Term of Office

The Vice-President, Administration shall serve at the pleasure of the Board of Trustees.

4.3.2 The Advisory Committee

4.3.2.1. Term of Appointment

As soon as possible in advance of the date of appointment for a Vice-President, Administration, the President will select the members of an Advisory Committee on the Appointment of a Vice-President, Administration.

4.3.2.2. The Advisory Committee shall consist of:

a) two full-time faculty members recommended by the Governance Committee of Senate. The Senate Governance Committee shall make its recommendations for members

of the Advisory Committee following the procedure outlined in the Terms of Reference of the Senate Governance Committee;

b) one permanent staff member (to be recommended by the President; permanent staff members reporting directly to the Vice-President, Administration, are not eligible to serve);

c) three lay members of the Board of Trustees (to be recommend by the Board);

d) one senior administrative officer of the University recommended by the Senior Administrators' Council;

e) an academic Dean, (to be recommended by the Committee of Academic Deans);

f) one undergraduate student Senator or student Board member (representing BUSU and recommended by the Governance Committee of Senate);

g) one graduate student (representing the GSA and recommended by the Governance Committee of Senate); and

h) the President (who will chair the Committee).

4.3.2.3. When the membership of the Advisory Committee has been determined, its composition will be made public and circulated to members of faculty, staff and to the Brock University Students' Union and the Graduate Students' Association.

4.3.2.4. All deliberations of the Advisory Committee shall be held *in camera*. All communications to or from the Committee shall be held in strict confidence, both during the life of the Committee and thereafter. Unless otherwise decided by the Committee, only the Chair is authorized to release information about the proceedings of the Committee.

4.3.3 **Type of Search**

- 4.3.3.1. Normally, a general (internal and external) search will be conducted.
- 4.3.3.2. The services of a highly qualified executive search consultant possessing expertise in the field of senior level institutional searches may be engaged to assist the Committee in the search.

4.3.4 Search and Appointment Procedures

- 4.3.4.1. The position shall be widely advertised and applications and nominations invited by a specified date.
- 4.3.4.2. Applications and nominations from within the University will be solicited.
- 4.3.4.3. The Advisory Committee may also invite specific individuals to apply.
- 4.3.4.4. The Advisory Committee shall take care to ensure that qualified women are given consideration. Appropriate actions include extra efforts to ensure that the position is drawn to the attention of qualified women.
- 4.3.4.5. The Committee shall establish its own procedures for assessing candidates consistent with the issues and challenges and required characteristics/attributes that have been identified and shall interview selected candidates.
- 4.3.4.6. Following the conclusion of the Committee's deliberations, the President will review the recommendation with the Audit Committee before making a recommendation to the Board of Trustees.
- 4.3.4.7. Following the appointment of a candidate by the Board, the successful candidate will meet, for discussion purposes, with members of the University community and, in particular, with representatives from Senate, the Committee of Academic Deans, Department Chairs, the Brock University Faculty Association, the Brock University Students' Union, the Graduate

Students' Association, senior administrators,
and the Board of Trustees.

5. Vice President, Advancement

The Board of Trustees, on the recommendation of the President, appoints the Vice-President, Advancement.

A. Statutory Provisions Concerning Vice-Presidents

"The Board [of Trustees] may appoint, on the recommendation of the President and Vice-Chancellor, a Vice-President or Vice-Presidents, one of whom shall act in the absence of the President and who shall have such other powers and duties as may be conferred upon him or them by the Board on the recommendation of the President." [Brock Act: Article 14(b)]

B. Duties of the Vice-President, Advancement

The duties of the Vice-President, Advancement shall be as assigned by the President and Board of Trustees.

C. Appointment of Vice-President, Advancement

5.1. Term of Office

The Vice-President, Advancement shall serve at the pleasure of the Board of Trustees.

5.2. The Advisory Committee

5.2.1. Term of Appointment

As soon as possible in advance of the date of appointment for a Vice-President, Advancement, the President will select the members of an Advisory Committee on the Appointment of a Vice-President, Advancement.

- 5.2.2. The Advisory Committee shall consist of
- a) two full-time faculty members recommended by the Governance Committee of Senate. The Senate Governance Committee shall make its recommendations for members of the Advisory Committee following the procedure outlined in the Terms of Reference of the Senate Governance Committee;
 - b) one permanent staff member (to be recommended by the President; permanent staff members reporting directly to the Vice-President, Advancement are not eligible to serve);
 - c) three lay members of the Board of Trustees (to be recommended by the Board);
 - d) one senior administrative officer of the University recommended by the Senior Administrators' Council;
 - e) an academic Dean, (to be recommended by the Committee of Academic Deans);
 - f) one undergraduate student Senator or student Board member (representing BUSU and recommended by the Governance Committee of Senate);
 - g) one graduate student (representing the GSA and recommended by the Governance Committee of Senate);
 - h) the President (who will Chair the Committee).
- 5.2.3. When the membership of the Advisory Committee has been determined, its composition will be made public and circulated to members of faculty, staff and to the Brock University Students' Union and the Graduate Students' Association.
- 5.2.4. All deliberations of the Advisory Committee shall be held *in camera*. All communications to or from the Committee shall be held in strict confidence, both during the life of the Committee and thereafter. Unless otherwise

decided by the Committee, only the Chair is authorized to release information about the proceedings of the Committee.

5.3. Type of Search

5.3.1. Normally, a general (internal and external) search will be conducted.

5.3.2. The services of a highly qualified executive search consultant possessing expertise in the field of senior level institutional searches may be engaged to assist the Committee in the search.

5.4. Search and Appointment Procedures

5.4.1. The position shall be widely advertised and applications and nominations invited by a specified date.

5.4.2. Applications and nominations from within the University will be solicited.

5.4.3. The Advisory Committee may also invite specific individuals to apply.

5.4.4. The Advisory Committee shall take care to ensure that qualified women are given consideration. Appropriate actions include extra efforts to ensure that the position is drawn to the attention of qualified women.

5.4.5. The Committee shall establish its own procedures for assessing candidates consistent with the issues and challenges and required characteristics/ attributes that have been identified and shall interview selected candidates.

5.4.6. Following the conclusion of the Committee's deliberations, the President will make a recommendation to the Board of Trustees.

5.4.7. Following the appointment of a candidate by the Board, the successful candidate will meet, for discussion purposes, with members of the University community and, in particular, with

representatives from Senate, the Committee of Academic Deans, Department Chairs, the Brock University Faculty Association, the Brock University Students' Union the Graduate Students' Association, senior administrators, and the Board of Trustees.

COMPLIANCE AND REPORTING This Policy is 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 owner:	Chair, Board of Trustees
Authorized by:	Board of Trustees, Governance/Nominating Committee
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