PURPOSE

1.00 These procedures define the method by which appointments of non-academic associate vice-presidents and non-academic assistant vice-presidents will normally be carried out.

DEFINITIONS

2.00 A non-academic associate vice-president or non-academic assistant vice-president position is one that:
   a. does not require an academic appointment;
   b. is not listed in section 27(2)(f) of the *University Act* as requiring procedures approved by Senate and the Board of Governors; and
   c. has not been designated by the Board of Governors as a senior academic administrative position.

PROCEDURES

Search Procedures

3.00 When a non-academic associate or assistant vice-president position becomes vacant or a reasonable time before a position becomes vacant, the vice-president to whom the position reports ("vice-president") will notify the president.

3.01 If necessary, the president will appoint an acting non-academic associate or assistant vice-president, upon the recommendation of the vice-president, to serve until such time as a new appointee takes office.

4.00 The vice-president will recommend to the president for approval:
   a. any changes to the terms of reference for the non-academic associate or assistant vice-president;
   b. whether the appointment should be a term appointment or an appointment for an indefinite period; and
   c. the composition of the search committee.
5.00 The vice-president will strike and chair the search committee.

6.00 The vice-president will inform the search committee if the services of a search consultant will be engaged to support the work of the search committee.

7.00 The search committee will inform itself of human rights and equity requirements.

8.00 The search committee will acquaint itself with the requirements of the position and will establish the criteria on which candidates for the position will be judged.

9.00 The search committee may consult with individuals or groups, as appropriate.

10.00 The position will be advertised.

10.01 Postings for the position, both internal and external, will include a statement about employment equity.

11.00 The search committee will gather relevant information about candidates for the position, select candidates to interview and carry out the interviews.

12.00 The search committee will decide on its preferred candidate for recommendation by simple majority vote.

13.00 Deliberations of the search committee and documentation received by the search committee during deliberations will be confidential.

14.00 The search committee will keep in camera minutes of its decisions and actions.

14.01 Deliberations of the search committee concerning candidates will not be recorded.

Recommendation to the President

15.00 The vice-president will prepare a recommendation to the president for the preferred candidate, including a recommendation for action and a rationale for the search committee’s decision.

16.00 The president will decide whether to approve the appointment of the recommended candidate.

16.01 If a non-academic associate or assistant vice-president is given a term appointment, he or she will be eligible for review and consideration for re-appointment by the president upon the recommendation of the vice-president.

AUTHORITIES AND OFFICERS

17.00 The authorities and officers for these procedures are:

   i) Approving Authority: Board of Governors
ii) Designated Executive Officer: President
iii) Procedural Authority: Board of Governors
iv) Procedural Officer: President

RELEVANT LEGISLATION

*University Act*