

**PROCEDURES FOR THE
SELECTION OF THE REGISTRAR**

University Policy No.: GV0400
Classification: Governance
Approving Authority: Board of Governors
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PURPOSE

- 1.00 The following procedures define the method by which the appointment of the Registrar will be conducted, and to the appointment of an acting Registrar.

PROCEDURESDelegation of Appointment Authority

- 2.00 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.
- 2.01 The Board of Governors has delegated its authority to make appointments to the President or the appropriate vice-president. The President is responsible for approving the appointment of the Registrar.

Notification of Vacancy

- 3.00 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.
- 3.01 If necessary, the President will appoint an acting Registrar in accordance with section 20.00 of these procedures to serve until the new appointee takes office.

Appointment Committee Establishment and Governance

- 4.00 The Vice-President Academic and Provost convene the Appointment Committee (hereinafter referred to as "the Committee") in accordance with these procedures.

Representation from Equity Groups

- 5.00 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, persons with disabilities, visible minorities, people of all sexual orientations and genders and others who may contribute to the diversification of the Committee.

Committee Composition

6.00 The Committee shall be comprised as follows:

Position	Number	Composition	Appointment Method
Chair	(1)	The Vice-President Academic and Provost (or designate)	Ex-officio
Committee Members	(1)	Associate Vice-President Student Affairs	Ex-officio
	(1)	Dean of Graduate Studies (or designate)	Ex-officio
	(1)	One Dean	Selected by Deans' Council (other than the Dean of Graduate Studies)
	(1)	Senator	Selected by the Senate Committee on Agenda and Governance
	(1)	Graduate student	Selected by the Graduate Students' Society
	(1)	Undergraduate student	Selected by the University of Victoria Students' Society
	(1)	Chief Information Officer	Ex-officio
	(2)	Members from the professional staff in the Office of the Registrar	Selected by the committee Chair
	(1)	One of the Director Student Recruitment and Global Engagement or the Executive Director, Student Services	Selected by the committee Chair
Optional Additional Members	(1)	Associate Dean responsible for advising	Selected by the committee Chair. If the Dean (selected above) is from the tri-faculties, an Associate Dean other than the Associate Dean, Academic Advising Humanities, Science, and Social Sciences should be selected.
Total	10-12		
Secretary	-	An administrative member from the office of the Vice-President Academic and Provost or the office of the Chair designate	Appointed by the committee Chair

Alternate Committee Members

7.00 Alternates will be identified, where possible, 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.

7.01 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.

Committee Member Participation

8.00 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 9.00.

Establishment of Position Criteria

9.00 The Committee shall acquaint itself thoroughly with the requirements of the Registrar position through a review of appropriate university policies and procedures, meetings with the incumbent, and others as appropriate, and shall establish criteria by which to evaluate candidates.

Employment Equity

10.00 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.

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

Confidentiality, Protection of Privacy and Records Management

11.00 The personal information of the incumbent and Registrar 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.

11.01 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.

12.00 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.

12.01 Only the Chair (or designate) is authorized to speak on behalf of the Committee. Committee members shall not disclose opinions or individual comments voiced at Committee meetings and are expected to respond to questions on the Committee's progress as directed by the Chair.

12.02 A Committee member who has breached confidentiality shall be subject to sanction by the Chair potentially including dismissal from the Committee.

13.00 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

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

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

Search Procedures

Determination of Candidate Field

15.00 The Chair, in consultation with the Committee, shall determine whether or not to initially seek internal candidates only.

15.01 The Vice-President Academic and Provost (or designate) may elect to engage a search consultant in cases where the position is open to external candidates.

Candidate Selection

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

Communication with Candidates

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

17.01 Candidates shall be advised of the measures to be used for assessment and the individuals and constituency groups the Committee intends to consult.

Voting

18.00 The Committee shall reach a decision on a recommended candidate through a simple majority vote, by secret ballot. The Chair has the right to vote.

Recommendation

19.00 The Committee's appointment recommendation shall be provided to the President in the form of a report including recommendations for action and a rationale for its decision.

Appointment of an Acting Registrar

20.00 When the appointment of an Acting Registrar is necessary, the Vice-President Academic and Provost (or designate) will consult with individuals and committees, as the Vice-President Academic and Provost (or designate) deems appropriate, and will then make a recommendation for appointment to the President. Normally such an appointment would not exceed two years.

AUTHORITIES AND OFFICERS

- i) Approving Authority: Board of Governors on recommendation of Senate
- ii) Designated Executive Officer: Vice-President Academic and Provost
- iii) Procedural Authority: Senate and Board of Governors
- iv) Procedural Officer: Vice-President Academic and Provost

LEGISLATION

University Act

Freedom of Information and Protection of Privacy Act

RELATED POLICIES AND DOCUMENTS

[Protection of Privacy Policy](#) (GV0235) and associated procedures

[Records Management Policy](#) (IM7700) and associated procedures