



VICE-PRESIDENT APPOINTMENT PROCEDURES (NON-ACADEMIC)

PURPOSE

The purpose of these procedures is to set out the processes to be followed for the appointment of Administrative 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 Administrative Vice-Presidents (i.e., Vice-Presidents who do not hold an academic faculty appointment). Positions include but are not limited to the Vice-President Administration, and Vice-President, External.

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. Establishment of Advisory Committee

- 1.1. Advisory Committee: As soon as possible in advance of the date of appointment the President will establish an Advisory Committee on the Appointment of a Vice-President (non-academic)(“the Advisory Committee” or “the Committee”).
- 1.2. Advisory Committee membership: The membership of the Committee shall be as follows:
 1. The President, who will Chair the Committee
 2. Three community members of the Board of Trustees to be appointed by the Board
 3. Two faculty members or professional librarians recommended by the Governance Committee of Senate
 4. One ongoing staff member (staff members reporting directly to the applicable Vice-President are not eligible to serve)
 5. One senior administrator
 6. One academic Dean, to be recommended by the Committee of Academic Deans
 7. President of the Brock University Students’ Union (BUSU), or

- designate from the BUSU Executive
8. President of the Brock University Graduate Students' Association (GSA), or designate from the GSA Executive
 9. 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)
- 1.3. 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.
 - 1.4. Advisory Committee meeting procedures: The Advisory Committee will follow the committee meeting procedures attached as appendix 1.

2. Search Procedures

- 2.1. 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 a Vice-President (non-academic), in accordance with University procurement policy and procedures.
- 2.2. 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.
- 2.3. 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.
- 2.4. Candidate assessment: The Advisory Committee will assess candidates and determine which candidates to invite for an interview.
- 2.5. Interviews: The Advisory Committee will conduct interviews with each of the short-listed candidates. Candidates will not be required to provide a

- public presentation.
- 2.6. Advise on Candidates: The Advisory Committee will advise the President on its preferred candidate and the acceptable candidates.
 - 2.7. Appointment by Board: The President will review the Committee's advice and when applicable, consult with the Audit Committee of the Board on the appointment of any Vice-President who will have direct reporting responsibilities for Internal Audit, then present the President's advice to the Board. The Board of Trustees shall review the President's advice and make a decision regarding the appointment of the Vice-President (non-academic).
 - 2.8. 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