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PROCEDURES FOR THE APPOINTMENT OF THE CHANCELLOR

PURPOSE

- 1.00 The following procedures define the method by which the appointment or reappointment of the Chancellor of the university will be conducted by the Board of Governors.

JURISDICTION

- 2.00 Consistent with section 11 of the *University Act*, the Board of Governors will appoint the Chancellor on nomination by the Alumni Association and after consultation with the Senate.
- 3.00 The Chancellor holds office for three years. He or she is eligible for reappointment, but may not hold office for more than six consecutive years.

PROCEDURES

Notification of Vacancy

- 4.00 Approximately eighteen (18) months before the expiry of a Chancellor's term the President will notify Senate and the Board of Governors and the Alumni Association of the impending vacancy.

- 4.01 At the same time, the Board of Governors will develop or review and update, as appropriate, the terms of reference and criteria for selection of the Chancellor.

Formation and Composition of the Search Committee

- 5.00 Approximately eighteen (18) months before the expiry of the term, a joint committee of the Board of Governors, the Alumni Association and the Senate will be struck to seek and consider nominations.

The committee will be constituted as follows:

- 1 the chair of the Board of Governors (who will chair the committee);
- 1 member of the Board of Governors appointed by the chair of the Board of Governors;
- 1 President of the Alumni Association;

- 1 member of the Alumni Association executive;
- 1 the President of the university as chair of Senate
- 2 members of the Senate (one of whom is an elected faculty member and the other an elected student)

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7 members

5.01 The University Secretary (or delegate) will serve as secretary to the committee.

Selection Committee Responsibilities

- 6.00 The University of Victoria is committed to equity and diversity. The chair of the committee is encouraged to consult the Equity and Human Rights office for advice and support in conducting a search process that reflects and advances this commitment.
- 7.00 The personal information of the incumbent and candidates shall be managed and protected in accordance with the *Freedom of Information and Protection of Privacy Act*, and the university's Protection of Privacy (GV0235) and Records Management (IM7700) policies and associated procedures.
- 8.00 Documentation containing personal information received by the committee during its deliberations is confidential and shall be used or disclosed only for the purpose for which the information was collected or purpose consistent with the original collection purpose. All other uses or disclosure of such information require the consent of the candidate or incumbent.
- 9.00 Deliberations of the committee are confidential. A committee member who has breached confidentiality shall be subject to sanction by the chair up to and including dismissal from the committee. Members should respond to general questions as to the committee's progress by referring to procedural decisions of the committee as recorded in the minutes.
- 10.00 The committee shall keep in camera minutes of its decisions and actions. Deliberations of the committee concerning candidates including the incumbent shall not be recorded.

Reappointment Procedures

- 11.00 If the current Chancellor is eligible for reappointment, the joint committee will consider whether or not he or she should be reappointed. If the recommendation is for reappointment, the Chancellor will be invited to stand for a second term, and the Alumni Association will nominate him or her for reappointment, with his or her agreement. In the event of a negative recommendation, the Chancellor would be informed and a selection process launched.

Search Procedures

- 12.00 In the event of an upcoming vacancy, the committee shall issue a call for nominations to the alumni, Senate, the Board of Governors and the university community at large.

13.00 The committee could, at its discretion, engage a consultant to assist in generating or assessing candidates.

14.00 The committee shall:

- a) consider nominees in confidence, recognizing the need for due diligence;
- b) develop a shortlist and consult the Alumni Association executive about it in strict confidence;
- c) identify a preferred candidate (amongst those agreeable to the Alumni Association), approach him or her to ascertain his or her willingness to serve;
- d) if the individual agreed, the Alumni Association would recommend the appointment to the Board of Governors;
- e) if he or she declined, the committee would approach the next highest ranked candidate.

15.00 The committee would strive for unanimity. In the event that unanimity was lacking, it would decide on a candidate by simple majority vote.

Recommendation for Appointment

16.00 The committee's chosen candidate for appointment or reappointment shall be recommended to the Board of Governors in the form of a written report.

AUTHORITIES AND OFFICERS

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: President
- iii) Procedural Authority: President
- iii) Procedural Officer: University Secretary

RELEVANT LEGISLATION

University Act

Freedom of Information and Protection of Privacy Act