

**PROCEDURES FOR THE APPOINTMENT
OF THE UNIVERSITY SECRETARY
(REGISTRAR)**

University Policy No: GV0325

Classification: Governance

Approving Authority: Board of Governors

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Last Editorial Change:

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 carries out the responsibility of making a recommendation to the Board of Governors concerning the appointment of the University Secretary.

PROCEDURES

- 2.00 When the position is vacant or will become so within six months, the President shall notify Senate and the Board of Governors of the vacancy, and will arrange to convene an Appointment Committee. If necessary, the Board will appoint an Acting University Secretary 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:
- (1) The Vice-Chair of Senate
 - (1) The Chair of the Board of Governors or designate
 - (1) One member from the University Foundations jointly selected by the chairs of the Foundation for the University of Victoria and the University of Victoria Foundation
 - (1) The Chancellor
 - (1) One Vice-President, selected by the President

- (1) One graduate student selected by the Graduate Students' Society
- (1) One undergraduate student selected by the University of Victoria Students' Society
- (1) One staff member selected by and from those members of staff reporting directly to the University Secretary
- (1) One member of the President's Advisory Council, elected by the Council
- (1) The President, who shall serve as the Chair of the Committee

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- 4.01 The President will designate an individual to 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 judgment in the interests of the appointment process and the university. They may keep colleagues apprised of the non-confidential aspects of the appointment process and encourage them to provide input through the Chair or Committee Secretary.
 - 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 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 University Secretary by various means, normally including meeting with the incumbent and will establish criteria on which the candidates shall be judged.
- 12.00 After the appointment 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

- 13.00 The Committee shall proceed as follows:
- 13.01 The Committee will advertise the position externally and will invite members of the University community to suggest possible candidates. The President will inform the committee if he or she has hired the services of a professional agency to assist in the search.
- 13.02 The Committee shall gather relevant information about the candidates and shall then select a short list of candidates. The Committee shall ensure that the final candidates have an opportunity to meet with the relevant constituencies, members of the Senate Committee on Agenda and Governance, and members of the Board of Governors.
- 13.03 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.
- 13.04 The Committee shall decide on its recommendation to the President by simple majority vote.

- 13.05 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.
- 13.06 When the Board has approved the appointment, and the successful applicant has accepted, there shall be a meeting between the President and the new University Secretary to discuss any issues arising from the appointment process as they relate to the mandate for the new appointee.

Authorities and Officers

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

Procedures for Interim Executive Appointments

Procedural Authority: Board of Governors
Procedural Officer: President

Effective date: October 2017
Supersedes: November 2016
Last Editorial Change:

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 \(GV0310\)](#)

[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 his or her 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 his or her 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 will be named as Interim President;
- (c) If the Vice-President Research 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 \(GV0310\)](#)

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