

**Procedures for the Appointment of the  
Vice-President Indigenous**

- (1) One co-chair of the Indigenous Community Engagement Council elected by the ICEC.
- (1) The President, who will chair the Committee.

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- 4.01 The University Secretary, or an alternate designated by the President will 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 will 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 member of the Committee must participate in the interviews 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 will be appointed by the remaining members of the Committee after appropriate consultation
- 7.00 The Committee should familiarize itself with the university's equity and diversity policies,

- 10.02 A member of the Committee who has breached confidentiality will 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.
- 11.00 Documentation received by the Committee during its deliberations is confidential. Personal information is managed and protected in accordance with the *Freedomis*

- 14.07 The recommendation for the candidate put forward by the Committee will be in the form of a report including recommendations for action and a rationale for the Committee's choice.
- 14.08 When the Board has approved the appointment, and the successful applicant has accepted, there will be a meeting between the President and the new Vice-President to discuss any issues arising from the appointment process as they relate to the mandate for the new appointee.

**Authorities and Officers**

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: President
- iii) Procedural Authority: Board of Governors
- iv) Procedural Officer: President

**Relevant Legislation**

- [University Act](#)
- [Freedom of Information and Protection of Privacy Act](#)



## **Procedures for Interim Executive Appointments**

**Procedural Authority:** Board of Governors  
**Procedural Officer:** President

**Effective date:** October 2024  
**Supersedes:** March 2021  
**Last Editorial Change:**

**Parent Policies:**

4.00

- 11.00 Interim Executive Officer appointments may be made for up to three months. In cases where an appointment is needed for more than three months, the procedures for appointing an Acting Executive as per the relevant policies and procedures will apply – see sections 5.00 to 7.00 above.
- 12.00 Interim Executive Officer appointments will ordinarily occur as a result of vacation coverage or other short-term absences and will therefore not attract additional compensation. In the extraordinary circumstances where a longer-term appointment is necessary:
- a. the Interim Executive Officer may be compensated in accordance with the compensation plan and salary range associated with the Executive position,
  - b. such compensation to be approved by:
    - i. the President for individuals appointed as Interim Executive Officers, other than the President;
    - ii. the Board Chair for individuals appointed as interim President.
- 13.00 The office of the Executive who will be or is absent will, as appropriate, inform other offices and bodies within and (if applicable) outside the university of the Interim Executive Officer appointment.

#### **Relevant Legislation**

[University Act, RSBC 1996, c 468](#)

#### **Related Policies and Documents**

- [University of Victoria Procedures of the Board \(2024\)](#)
- [Procedures for the Search, Appointment, or Reappointment of the President and Vice-Chancellor \(GV0300\)](#)
- [Procedures for the Appointment of the University Secretary \(Registrar\) \(GV0325\)](#)
- [Procedures for the Appointment and Reappointment of the Vice-President Academic and Provost \(GV0305\)](#)
- [Procedures for the Appointment of the Vice-President External Relations \(GV0320\)](#)
- [Procedures for the Appointment of the Vice-President Finance and Operations \(GV0315\)](#)
- [Procedures for the Appointment of the Vice-President Indigenous \(GV0330\)](#)
- [Procedures for the Appointment and Reappointment of the Vice-President Research and Innovation \(GV0310\)](#)