

## POLICY ON THE APPOINTMENT OF ACADEMIC ADMINISTRATORS

**PURPOSE** The purpose of this Policy is to set out the principles that govern the appointment and reappointment processes for the academic administrator positions within the scope of the Policy, and to affirm the University's commitment to appointment and reappointment processes that are transparent, consultative, inclusive, and effective.

**SCOPE** This Policy applies to the following academic administrative positions ("Academic Administrators"):

- Vice-Provost
- Dean
- University Librarian
- Associate Dean
- Associate University Librarian
- Associate Vice-President, Research

The Policy also applies to all students, staff, faculty members, and librarians involved in these processes.

**POLICY STATEMENT**

1. Academic Administrator appointments
  - 1.1. Academic Administrator positions will be held by faculty members and professional librarians who are willing to assume, for a time, special responsibility for the effective and collegial functioning of areas within the scope of their appointment.
  - 1.2. All Academic Administrator appointments will be made in accordance with this Policy and the Appointment Procedures for Academic Administrators.
  - 1.3. Appointments for Academic Administrators will be term appointments, subject to review, reappointment and term limitations, as specified in section 2 of this Policy.

## 2. Term length and appointment types

- 2.1. The initial term of office for all Academic Administrators will normally not exceed five years, with the exceptions of Associate Deans and of the Associate Vice-President, Research who shall normally hold office for an initial term not to exceed three years.
- 2.2. An incumbent may be re-appointed for one subsequent term, which will not normally exceed five years, or three years in the case of an Associate Dean or an Associate Vice-President, Research.
- 2.3. The University Librarian and Associate University Librarians may be re-appointed more than once for subsequent five-year terms.
- 2.4. An incumbent's term may be extended once for a one-year period. The University community will be informed of any extensions once the decision has been made. In the case of an Associate Dean, the Chairs and Directors of the Faculty will be consulted prior to the extension.
- 2.5. An acting Academic Administrator may be appointed when an Academic Administrator is temporarily unable to discharge the requirements of their position due to illness, leave, or other forms of temporary absence (e.g., travel). The administrator to which the position reports may make an acting appointment, which should not normally exceed six months.
- 2.6. An interim Academic Administrator may be appointed when a position has or will become vacant unexpectedly and it is not feasible to conduct a search for a new term incumbent. Following consultation with Senate, the administrator making the appointment may make an interim appointment for a period not to exceed 24 months.

## 3. Approval of Appointments

The appointment and renewal of Academic Administrators will be approved by those to whom they directly report.

## 4. Principles for appointment processes

The Appointment Procedures for Academic Administrators will reflect the following principles:

- a. Consultative: Faculty members and other staff directly affected by the appointment of an Academic Administrator will have opportunities to provide feedback and input prior to the finalization of the appointment as

outlined in the Appointment Procedures for Academic Administrators.

- b. Inclusive: The University is committed to equity, diversity and inclusion in the recruitment and appointment of Academic Administrators. Searches for and appointments of Academic Administrators 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. Where possible and reasonable, searches will seek to include candidates from a broad range of backgrounds.
- c. Participatory: Advisory committees will be appointed to participate in the appointment processes for all Academic Administrator positions. Committee members should represent the diversity of voices that constitute the University. Where possible and reasonable, advisory committees will seek to include representatives from a broad range of backgrounds.
- d. Confidential: Confidentiality throughout the search and appointment process is paramount. Expectations with respect to confidentiality will be outlined by the advisory committee chair. Any member of an advisory committee who violates confidentiality expectations will be dismissed from the committee by the chair. Other consequences may also apply.
- e. Transparent: Brock University is committed to openness and transparency in the search and appointment of Academic Administrators. The Chair of the advisory committees will communicate with the University community regularly throughout the appointment process.
- f. Timely: All advisory committees should be formed expeditiously and work in a timely fashion in order to ensure that the transition between Academic Administrators occurs as smoothly as possible.

##### 5. Principles for advisory committee operations

Members of advisory committees bear responsibility for the integrity and fairness of the search process and are accountable for its success. 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 conducting their deliberations:

- a. 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.
- b. Focus on the overall good of the University: Members should agree that the primary focus of the advisory committee is on the broad and best long-term interests of the University.
- c. Regular engagement: It is expected that members will make every effort to attend all committee meetings and engage fully in the committee's work.
- d. Declaration of bias and conflict of interest: All nominees must be able to serve on the Advisory Committee in an impartial manner, with an open mind, and without having prejudged the outcome. University decision-making processes are subject to rules of procedural fairness. One of these rules is that decision-making processes must be fair and impartial and must not be tainted by a reasonable apprehension of bias. Consequently, all individuals who serve on Advisory Committees must be able to carry out their responsibilities in a fair and impartial manner. This does not require that Advisory Committee members have given no prior thought to and formed no opinion about the issues before them. Rather, they must not have a predisposition or state of mind which renders them unable to approach the issues with an open mind. 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.
- e. Constructive commentary: Members are expected to offer constructive comments on and assessments of

candidates, 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.

- f. Focus on the position profile: In assessing candidates throughout the search process, committee members will be expected to focus consistently and continuously on the skills, relevant experiences, and other key attributes in the position profile. Thus, it is very important to have both a clear position profile and open discussion about any additional attributes that are deemed important to the success of the eventual incumbent.

**COMPLIANCE AND REPORTING**

This Policy is under the jurisdiction of the Provost. The interpretation and application of this Policy is the responsibility of the Provost & Vice-President, Academic, with input from the Associate Vice-President, Human Resources.

Violations of the Policy should be reported to the Provost & Vice-President, Academic and/or the Associate Vice-President, Human Resources. Any concerns which remain unresolved may be directed to the President & Vice-Chancellor.

Policy Owner:	Provost & Vice-President, Academic
Authorized by:	Executive Team
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Related documents:	Appointment Procedures for Academic Administrators