

- (1) One member elected by and from the Senate who will serve as Vice Chair of the Committee
- (1) One non-academic staff member selected by and from those members of the non-academic staff reporting directly to the Vice-President Academic and Provost
- (1) One Vice-President selected by the VicePresidents
- (1) One Associate VicePresident selected by and from the Associate VicePresidents reporting directly to the Vice-President Academic and Provost
- (1) The President who will serve as Chair of the Committee

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- 4.01 The University Secretary, or an alternate designated by the President, shall serve as Secretary of the Committee.
- 5.00 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 6.00.
- 6.00 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 interview candidates. Alternates cannot be added after this point as each Committee member must participate in the interview of and hear the Committee's deliberations with regard to the merits of all of the candidates prior to making a recommendation. In the event that an alternate is needed and no alternate was determined at the time the Committee was constituted, the alternate shall be appointed by the remaining members of the Committee after appropriate consultation.
- 7.00 During the search and selection process, the Committee should acquaint itself with human rights requirements, university equity and

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- 14.03 The Chair (or designate) or the search consultant shall contact references in confidence. Information provided in references shall be summarized and forwarded to the Committee in anonymous form, unless the Chair decides to seek one or more references' permission to attribute their comments to them by name or position when the comments are shared in confidence with the Committee.
- 14.04 In the case of an external candidate, the Committee shall consult the Dean of the relevant faculty and the Chair of the relevant department about the proposed academic appointment.
- 14.05 The Committee shall decide on its recommendation to the President by simple majority vote.
- 14.06 The Committee shall determine by secret ballot conducted by the Office of the University Secretary the acceptability of its recommendation to the President to the regular faculty members of the Faculties. Before the ballot, the Committee shall make available a copy of the candidate's curriculum vitae to each Department, School, or Faculty. If the Committee's recommended candidate receives at least sixty percent of votes cast, the President shall present the recommendation of the Committee to the Board of Governors.

14.07 The recommendation for the candidate put forward by the Committee shall be in the form of a report including recommendations for action and a rationale for the

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In addition, the incumbent shall be invited by the Committee to provide a self-assessment, which should include a statement of past and projected leadership in the context of the criteria established for continuation in the position.

15.02 Under normal circumstances, a review should take no longer than eight weeks. During the period of assessment, the Committee must ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the process.

15.03 The incumbent must be advised of: the measures to be used under section 15.01 for assessment; the individuals and constituency groups the Committee plans to consult; and the schedule for each stage of the process.

15.04 The Chair (or designate) shall contact references in confidence from a reference list developed in consultation with the incumbent. Information provided in references shall be summarized and forwarded to the Committee in anonymous form, unless the Chair decides to seek one or more referen

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Procedures for Interim Executive Appointments

Procedural Authority:	Board of Governors	Effective date:	October 2017
Procedural Officer:	President	Supersedes:	November 2016
		Last Editorial Change:	March 2021

Parent Policies:

JURISDICTION

3.00. Under the *University Act*, s. 27(2), the Board has the power:

- (f) *with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;*
- (g) *subject to section 28, to appoint the president of the university, deans of all faculties, the librarian, the registrar, the bursar, the professors, associate professors, assistant professors, lecturers, instructors and other members of the teaching staff of the university, and the officers and employees the board considers necessary for the purpose of the university, and to set their salaries or remuneration, and to define their duties and their tenure of office or employment;*
- (h) *if the president is absent or unable to act, or if there is a vacancy in that office, to appoint an acting president;*

- (b) If the Vice-President Academic and Provost is unable to serve as Interim President, then the Vice-President Research and Innovation will be named as Interim President attached oh

13.00. The office of the Executive who will be or is absent will, as appropriate, inform other