

January, 2013

Supersedes: February 1997

Last Editorial Change: December 2020

Mandated review: January, 2020

Associated Procedures:

[Procedures for Interim Executive Appointments](#)

PURPOSE

- 1.00 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. The following procedures define the method by which the President and Vice-Chancellor carries out the responsibility of making a recommendation to the Board of Governors concerning the appointment of the University Secretary.

PROCEDURES

- 2.00 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. If necessary, the Board will appoint an Acting University Secretary to serve until such time as the new appointee takes office.

Composition and Responsibilities of the Appointment Committee

- 3.00 The University of Victoria is committed to equity and diversity. Where possible, when establishing the Appointment Committee, constituencies should encourage a diverse representation from the university community including women, persons with disabilities, visible minorities, Indigenous peoples, people of all sexual orientations and genders, and others who may cFoundation for the University of Victoria and the University of Victoria Foundation
- (1) The Chancellor
 - (1) One Vice-President, selected by the President

- (1) One graduate student selected by the Graduate Students' Society
- (1) One undergraduate student selected by the University of Victoria Students' Society
- (1) One staff member selected by and from those members of staff reporting directly to the University Secretary
- (1) One member of the President's Advisory Council, elected by the Council
- (1) The President, who shall serve as the Chair of the Committee

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- 4.01 The President will designate an individual to 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 diversity policies, include equity issues in its consideration of criteria for the position, and take steps to widen the pool of qualified applicants to include women, persons with disabilities, visible minorities, Indigenous peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the university. Postings for the position, both internal and external, shall include the current equity statement. The Committee should familiarize itself with best practices for conducting fair and equitable selection processes.

- 8.00 Committee members are responsible for exercising their best judgment in the interests of the appointment process and the university. They may keep colleagues apprised of the non-confidential aspects of the appointment process and encourage them to provide input through the Chair or Committee Secretary.
 - 8.01 The Chair will guide Committee members with respect to consultations with their constituencies.

- 9.00 Deliberations of the Committee are confidential. The Committee shall keep a confidential summary record of its decisions and actions. Deliberations of the Committee concerning candidates shall not be recorded.

- 9.01 Only the Chair (or designate) may speak on behalf of the Committee.
- 9.02 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.
- 10.00 Documentation received by the Committee during its deliberations is confidential. Personal information is managed and protected in accordance with the *Freedom of Information and Protection of Privacy Act* and the University's Protection of Privacy Policy GV0235.
- 11.00 The Committee shall acquaint itself with the requirements of the position of University Secretary by various means, normally including meeting with the incumbent and will establish criteria on which the candidates shall be judged.
- 12.00 After the appointment is made, the President may convene the Committee to evaluate the process and to provide advice on any revisions to these procedures

- 13.05 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 Committee's choice.
- 13.06 When the Board has approved the appointment, and the successful applicant has accepted, there shall be a meeting between the President and the new University Secretary to discuss any issues arising from the appointment process as they relate to the mandate for the new appointee.

Authorities and Officers

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Procedures for Interim Executive Appointments

Procedural Authority: Board of Governors
Procedural Officer: President

Effective date: October 2017

Supersedes: November 2016

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Parent Policies:

[University of Victoria Procedures for the Search, Appointment, or Reappointment of the President and Vice-Chancellor \(GV0300\)](#)

[University of Victoria Procedures for the Appointment and Reappointment of the Vice-President Academic and Provost \(GV0305\)](#)

[University of Victoria Procedures for the Appointment and Reappointment of the Vice-President Research and Innovation \(GV0310\)](#)

[University of Victoria Procedures for the Appointment and Reappointment of the Vice-President Finance and Operations \(GV0315\)](#)

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