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## Vice President of the University

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### *Board Policy*

*Approving Authority: The Board of Governors*

*Established: June 11, 2020*

*Date of Last Review/Revision: June 2020*

*Office of Accountability: The Board of Governors*

*Administrative Responsibility: Office of the President*

### **1 Policy Statement**

By virtue of Section 15 (1) of *The St. Jerome's University Act 2000*, the Board of Governors ("the Board") may appoint a Vice President of the University. The Vice President Academic and Dean (VPAD) normally serves as Vice President of the University. In such cases, the process for the appointment of the Vice President of the University and the VPAD, and the general responsibilities for the VPAD, are found in the Board of Governors policy entitled "The Board Appointment and Reappointment of the Vice President Academic and Dean."

In cases where the Vice President of the University is not the VPAD, the process for the appointment of the Vice President and the general responsibilities are contained in this policy.

### **2 Scope**

This policy applies to the appointment and reappointment processes for the Vice President of the University and provides guidelines on the establishment of the general responsibilities for the role.

### **3 Term of Office**

3.1 Where the Vice President of the University is the VPAD, the term of office is commensurate with the VPAD's term of office.

3.2 Where the Vice President of the University is not the VPAD, the term of office shall be established by the Board of Governors and, normally, be for a period not longer than four (4) years.

### **4 General Responsibilities**

4.1 Where the Vice President of the University is the VPAD, the general responsibilities of the VPAD

are those contained in the policy “The Board Appointment and Reappointment of the Vice President Academic and Dean.”

- 4.2 Where the Vice President of the University is not the VPAD, the general responsibilities of the Vice President shall be assigned by the Board of Governors. Among those responsibilities shall be service on the Board of Governors.

## **5 Procedures for Appointment of the Vice President**

- 5.1 Where the Vice President of the University is the VPAD, the procedure is found in the policy entitled “The Board Appointment and Reappointment of the Vice President Academic and Dean.”
- 5.2 Where the Vice President of the University is not the VPAD, the following procedure shall be followed:
  - 5.2.1 The Board will establish and approve a budget for the Nomination or Recruitment and Appointment process.
  - 5.2.2 The Board may request that the Human Resources department secure proposals for the services of an Executive Search Consultant to the Board Executive Committee for its consideration and recommendation for approval to the Board. The procurement of the Executive Search Consultant, in consultation with the Human Resources department, will be undertaken within the guidelines and policies of the University and in alignment with Executive Search and Human Resources best practice.
  - 5.2.3 Populating the Nominating Committee shall be done in a manner consistent with the Board’s policies and procedures related to nominations and elections. The composition of the Nominating Committee shall be the one prescribed in the President search process. The Board Chair shall serve as Chair of the Nominating Committee.
  - 5.2.4 If the incumbent is not recommended for reappointment at the end of a first term, or if the incumbent is nearing the end of a second term, or if the incumbent has died, resigned or been removed, then the committee will invite or arrange for nominations, by whatever means it considers appropriate, from any person or group; it may arrange to advertise the position; and it will establish criteria against which nominations and applications may be measured.
  - 5.2.5 The Nominating Committee shall be guided by the mandate for the Presidential (Vice Chancellor) term and any additional directives or considerations the Board may provide. The Nominating Committee may draft a Vice President position profile, to be approved by the Board, that would be used in the recruitment of the Vice President.
  - 5.2.6 The Nominating Committee shall solicit nominations from the University community. A nomination would normally include a letter of application from the nominee. Any member of the Nominating Committee who declares as an applicant for the Vice President’s position shall resign from the Committee immediately. In such cases the vacated position shall be replaced in a manner analogous to the original appointment.

- 5.2.7 Strict confidentiality is mandatory for the Nominating Committee throughout the entire process. All members of the Nominating Committee are required to maintain this strict confidentiality even after the formal process has concluded.
- 5.2.8 The Chair of the Nominating Committee shall be the official and only spokesperson and shall, when appropriate, provide the Board, the University Community and the public with updates on the progress of the Committee's work.
- 5.2.9 The Chair of the Board of Governors, in consultation with the Executive Committee and the Executive Director Finance and Administration, shall, on behalf of the Board of Governors, negotiate the salary and terms of the contract for the Vice President of the University. The Human Resources department, the University's legal counsel, and the Chair of Finance will support the Chair in the negotiation and execution of the employment contract to ensure compliance with University policy, applicable labour law, and government directives.