

**Procedures for the Appointment
and Re-appointment of the Vice-
Provost and Academic Associate
Vice-Presidents****University Policy No:** GV0350**Classification:** Governance**Approving Authority:** Board on recommendation
of Senate**Effective Date:** January 2019**Supersedes:** GV0330, GV0340, GV0405**Last Editorial Change:****Mandated Review:** January, 2026

PURPOSE

- 1.00 The following procedures define the method by which the appointment, or review and re-appointment, of the Vice-Provost and Academic Associate Vice-Presidents will be conducted.

SCOPE

- 2.00 These procedures apply to the appointment and reappointment of the Vice-Provost and Academic Associate Vice-Presidents. Vice-Provost and Academic Associate Vice-President positions are ones which require an academic appointment and academic leadership experience. Academic Associate Vice-Presidents include the Associate Vice-President Academic Planning and the Associate Vice-President Research.
- 2.01 These procedures also apply to the appointment of an acting Vice-Provost and acting Academic Associate Vice-Presidents.

PROCEDURESDelegation of Appointment Authority

- 3.00 In accordance with 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.
- 3.01 The Board of Governors has delegated its authority to make appointments to the President or the appropriate Vice-President. For the purpose of this procedure, the President is responsible for approving appointments of the Vice-Provost and Academic Associate Vice-Presidents in accordance with section 31.00 of these procedures.

Term of Appointment

- 4.00 The Vice-Provost and Academic Associate Vice-Presidents will normally be appointed for five-year terms with a maximum of two terms.
- 4.01 The President may elect to approve a recommendation from the pertinent Vice-President to appoint a Vice-Provost or an Academic Associate Vice-President for a term less than five years.

Notification of Vacancy

5.00 A reasonable time prior to the end of the incumbent's term, the President will notify Senate and the Board of Governors of the impending vacancy.

5.01 When the appointment of an acting Vice-Provost or acting Associate Vice-President is necessary, the pertinent Vice-President shall undertake necessary consultations and make a recommendation for appointment to the President who will appoint an acting Vice-Provost or acting Associate Vice-President to serve until the new appointee takes office.

Position Description

6.00 The pertinent Vice-President(s) will review the position description for the Vice-Provost or Academic Associate Vice-President position and recommend any changes to the President for approval.

Appointment Committee Establishment and Governance

7.00 A reasonable time before the position needs to be filled or prior to the end of the incumbent's term, the pertinent Vice-President will ask the University Secretary to convene the Appointment Committee (hereinafter referred to as "the Committee") in accordance with these procedures.

Committee Composition

8.00 The university is committed to equity and diversity. When electing members of the Committee, constituencies should encourage diverse representatives from their membership to stand for election including: women, Indigenous peoples, individuals with disabilities, visible minorities, people of all sexual orientations and gender identities and expressions, and others who may contribute to the diversification of the Committee.

9.00 The Committee compositions for the Vice-Provost and Academic Associate Vice-Presidents shall be established in accordance with Appendix 'A'.

9.01 The Committee Chair shall be the Vice-President to whom the Vice-Provost or Associate Vice-President reports. In a case where an Associate Vice-President reports to more than one Vice-President, the pertinent Vice-Presidents shall jointly determine who will Chair the Committee or co-chair the Committee.

9.02 The Committee Chair shall appoint an administrative staff member from their office to serve as Committee secretary.

Alternate Committee Members

10.00 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 formally interview candidates. Alternates cannot be added after this point as each Committee member must be in a position to weigh the merits of each candidate prior to making a recommendation.

10.01 In the event that an alternate is required and no alternate was determined at the time the Committee was constituted, an alternate will be appointed by the remaining members of the Committee after appropriate consultation.

General Committee Responsibilities

11.00 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 10.00.

Establishment of Position Criteria

12.00 The Committee shall acquaint itself thoroughly with the requirements of the position through meetings with the incumbent and others as required, and shall establish criteria by which to evaluate candidates.

Communication with Candidates

13.00 The Committee is responsible for ensuring all candidates are made aware of, and provided with a copy of these procedures.

Employment Equity

14.00 Throughout the appointment process, the Committee should acquaint itself with human rights requirements, university equity and diversity policies, include equity considerations when developing criteria for the position, and take steps to widen the pool of qualified applicants to include designated equity group members and others who may contribute to the further diversification of the university. Position advertisements shall include the current employment equity statement.

14.01 The Committee should familiarize itself with best practices for conducting fair and equitable search and selection processes.

Confidentiality, Protection of Privacy and Records Management

15.00 The personal information of the incumbent and of 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.

15.01 Documentation containing personal information received by the Committee is confidential and shall be used or disclosed only for the purpose for which the information was collected or a purpose consistent with the original collection purpose. All other uses or disclosures of such information require the consent of the incumbent or candidate.

16.00 Deliberations of the Committee are confidential. The Committee shall keep a confidential summary record of its meetings detailing its decisions and actions. Deliberations of the Committee concerning the incumbent or candidates shall not be recorded in the summary record.

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

16.02 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.

17.00 Committee records shall be managed in accordance with the university's Protection of Privacy (GV0235) and Records Management (IM7700) policies and associated procedures.

Consultation with Constituencies

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

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

Review and Re-Appointment of the Incumbent

19.00 If the incumbent elects to stand for a consecutive term after reviewing the criteria established by the Committee under section 12.00, the Committee shall determine through the steps contained in 19.01 – 19.02 whether or not to recommend the incumbent's reappointment.

