

PROCEDURES FOR THE APPOINTMENT OF EXECUTIVE DIRECTOR OF CO-OPERATIVE EDUCATION PROGRAM AND CAREER SERVICES

A. Responsibilities of the Search Committee

1.1 Committee is Advisory to the Vice-President Academic and Provost

1.2 Equity

UVic is committed to upholding the values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#). Read our [full equity statement](#). The Chair of the Committee is encouraged to consult the Equity Office for advice and support in running a fair and equitable search process.

Committee members are asked to complete the online Increasing Equity in Decision Processes training provided through Brightspace, prior to engaging in the search committee process.

1.3 Confidentiality

Deliberations of the Committee shall be confidential. A person who has breached confidentiality shall be subject to sanction by the Chair up to and including dismissal from the Committee and forfeiture of constituency representation.

The Chair will discuss what can be shared with constituents and what remains confidential at the close of each meeting. At no point is it appropriate to reference opinions or individual comments voiced at meetings.

Committee members are asked to read and sign a confidentiality agreement prior to engaging in the search committee process.

1.4 FOI/POP

Documentation received by the Committee during its deliberations is confidential. Personal information is protected by the *BC Freedom of Information and Protection of Privacy Act*.

1.5 Consultation

Members of the Committee shall be responsible for seeking information from their constituencies and keeping them advised of the process.

B. Composition of Search Committee

- Associate Vice-President Academic Programs, Chair
- 1 member from the Executive of the Division of Student Affairs to be selected by individuals in that category
- 1 Dean selected by individuals in that category, who will serve as Vice-Chair of the Committee
- 1 Dean of Graduate Studies (or designate)
- Executive Director, the Division of Learning and Teaching Innovation
- 2 faculty members selected by the Chair based on nominations received from deans and chosen to balance representation of disciplines
- 1 Manager from the Office of Co-operative Education and Career Services selected by the Chair based on nominations received from individuals in that category to balance representation within the Division

- 1 Staff PEA from the Office of Co-operative Education and Career Services selected by the Chair based on nominations received from individuals in that category to balance representation within the Division
- 1 staff CUPE from the Office of Co-operative Education and Career Services, selected by the Chair based on nominations received from individuals in that category to balance representation within the Division
- 1 member from the Co-operative Education and Career Services Executive Director's Office selected by the Chair based on nominations received from individuals in that category to balance representation within the Division
- 1 **undergraduate** student currently in a Co-operative Education program
- 1 **graduate** student currently in a Co-operative Education program (this student will represent a faculty different from the one represented by the undergraduate student)
- 1 additional member from the Division may be added if necessary to achieve equity and diversity among committee members and/or balance the representation within the Division

TOTAL 13 (or 14) members

C. Procedures of Committee

1. A member of the Vice-President Academic and Provost's office staff will serve as secretary.
2. The Committee will acquaint itself with the nature of the position of Executive Director and establish criteria on which candidates will be judged.
3. The Committee shall first determine if the incumbent wishes a further term; if so, and after reviewing the criteria established for the position, the incumbent elects to stand for a consecutive term, the Committee shall determine through the following steps whether or not to recommend the reappointment:

The past performance of the incumbent shall be assessed in the context of the University of Victoria's future directions in co-operative education. Material to be examined by the Committee may include: an updated curriculum vitae; the criteria established as part of the search process; the criteria and objectives established for the Executive Director at the time of first appointment; a report from the Vice-President Academic and Provost or designate; and the results of consultation with constituency groups. In addition, the incumbent shall be invited by the Committee to provide a self-assessment which should include a statement of past and projected leadership in the context of the criteria established for continuation in the position.

The Committee shall review all evidence and reach a decision on the recommendation to the President on reappointment by simple majority vote.

4. If the incumbent does not wish to stand or is not recommended by the Committee, other nominations will be sought.
5. Normally, committees will conduct a search for an internal candidate, although in some circumstances a recommendation to search for an external candidate may be approved by the Vice-President Academic and Provost.
6. The Committee will gather relevant information about the candidates, as per the guidelines above, for an incumbent.
7. The Committee will interview selected candidates for the position.
8. The Committee will recommend a candidate or candidates to the Vice-President Academic and Provost by simple majority ballot.