**PROCEDURES FOR THE APPOINTMENT AND RE-APPOINTMENT OF THE VICE-PRESIDENT RESEARCH AND INNOVATION**

**Policy No:** GV0310
**Classification:** Governance
**Approving Authority:** Board of Governors on Recommendation of Senate
**Effective date:** January, 2013
**Supersedes:** May, 2002
**Last Editorial Change:** March 2021
**Mandated review:** January, 2020

**Associated Procedures:**
Procedures for Interim Executive Appointments

---

**PURPOSE**

1.00 Under Sections 27(2)(f) and (g) of the University Act, the Board of Governors shall with the approval of Senate establish procedures for the recommendation and selection of senior academic administrators and shall subsequently appoint these administrators. The following procedures define the method by which the President and Vice-Chancellor will carry out the responsibility of making a recommendation to the Board of Governors concerning the appointment, or review and reappointment, of the Vice-President Research and Innovation.

**PROCEDURES**

2.00 When the position is vacant or will become so within 18 months, the President will notify Senate and the Board of Governors of the vacancy, and will convene an Appointment Committee. If necessary, the Board will appoint an Acting Vice-President Research and Innovation to serve until such time as the new appointee takes office.

**Composition and Responsibilities of the Appointment Committee**

3.00 The University of Victoria is committed to equity and diversity. Where possible, when establishing the Appointment Committee, constituencies should encourage a diverse representation from the university community including women, persons with disabilities, visible minorities, Indigenous peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the university.

4.00 The Appointment Committee (hereinafter referred to as "the Committee") shall be constituted as follows:

(9) One regular faculty member elected by and from each Faculty, except the Faculty of Graduate Studies
(1) One Dean elected by and from the Deans
(1) One undergraduate student selected by the University of Victoria Students' Society.
(1) One graduate student selected by the Graduate Students' Society.

(1) One Director of a research centre elected by and from the Directors of the Senate-approved research centres
(1) One member elected by and from the Senate who will serve as Vice-Chair of the Committee
(1) One Vice-President selected by the Vice-Presidents
(1) One non-academic staff member selected by and from those members of the non-academic staff reporting directly to the Vice-President Research and Innovation
(1) The President, who will serve as Chair of the Committee

17

4.01 The University Secretary, or an alternate designated by the President shall serve as Secretary of the Committee.

5.00 Committee members are expected to attend the Committee's meetings and must participate in interviews. A Committee member who is not able to meet these expectations shall resign from the Committee and an alternate may be appointed in accordance with section 6.00.

6.00 Where possible, alternates will be identified who may be asked to serve when a member needs to resign from the Committee before it begins to interview candidates. Alternates cannot be added after this point as each Committee member must participate in the interview of and hear the Committee's deliberations with regard to the merits of all of the candidates prior to making a recommendation. In the event that an alternate is needed and no alternate was determined at the time the Committee was constituted, the alternate shall be appointed by the remaining members of the Committee after appropriate consultation.

7.00 During the search and selection process, the Committee should acquaint itself with human rights requirements, university equity and diversity policies, include equity issues in its consideration of criteria for the position, and take steps to widen the pool of qualified applicants to include women, persons with disabilities, visible minorities, Indigenous peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the university. Postings for the position, both internal and external, shall include the current equity statement. The Committee should familiarize itself with best practices for conducting fair and equitable selection processes.

8.00 Committee members are responsible for exercising their best judgement in the interests of the appointment process and the university. They are expected to seek information from their constituencies and keep constituencies apprised of the non-confidential aspects of the appointment process.

8.01 The Chair will guide Committee members with respect to consultations with their constituencies.

9.00 Deliberations of the Committee are confidential. The Committee shall keep a confidential summary record of its decisions and actions. Deliberations of the Committee concerning candidates, including the incumbent, shall not be recorded.

9.01 Only the Chair (or designate) may speak on behalf of the Committee.

9.02 A member of the Committee who has breached confidentiality shall be subject to sanction by the Chair, potentially including dismissal from the Committee and forfeiture of constituency representation. Members of the Committee should respond to general questions on the Committee's progress by referencing procedural decisions of the Committee as recorded in the confidential summary record. At no point is it appropriate to reference opinions or comments expressed at meetings of the Committee.

10.00 Documentation received by the Committee during its deliberations is confidential. Personal information is managed and protected in accordance with the Freedom of Information and Protection of Privacy Act and the University's Protection of Privacy Policy GV0235.

11.00 The Committee shall acquaint itself with the requirements of the position of Vice-President Research and Innovation through meetings with the incumbent and others as needed, and shall then establish criteria on which the candidates shall be judged.

12.00 The Committee Chair shall determine if the incumbent wishes a further term; if so, the Committee shall proceed as outlined under section 15.00 of these Procedures. Normally, the Vice-President Research and Innovation should be appointed for not more than two five-year terms.

13.00 After the appointment or reappointment is made, the President may convene the Committee to evaluate the process and to provide advice on any revisions to these procedures.

