

**Appointment of Non-Academic Associate  
Vice-Presidents**

**University Policy No:** GV0345  
**Classification:** Governance  
**Approving Authority:** Board of Governors  
**Effective Date:** September 2018  
**Supersedes:** March, 2008  
**Last Editorial Change:**  
**Mandated Review:** September 2025

---

**Purpose**

- 1.00 Section 27(2)(g) of the *University Act* gives the Board of Governors authority to appoint senior administrators. The Board has delegated the authority to make such appointments (for positions other than the president, vice-presidents, university secretary, and the director of internal audit) to the president or appropriate vice-president. This includes the appointment of associate vice-presidents. This policy defines how appointments of non-academic associate vice-presidents will normally be carried out.

**Definitions**

- 2.00 The following definitions apply to this policy.

A “**non-academic associate vice-president**” is an associate vice-president position 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.

“**the committee**” means the search committee for the non-academic associate vice-president.

“**the vice-president**” means the vice-president to whom the non-academic associate vice-president position reports.

**Scope**

- 3.00 This policy applies to the appointment of non-academic associate vice-presidents. This policy also applies to the appointment of acting non-academic associate vice-presidents.

**Policy**

- 4.00 When a non-academic associate vice-president position becomes vacant, or at a reasonable time before such a position becomes vacant, the vice-president will notify the president of the vacancy.

- 4.01 If necessary, the president will appoint an acting non-academic associate vice-president, upon the recommendation of the vice-president, to serve until such time as a new appointee takes office.
- 5.00 The vice-president will recommend to the president for approval:
- (a) any changes to the position description for the non-academic associate 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.

#### Composition and Responsibilities of the Search Committee

- 6.00 The vice-president (or designate) will strike and chair the committee.
- 7.00 The committee's responsibility is to assist the vice-president to identify, attract, and recommend the appointment of the best possible candidate for the position. The vice-president will invite individuals to serve on the committee who are knowledgeable of the non-academic associate vice-president's role, and the responsibilities, qualifications, and experience needed to fulfil it.
- 8.00 The university is committed to equity and diversity, and the vice-president should endeavor to foster diversity among committee members.
- 9.00 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 may be required by the vice-president to resign from the committee, and an alternate may be appointed in accordance with section 10.00.
- 10.00 The vice-president may identify alternates, 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 member of the committee must participate in the interviews of and hear the committee's deliberations with regard to the merits of all of the candidates prior to making a recommendation.
- 10.01 In the event that an alternate is needed and no alternate was determined at the time the committee was constituted, the vice-president will appoint an alternate.
- 11.00 The committee is responsible for ensuring all candidates are made aware of and provided with a copy of this policy, including its procedures.
- 12.00 During the search and selection process, the committee will:
- (a) acquaint itself with human rights requirements and university equity and diversity policies;
  - (b) include equity issues in its consideration of criteria for the position; and

(c) 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 gender identities and expressions, and others who may contribute to the further diversification of the university.

12.01 Postings for the position, both internal and external, will include the current equity statement. The committee will familiarize itself with best practices for conducting fair and equitable selection processes.

#### Communication and Consultation

13.00 Committee members are responsible for exercising their best judgment in the interests of the appointment process and the university. They may keep others apprised of the non-confidential aspects of the appointment process.

14.00 The chair will manage the consultation process and will guide committee members with respect to any consultations. Committee members will advise the chair on appropriate consultation, and will participate as guided by the chair.

#### Confidentiality, Privacy, and Records Management

15.00 The personal information of the incumbent and of candidates will 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.

15.01 Documentation containing personal information received by the committee is confidential and will be used or disclosed only for the purposes of the search, selection, and appointment processes. All other uses or disclosures of such information require the consent of the individual who the information is about.

15.02 Deliberations of the committee are confidential. The committee will keep an *in camera* summary record. Deliberations of the committee concerning candidates will not be recorded.

15.03 Only the chair (or designate) may speak on behalf of the committee.

15.04 A member of the committee who has breached confidentiality will be subject to sanction by the university, and may be dismissed from the committee.

#### Search Committee Process

16.00 The committee will acquaint itself with the requirements of the non-academic associate vice-president position by various means, which may include meeting with the incumbent, and will establish criteria on which the candidates will be judged.

17.00 The committee will normally advertise the position and may invite members of the university community to suggest possible candidates. The committee chair may engage a search consultant.

18.00 The committee will gather relevant information about the candidates and will ultimately select a short list of candidates. The committee will ensure that the final short-listed candidates have an opportunity to meet with relevant constituencies.

- 19.00 The chair (or designate) will contact references in confidence.
- 20.00 The committee members will advise the vice-president of their preferred candidate, and provide reasons for their recommendation.

#### Recommendation to the President

- 21.00 The vice-president will prepare a recommendation for the president on the vice-president's preferred candidate, including a rationale for that recommendation. If the committee's and the vice-president's preferred candidate are not the same, the vice-president will provide a report for the president on the committee's advice and reasons for recommending an alternate candidate.
- 22.00 The president will decide whether to approve the appointment of the recommended candidate.
- 22.01 If a non-academic associate vice-president is given a term appointment, that individual may be eligible for consideration for re-appointment by the president upon the recommendation of the vice-president. Re-appointment procedures will be determined by the vice-president in consultation with the Associate Vice-President Human Resources as appropriate.

#### Appointment Process Evaluation

- 23.00 After the appointment is made, the vice-president may convene the committee to evaluate the process and to provide advice on any revisions to this policy or its procedures.

#### **Authorities and Officers**

- 24.00 The authorities and officers for this policy are:
- i) Approving Authority: Board of Governors
  - ii) Designated Executive Officer: President
  - iii) Procedural Authority: Board of Governors
  - iv) Procedural Officer: President

#### **Relevant Legislation**

[Freedom of Information and Protection of Privacy Act, RSBC 1996 c 165.](#)  
[University Act, RSBC 1996 c 468.](#)

#### **Related Policies and Documents**

[Protection of Privacy Policy \(GV0235\)](#)  
[Records Management Policy \(IM7700\)](#)

---