



PRESIDENTIAL APPOINTMENT PROCEDURES

PURPOSE

The purpose of these procedures is to set out the processes to be followed for the appointment and reappointment of Brock University's President and Vice-Chancellor ("President"), in accordance with the Policy on President and Vice-President Appointments ("Policy").

SCOPE

These Procedures apply to the appointment and reappointment of the President.

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

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

PROCEDURES

1. Determination of applicable process

No later than eighteen months before a President's term expires, the Board Chair shall write to the incumbent to determine their willingness to stand for reappointment.

If the President wishes to be considered for reappointment, a review as outlined below in section 3, "Review Procedures" shall commence.

If the President does not wish to be reappointed, a search as outlined below in section 4, "Search Procedures", shall commence. The Board Chair may also initiate a search in the event of a departure of a President or anticipated vacancy.

2. Establishment of Advisory Committee on the Presidency

- 2.1. Direction to establish committee: Following the determination of the applicable process, the Board Chair will direct the University Secretary to establish a search or review committee to serve as an advisory committee on the Presidency ("Advisory Committee") to the Board.
- 2.2. Advisory Committee membership: The membership of the Advisory Committee shall be as follows:

1. Chair of the Board of Trustees

2. Immediate Past Chair of the Board of Trustees, the Vice-Chair, or Chair-Elect, as determined by the Chair of the Board of Trustees
 3. Five community members of the Board of Trustees or Trustees Emeriti to be appointed by the Board, one whom shall be appointed to serve as Vice-Chair of the Committee
 4. Chair of the University Senate (or faculty member of Senate serving in place of the Chair), or, where the Senate Chair is not a faculty member, a faculty member of Senate recommended by the Governance Committee of Senate.
 5. A faculty member or professional librarian recommended by the Governance Committee of Senate
 6. A staff member of the Board appointed by the Board
 7. One senior administrator
 8. President of the Brock University Students' Union (BUSU), or designate from the BUSU Executive
 9. President of the Brock University Graduate Students' Association (GSA), or designate from the GSA Executive
 10. Secretary to the University who shall serve as Secretary of the Committee (non-voting)
 11. 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 Chair: The Advisory Committee will be chaired by the Board Chair, or, if the Board Chair elects to do so, a community trustee or trustee emeriti member of the Advisory Committee designated by the Board Chair.
- 2.4. Advisory Committee member appointment process: The University Secretary will contact the Board of Trustees' Governance/Nominating Committee, the Senate Governance Committee, BUSU, GSA, and the senior administrators, to obtain each constituency's nominee(s) for the Advisory Committee membership. The University Secretary will present the nominees to the Board for approval. If a nominee(s) is not submitted to the University Secretary within 30 days, the Board may establish the Advisory Committee and proceed with the review or search process.
- 2.5. 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 President: The Board Chair will provide the

- President with information regarding the review process and offer to meet with the President to discuss the review process.
- 3.2. Request for self-evaluation: The 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, including but not limited to Trustees, alumni, students, faculty, and staff, to make individual or collective 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 President as part of the review process.
 - 3.4. Opportunity to respond to feedback: The Advisory Committee Chair will provide the 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 President will be invited to respond to the feedback. The President's response will be shared with the Advisory Committee.
 - 3.5. Evaluation by Advisory Committee: The Advisory Committee will evaluate the 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 President's response, where applicable
 - b. President's self-evaluation
 - c. Confidential summary provided by the Board Chair of the outcome of annual performance reviews conducted pursuant to the Human Resources Committee Charter.
 - 3.6. Committee advice: The Advisory Committee shall formulate its advice on whether the President should be reappointed for a subsequent term.
 - 3.7. Meeting with President: When the Advisory Committee has formulated its advice for the Board, the Board Chair shall meet in confidence with the President to review the general findings of the Advisory Committee and the nature of the advice to the Board.
 - 3.8. Consultation with Senate: Before providing its advice on the renewal to the

Board of Trustees, the Advisory Committee shall consult, on a confidential basis, with Senate.

- 3.9. Advice to Board: No later than nine months before the expiration of the President's term of office, the Advisory Committee shall advise the Board of Trustees either that the President be reappointed or that a search be conducted.
- 3.10. Board decision: The Board will decide whether the 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 University Secretary 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 Secretary to the University all documents and notes associated with the Advisory Committee's work. The Secretary 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 Advisory Committee Chair will work with the Associate Vice-President, People and Culture, and University Secretary and Associate Vice-President, Governance and Policy 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 a 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. Consultation with University community: The University community, including the Board and the Senate, will be invited to identify current and future challenges and opportunities of the University and what characteristics/attributes the next President should possess in that context.
- 4.4. Development of position profile: The information obtained from the community consultation will be used to develop the Position Profile.
- 4.5. 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.
- 4.6. Candidate assessment: The Advisory Committee will assess candidates based on the Position Profile and determine which candidates to invite for an interview.
 - 4.7. Interviews: The Advisory Committee will conduct interviews with each of the short-listed candidates, which may include multiple rounds. Candidates will not be required to provide a public presentation.
 - 4.8. Advice: The Advisory Committee will advise on its preferred candidate.
 - 4.9. Consultation with Senate: The Senate Chair (or faculty members of Senate serving in place of the Senate Chair) will keep Senate informed during the process, within the limits of confidentiality and in-camera procedures. The Advisory Committee Chair will consult with Senate regarding the Advisory Committee's advice on its preferred candidate. A special meeting of the Senate will be held to hear the report of the Advisory Committee Chair regarding the preferred candidate, in which all members of the Advisory Committee would be invited to attend. The special meeting of the Senate will be held at least two days before the Board of Trustees meets to review the Advisory Committee's advice on the appointment.
 - 4.10. Appointment by Board: After reviewing the feedback received during the consultation with Senate, the Advisory Committee Chair shall present the Advisory Committee's advice to the Board of Trustees. The Board of Trustees shall review the advice and make a decision regarding the appointment of the next President and Vice-Chancellor.
 - 4.11. 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 Board. Prior to dissolution, the Advisory Committee shall prepare a confidential report for the use of the next Presidential search committee outlining the process followed and any learnings or recommendations from the process. Following dissolution, Advisory Committee members shall deliver to the Secretary to the University all documents and notes associated with the Advisory Committee's work. The Secretary 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.

COMPLIANCE AND REPORTING

These Procedures fall 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.

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