

## **SELECTION PROCEDURES FOR SENIOR ACADEMIC ADMINISTRATORS**

### **Initiating the Process**

1. For the purpose of these procedures, the term "Senior Academic Administrator" is meant to include the Provost and Vice-President (Academic), the Dean and Vice-President (Health Sciences), the Vice-President (Research and International Affairs), the Associate Vice-President (Academic), the Dean of Graduate Studies and the Deans of the Faculties of Business, Engineering, Humanities, Science and Social Sciences.
2. No later than May in the penultimate year of the term of the incumbent, an ad hoc selection committee shall be formed.

In the event of a vacancy in the position, other than by expiration of a term appointment—such as by resignation or death—the selection committee shall be constituted as soon as possible.

3. As required by Senate By-law 118(b), the proposed composition and membership of each such selection committee shall be prepared by the Senate Committee on Appointments and forwarded to Senate for approval. Vice-presidential selection committees shall be chaired by the President and decanal and vice-presidential selection committees by the Provost.
4. The President or the Provost (as appropriate) shall be responsible for placing the matter on the agenda of the Senate Committee on Appointments. He or she may also provide the Committee on Appointments with suggestions concerning the composition and membership of the selection committee, in accordance with the principles set out in clause 5 below. The Appointments Committee shall not, however, be bound by any such suggestions.

### **Composition of the Selection Committee**

5. The composition of a selection committee shall be based on the following principles.
  - It should be representative of the constituencies over which the position has direct control. This would include but not necessarily be limited to teaching staff, non-teaching staff and students.
  - The majority of the committee members should be faculty. Selection committees for Faculty Deans would normally include one faculty member from each Department or Area in the Faculty, while those for the Associate Vice-President (Academic), the Dean of Graduate Studies, the Provost and the Vice-President (Research and International Affairs) would include one faculty member from each Faculty.
  - Although there should be a cross-section of junior and senior faculty, the majority should be senior and some should have occupied an administrative position such as that of a department chair or a dean.

- There should not be any prohibition against a current department chair or a Faculty dean serving on decanal or vice-presidential selection committees respectively.
- Because of the nature and the activities of a particular Faculty or vice-presidential position, it may be useful to include a representative from constituencies outside the University, such as the business community, the community hospitals, the local arts community, etc.
- All vice-presidential selection committees should include a member of the Board of Governors.
- The Provost should be an ex officio member of vice-presidential selection committees, except for the selection committee for the Provost and Vice-President (Academic).
- All decanal selection committees, except for the Dean and Vice-President (Health Sciences), shall include the Vice-President (Research and International Affairs).
- Decanal selection committees should include a faculty member from another Faculty.

### **Selection Process**

6. The selection committee, as its first task, shall ascertain whether or not the incumbent is willing to stand for reappointment.
7. If the incumbent does not wish to stand for reappointment, then the ad hoc selection committee would proceed to conduct a search in the normal way.
8. If the incumbent is willing to stand for reappointment, the incumbent's performance shall be evaluated by the selection committee against the level of performance it deems satisfactory to warrant reappointment. If the incumbent's performance is judged to have met (or more than met) that standard, the ad hoc committee would normally proceed to recommend the incumbent for reappointment to the Senate Committee on Appointments.
9. If the incumbent's performance is judged to be less than satisfactory, then the ad hoc selection committee would proceed to conduct a search in the normal way, with the incumbent as one of the candidates.