**Search Procedures of the Committee**

14.00 The Committee shall proceed as follows:

14.01 If the incumbent does not wish to be considered, or if after completing the review under section 15.00 the Committee decides not to recommend the incumbent for a further term, the Committee shall invite members of the University community to suggest possible candidates and/or shall advertise the position externally. After consultation with the Committee, the President shall decide whether to engage a search consultant to assist in the search.

14.02 The Committee shall gather relevant information about the candidates and shall then select a short list of candidates. It shall arrange for those candidates to meet for discussion with the Vice-Presidents, Deans, Directors, Research office staff, and with faculty at open meetings.

14.03 The Chair (or designate) or the search consultant shall contact references in confidence. Information provided in references shall be summarized and forwarded to the Committee in anonymous form, unless the Chair decides to seek one or more references' permission to attribute their comments to them by name or position when the comments are shared in confidence with the Committee.

14.04 In the case of an external candidate, the Committee shall consult the Dean of the relevant Faculty and the Chair of the relevant department about the proposed academic appointment.

14.05 The Committee shall decide on its recommendation to the President by simple majority vote.

14.06 The Committee shall determine by secret ballot conducted by the Office of the University Secretary the acceptability of its recommendation to the President to the regular faculty members of the Faculties. Before the ballot, the Committee shall make available a copy of the candidate's curriculum vitae to each Department, School, or Faculty. If the Committee's recommended candidate receives at least sixty percent of votes cast, the President shall present the recommendation of the Committee to the Board of Governors.

14.07 The recommendation for the candidate put forward by the Committee shall be in the form of a report including recommendations for action and a rationale for the Committee's choice. If the Board decides to offer the appointment to a candidate for whom a secret ballot was conducted, the results of the ballot shall be published.

14.08 When the Board has approved the appointment, and the successful applicant has accepted, there shall be a meeting between the President and the new Vice-President to discuss any issues arising from the appointment process as they relate to the mandate for the next term.

**Reappointment Procedures of the Committee**

15.00 If, 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:

15.01 The past performance of the incumbent shall be assessed in the context of the University of Victoria's future research directions of the university. Material to be examined by the Committee shall include:

- ☐ an updated curriculum vitae;
- ☐ the criteria established as part of the search process;
- ☐ the criteria and objectives established for the Vice-President at the time of first appointment;
- ☐ a summary of the evaluations carried out by the President;
- ☐ references provided in accordance with section 15.04; and
- ☐ the results of consultation with individuals and 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.

15.02 Under normal circumstances, a review should take no longer than six weeks. During the period of assessment, the Committee must ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the process.

15.03 The incumbent must be advised of: the measures to be used under section 15.01 for assessment; the individuals and constituency groups the Committee plans to consult; and the schedule for each stage of the process.

15.04 The Chair (or designate) shall contact references in confidence from a reference list developed in consultation with the incumbent. Information provided in references shall be summarized and forwarded to the Committee in anonymous form, unless the Chair decides to seek one or more references' permission to attribute their comments to them by name or position when the comments are shared in confidence with the Committee.

15.05 The Committee shall review all evidence and reach a decision on a recommendation to the President on reappointment by simple majority vote. If the decision is negative, the incumbent shall be advised as soon as possible by the President.

15.06 The Committee shall determine by secret ballot conducted by the Office of the University Secretary the acceptability of a reappointment to the regular faculty members of the Faculties. Before the ballot the Committee shall make available a copy of the incumbent's curriculum vitae to each Department, School and Faculty. If the incumbent receives at least sixty percent of the votes cast, the President shall present the recommendation of the Committee to the Board of Governors.

15.07 The recommendation for reappointment shall be in the form of a report including recommendations for action and a rationale for the Committee's recommendation. If the Board decides to offer the reappointment to the candidate and the candidate accepts, the ratification ballot results shall be published.

15.08 When the Board has approved the appointment, and the incumbent has accepted, there shall be a meeting between the President and the reappointed Vice-President to discuss any issues arising from the reappointment process as they relate to the mandate for the next term.

**AUTHORITIES AND OFFICERS**

i. Approving Authority: Board of Governors on recommendation of Senate
ii. Designated Executive Officer: President

**RELEVANT LEGISLATION**

University Act
Freedom of Information and Protection of Privacy Act

University of Victoria

# Procedures for Interim Executive Appointments

**Procedural Authority:** Board of Governors
**Procedural Officer:** President
**Effective date:** October 2017
**Supersedes:** November 2016
**Last Editorial Change:** March 2021

**Parent Policies:**

University of Victoria Procedures for the Search, Appointment, or Reappointment of the President and Vice-Chancellor (GV0300)
University of Victoria Procedures for the Appointment and Reappointment of the Vice-President Academic and Provost (GV0305)
University of Victoria Procedures for the Appointment and Reappointment of the Vice-President Research and Innovation (GV0310)
University of Victoria Procedures for the Appointment and Reappointment of the Vice-President Finance and Operations (GV0315)
University of Victoria Procedures for the Appointment and Reappointment of the Vice-President External Relations (GV0320)
University of Victoria Procedures for the Appointment of the University Secretary (Registrar) (GV0325)

---

## PURPOSE

1.00. To assign decision making authority and operational responsibility when the University President, a Vice-President, or the University Secretary is unable to fulfill their responsibilities due to illness, vacation, absence or other events.