19.01 The past performance of the incumbent shall be assessed in the context of the university's and the pertinent office's future directions and strategic plans. Material to be examined by the Committee shall include but is not limited to:

- a current curriculum vitae;
- the criteria established by the Committee under section 12.00;
- the criteria and objectives established for the position at the time of initial appointment;
- a summary of the evaluations carried out by the Vice-President(s) to whom the incumbent reports; and
- the results of consultations with constituency groups.

19.02 The incumbent shall be invited by the Committee to provide a written self-assessment which includes a statement of past and projected leadership in the context of the criteria established for continuation in the position.

20.00 The incumbent must be advised of: the measures to be used under section 19.00 for assessment; the individuals and constituencies the Committee plans to consult; and the schedule for each stage of the review process.

21.00 A review should normally not take longer than eight weeks. During the period of assessment, the Committee must take steps to ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the process.

Voting

22.00 The Committee shall reach a decision on its recommendation to the President to re-appoint an incumbent through a simple majority vote.

22.01 If after completing the review process the Committee recommends the incumbent for a further term, the Committee shall proceed with the actions set out in sections 29.00 – 32.00 of these procedures.

22.02 If after completing the review process the Committee does not recommend the incumbent for a further term, the Committee shall proceed to the search procedures.

Search Procedures

23.00 Where the incumbent does not wish to be considered for a consecutive term, has served the term limit, or if after completing the review, the Committee does not recommend the incumbent for reappointment, the Committee shall invite members of the university community to suggest possible candidates and shall advertise the position.

23.01 The Chair may elect to engage a search consultant in cases where the position is open to external candidates.

Candidate Selection

24.00 The Committee shall gather relevant information about the candidates and shall then select a short list of candidates.

25.00 The Committee shall determine how best to seek feedback from and acquaint candidates on the final shortlist with: academic leadership, students, faculty, and staff within the pertinent Vice-President's office.

26.00 Candidates shall be advised of the measures to be used for assessment, the individuals and constituency groups the Committee intends to consult and the ratification requirements contained under sections 29.00 and 32.00.

Academic Appointment Process

27.00 In the case of an external candidate, the Chair shall consult the appropriate academic unit through its dean, chair or director before making the proposed academic appointment.

Voting

28.00 The Committee shall reach a decision on a recommended candidate through a simple majority vote.

Ratification

29.00 The Committee will determine by secret ballot, administered through the Office of the University Secretary, the acceptability of its recommended candidate to the regular faculty members of each faculty and the Division of Medical Sciences. Prior to the ballot, the Committee shall make available a copy of the candidate's curriculum vitae to each unit.

29.01 To be ratified, the candidate must have a minimum approval rate of 60% of votes cast.

30.00 In the event of an unsuccessful ratification ballot, the Committee shall meet to determine an alternate course of action.

Recommendation for Appointment

31.00 If the Committee's nominated candidate is ratified, the Chair will recommend the candidate to the President for appointment.

31.01 The recommendation shall be in the form of a report and include recommendations for action and a rationale for the Committee's decision.

Publication of Ratification Results

32.00 If the President offers the appointment to the candidate and the candidate accepts, the results of the ratification ballot shall be published.

Debriefing

33.00 After the President has approved the appointment and the candidate has accepted the nomination, the pertinent Vice-President(s) may meet with the newly appointed Vice-Provost or Associate Vice-President as required to discuss any issues arising from the appointment process as they relate to the mandate for the upcoming term.

AUTHORITIES AND OFFICERS

- i. Approving Authority: Board on recommendation of Senate
- ii. Designated Executive Officers: President
- iii. Procedural Authority: Senate and Board of Governors
- iv. Procedural Officers: Vice-President Academic and Provost; Vice-President Research

RELEVANT LEGISLATION

University Act

Freedom of Information and Protection of Privacy Act

RELATED POLICIES AND DOCUMENTS

Appointment of Non-Academic Associate Vice-Presidents (GV0345)

Appendix 'A' – Vice-Provost and Academic Associate Vice-President Appointment Committee Framework

Procedural Authority: Senate and Board of Governors
Procedural Officers: Vice-President Academic and Provost; Vice-President Research

Effective Date: January, 2011
Supersedes:
Last Editorial Change:

PURPOSE

- 1.00 The purpose of this document is to set out the framework for the establishment of Appointment Committees for the appointment or reappointment of a Vice-Provost or an Academic Associate Vice-President.

PROCEDURES

- 2.00 Vice-Provost and Academic Associate Vice-President Appointment Committees shall be constituted in accordance with the parameters contained in the following chart.

Position	Number	Composition and Appointment Method
Chair	(1-2)	Vice-President Academic and Provost and/or the Vice-President Research ⁱ (Ex Officio)
Committee Members	(4)	A regular faculty member elected by and from each of the following faculty groupings: <ul style="list-style-type: none"> • Fine Arts and Humanities; • Law, Business and Education; • Science, Engineering and the Division of Medical Sciences; and • Social Sciences and Human and Social Development
	(1)	Dean elected by Deans' Council
	(1)	Undergraduate student selected by the University of Victoria Students' Society
	(1)	Graduate student selected by the Graduate Students' Society
	(1)	Faculty member appointed by the President after elections are complete with a view to considerations such as diversity and balance
	(Up to 2)	Senior administrators or staff members appointed by the President in consultation with the Vice-President(s)
Total	9 - 12	
Secretary	-	An administrative staff member from the Vice-President Academic and Provost's or the Vice-President Research's office as appropriate (non-voting)

ⁱ For the Vice-Provost – normally the Vice-President Academic and Provost
For the Associate Vice-President Academic Planning – normally the Vice-President Academic and Provost
For the Associate Vice-President Research – normally the Vice-President Research