## DEFINITIONS

2.00. For the purposes of these Procedures:

**"Interim Executive Officer"** means an individual who has been appointed to fulfill the decision making functions and duties of an Executive during a planned or unplanned absence of up to three months, where the incumbent retains the position and yet is unable to fulfill their responsibilities and duties.

**"Executive"** means the President, the Vice-Presidents and the University Secretary, as per s. 8 of the Procedures of the Board;

**JURISDICTION**

3.00. Under the *University Act*, s. 27(2), the Board has the power:

*(f) with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;*

*(g) subject to section 28, to appoint the president of the university, deans of all faculties, the librarian, the registrar, the bursar, the professors, associate professors, assistant professors, lecturers, instructors and other members of the teaching staff of the university, and the officers and employees the board considers necessary for the purpose of the university, and to set their salaries or remuneration, and to define their duties and their tenure of office or employment;*

*(h) if the president is absent or unable to act, or if there is a vacancy in that office, to appoint an acting president;*

4.00. In the Procedures of the Board, s. 11, the Board delegated to the President or the appropriate Vice-President its authority to make appointments to all positions except the President, Vice-Presidents, University Secretary and Director of Internal Audit.

5.00. The Presidential Appointment Procedures state in s. 2.00: *"If necessary, the Board will appoint an acting President…"*

6.00. The vice-presidential appointment procedures state in s. 2.00: *"If necessary, the Board will appoint an acting Vice-President …"*

7.00. The University Secretary appointment procedure states in s. 2.00: *"If necessary, the Board will appoint an Acting University Secretary…"*

**SCOPE**

8.00. This Procedure applies to all members of the Executive.

**PROCEDURES**

9.00. When a member of the Executive is, or is going to be, unable to fulfill their responsibilities due to illness, vacation, absence or other events, an Interim Executive Officer will be named. Normally, the Interim Executive Officer will be named prior to the departure of the incumbent.

9.01 In the case of the President:

(a) the Vice-President Academic and Provost will be named as Interim President;

(b) If the Vice-President Academic and Provost is unable to serve as Interim President, then the Vice-President Research and Innovation will be named as Interim President;

(c) If the Vice-President Research and Innovation is unable to serve as Interim President, then the Vice-President Finance and Operations will be named as Interim President; and

(d) If the Vice-President Finance and Operations is unable to serve as Interim President, then the Vice-President External Relations will be named as Interim President.

9.02 In the case of a Vice-President or the University Secretary, the President will approve the Interim Executive Officer appointment.

9.03 If the President becomes incapacitated, the Board Chair will approve the appointment of an Interim President after consulting with the Board Vice-Chair. This appointment is subject to ratification by the Board of Governors at the earliest opportunity.

10.00. As Interim Executive Officer, the appointed individual takes on the decision making functions and authorities of the incumbent. It is the responsibility of the office of the Executive to ensure compliance with university policy, procedures and processes when granting delegation of authority (such as signing authority).

11.00. Interim Executive Officer appointments may be made for up to three months. In cases where an appointment is needed for more than three months, the procedures for appointing an Acting Executive as per the relevant policies and procedures will apply – see sections 5.00 to 7.00 above.

12.00. Interim Executive Officer appointments will ordinarily occur as a result of vacation coverage or other short term absences and will therefore **not** attract additional compensation. In the extraordinary circumstances where a longer term appointment is necessary:

**a.** the Interim Executive Officer may be compensated in accordance with the compensation plan and salary range associated with the Executive position,

**b.** such compensation to be approved by:

**i.** the President for individuals appointed as Interim Executive Officers, other than the President;

**ii.** the Board Chair for individuals appointed as interim President.

13.00. The office of the Executive who will be or is absent will, as appropriate, inform other offices and bodies within and (if applicable) outside the university of the Interim Executive Officer appointment.

## RELEVANT LEGISLATION

*University Act*, RSBC 1996, c 468.

## RELATED POLICIES AND DOCUMENTS

University of Victoria Procedures of the Board (2015)
University of Victoria Procedures for the Search, Appointment, or Reappointment of the President and Vice-Chancellor (GV0300)
University of Victoria Procedures for the Appointment and Reappointment of the Vice-President Academic and Provost (GV0305)
University of Victoria Procedures for the Appointment and Reappointment of the Vice-President Research and Innovation (GV0310)
University of Victoria Procedures for the Appointment and Reappointment of the Vice-President Finance and Operations (GV0315)
University of Victoria Procedures for the Appointment and Reappointment of the Vice-President External Relations (GV0320)
University of Victoria Procedures for the Appointment of the University Secretary (Registrar) (GV0325)